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&identifier=KARLSRU01](https://www.service4mobility.com/europe/LoginServlet?sprache=en&identifier=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.

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.

Version 03-2020