



### Karlsruhe Institute of Technology (KIT) - D KARLSRU01

#### How to nominate your students in Mobility Online:

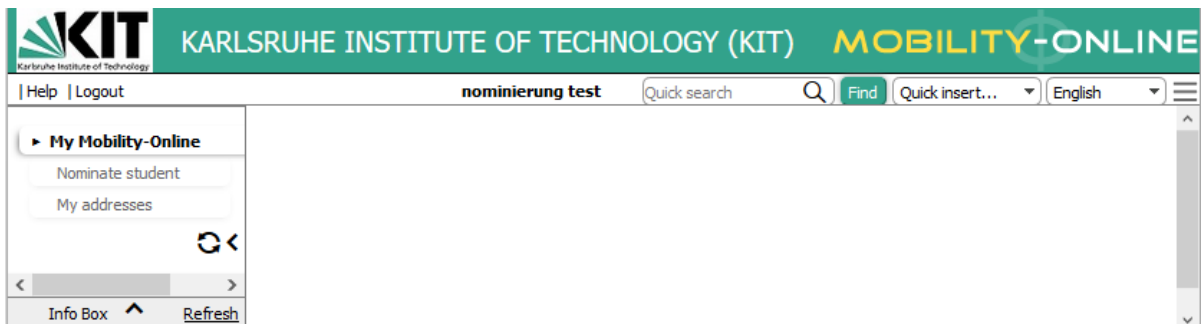
To nominate your students in Mobility Online, please use this link: <https://www.service4mobility.com/europe/LoginServlet?sprache=en&identifizier=KARLSRU01>

Your login/username can be found in the e-mail. A second e-mail with the password will be sent afterwards. **Please do not change username or password.**

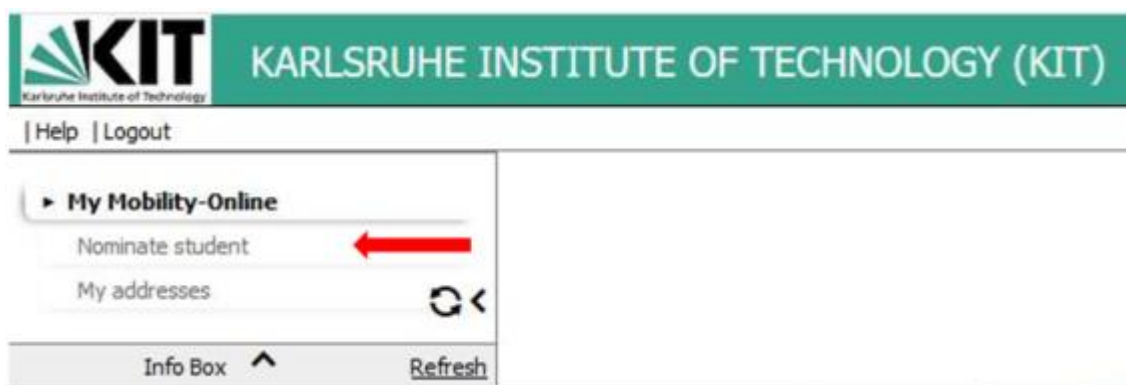
Copy your credentials and choose “English” as your language. Then press the Login button.




If your login is successful, the following page will appear:



To continue, go to “My Mobility Online” (left corner) and select “nominate student”.



Fill in the form below with all relevant information regarding your student. To finish and send the application please select “create application”. Please note that the Superordinate exchange program field need not/cannot be filled in.

Application for a student exchange


All fields marked with (\*) must be completed.

– **Details of application** [Open all sub groups](#) [Close all sub groups](#)

Type of application  Incomings  Outgoings \*

Type of person  Students/Trainees  Teachers \*

Internal exchange program  \*

Superordinate exchange program  \* Please do not fill in this field, it is impossible.

Exchange program  \*

Academic year  \*

Semester  \*

– **Personal Details**

Family name  \*

Given name  \*

Sex  Male  Female  Diverse \*

Date of birth (dd.mm.yyyy)  \*

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E-Mail address  \* ?

Same e-mail address for verification  \*

– **Data concerning current studies**

Country of home institution  \*

Home institution  \*

Study field  \*

Study level  \*

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Departmental coordinator at home institution

E-Mail address of nomination contact  \*

A confirmation e-mail will be sent to the above address within the next hour.

Before you log out, please check that we have the right email address to contact you/your institution. The address can be found under “my addresses”.

If something does not work out as intended, please contact us. We will than solve the problems.

