

Freemover Guide

The entire application process can be divided into **two major parts**:

1. Creating the necessary accounts
2. Filling in the application

In the following, you will be guided step by step through the entire application process. Please read this document carefully.

Part 1: Creating the necessary accounts

You need an account in FHWien's own system **FHWien online** as well as in **Mobility Online**. Since these systems must be connected to each other from the beginning, it is important to carry out the individual steps in the **correct order**:

1) Step 1: New Account in FHWien Online

- Please use the following link to create a new account in [FHWien Online](#).
- Fill in the form completely, confirm the data and submit it.
- You will then receive an email with an activating link to FHWien online:
 - Please click on this link and activate your account.
 - Then click on "continue": You will now see your username and you have to enter a password.
 - **Important:** Make sure to remember your username and your password!!! These are the login-data for Mobility Online and you will need it in the next step.
 - After you have activated the link, you have to wait 1 hour (!). Only after one hour this account is active and you can continue with step 2.

2) Step 2: Mobility Online registration

- Now register to *Mobility Online (MO)* with the [MO Registration Link](#).
- Use the login-data you received in step 1.
- Complete the form and click submit.
- You will then be sent an email *Confirmation of registration*. With the link at the bottom of this email, you can login to Mobility Online to carry on your application process.

Part 2: Filling in the application

The further application process is handled via our software **Mobility Online (MO)**:

[Mobility Online Application Link](#)

In your MO workflow you can see all the necessary steps for your application in the required sequence. Each line consists of a **description field (left)** and - if something needs to be done on your part - **an action field (right)**. If no action field appears, you do not have to do anything at the moment but wait until IStA (International Student Affairs) has completed its task.

In addition, you can see whether the respective step has already been carried out successfully (green tick). If this is the case, you will also see who carried out this step and when.

Further information on application data in Mobility Online

Name:

Your first and last name(s) should already be filled out in UPPER CASE. Please check with your valid travel document, that the name(s) are an exact copy of the name(s) in your travel document. (One exception: do not copy commas between your names).

Permanent home address/Study adress:

Please enter your permanent address of your home country. Study and home address must temporarily be the same. Once you have your Austrian address WE will change the study address to your Austrian address.

Information about Special Education Needs:

You need to check the box that you have read the information to continue with your application. The consent declaration only needs to be check if necessary.

Stay from/stay until:

The semester dates are prefilled out, please do not change them. You can also find the exact semester times of our university in the Academic Calendar in the [Infosheet](#) on our website. Your semester starts with the first day of the obligatory Orientation Week. Since the orientation week is virtual you might need a different starting date on your confirmation of stay, which will not be a problem, but in Mobility Online there must be the official semester dates.

Field of study:

You must enroll in one of the degree programs of FHWien, and this is the degree program that will be stated in your Transcript of Records at the end of the semester. Please choose the one from the list „Field of study“ that comes closest to your studies at home. This selection has no effect on the courses you can take at our university but is merely a formal requirement for you to be enrolled as a student. The selection you are making now cannot be changed at a later date. Please make sure you choose a full-time program if applicable.

Date of secondary school-leaving exam, university entrance qualification exam or equivalent:

We need the date you graduated from high school/grammar school, the date you obtained qualification to study on university level.

Application Documents Upload:

➤ **Photo:**

- Please save the image file jpg as follows: Photo_Last Name_First Name
- The image size: 500 x 500 pixels; the file cannot be larger than 500 KB.
- The uploaded photo will be printed on your Campus Card. Please make sure that the photo is suitable. It should be similar to a passport picture, only your face should be shown.

➤ **Proof of identification:**

- Please save the pdf file as follows: ID Card_Last Name_First Name
- All data must be clearly readable.
- The ID must be valid at least until the last day of your semester abroad (Academic Calendar in the [Infosheet](#)).

➤ **Letter of Confirmation** from your home university stating that you are allowed to study at the FHWien der WKW as a feemover student. See template at the end of the document: your home university does not have to use this exact template, but all the information mentioned in the template must be included in your letter of confirmation.

➤ **Confirmation of Enrolment** stating that you are currently enrolled at your home university.

➤ **Official Language Certificate B2 (Common European Framework) and above:**

- For example: Cambridge certificates, IELTS, TOEFL, EIKEN, TOEIC, ACTFL, etc.
- Certificate cannot be older than 4 years at the time of upload.
- The certificate must include scores for all four skills: reading, listening, speaking and writing.

➤ **Application form:** Please print the application form, fill in the current date, sign it, scan it and then upload it again. (We accept digital signatures).

Further Steps

Your application will then be reviewed by IStA and either marked as complete or you will receive an email with corrections.

After the application deadline all applications will be reviewed. If your application was successful, you will receive a confirmation of acceptance. You must then accept the place at FHWien der WKW within three days.

Once you have clicked on accepted your place, you are asked to pay the tuition fees. Details on the tuition fees will be sent in a separate mail. Finally, upload a proof of transfer of payment.

General Information

Website for incoming students: general information including housing recommendations

Infosheet: our address, Erasmus code, academic calendar, public holidays, etc.

Course guides will be published in May for the winter semester and in October for the summer semester. Please be patient and only start with your learning agreement, once you have the course guide.

Information for the learning agreement (also see Infosheet and course guide):

Contact person: International Student Affairs (IStA)

- Position: Office Manager IStA
- Phone number / email address: ista@fh-wien.ac.at

Responsible person: Mag. Barbara Zimmer

- Position: Head of CIEM
- Phone number / email address: ista@fh-wien.ac.at

Template for Letter of Confirmation

[University Name]
[Address]
[City, Postal Code]
[Country]
[Phone Number]
[Email Address]

[Date]

Letter of Confirmation regarding Freemover Mobility

To Whom It May Concern,

This is to confirm that **[Student's Full Name]**, born on **[Student's Date of Birth]**, is currently enrolled as a student at **[University Name]**. The student is pursuing a degree in **[Degree Program]** and has been registered at our institution since **[Enrollment Date]**.

We can confirm that **[Student's Full Name]** is allowed to study abroad as a *freemover* student at **FHWien der WKW** in **Vienna, Austria** during the **[Summer Semester Year]/[Winter Semester Year]/[Study Year]**.

This letter is issued to confirm the student's enrollment status and their participation in the aforementioned program abroad. If you require any additional information or documentation, please do not hesitate to contact us.

Sincerely,

[Signature] and [Stamp]
[Name of the Responsible Person]
[Title/Position]
[Department Name]
[University Name]