

How to change and upload your Learning Agreement

1. Login to Mobility-Online with the login name and password you have chosen when you registered
<https://www.service4mobility.com/europe/LoginServlet>

Go to the application workflow and download the Learning Agreement form again (orange arrow).

☰ Necessary steps	Done	Done on	Done by	Direct access via following link	17 / 24
passport photograph. Max file size 5MB, width 200-500px, height 200-500px)				photograph. Max file size 5MB, width max 500px, height min 200px - max 500px	←
Template for Learning Agreement printed (doc-Format)	✓	09.05.2016	██████████	print template for Learning Agreement	
Download: Guidelines ERASMUS Learning Agreement				download the guidelines on how to use the Learning Agreement	
Download available courses and modules at TUHH in the academic year 2016/17					
Learning Agreement uploaded	✓	07.06.2016	██████████	Upload Learning Agreement	
Download information of german language requirements for exchange students				Click here to download!	
Proof of A1 German knowledge uploaded	✓	07.06.2016	██████████	Upload proof	
Transcript of records uploaded	✓	07.06.2016	██████████	Upload Transcript of Records	
Motivation letter uploaded	✓	07.06.2016	██████████	Upload Motivation letter	
Application form printed	✓	07.06.2016	██████████	Print Application form	
Signed application form uploaded (application complete)	✓	07.06.2016	██████████	Upload application form	
☰ Before the Mobility / Admission					2 / 4
TUHH International Office has finished checking your application (acceptance will follow)	✓	29.07.2016	██████████		
TUHH has sent you your admission letter by Email signed learning agreement downloaded	✓	29.07.2016	██████████	download signed learning agreement	
letter of acceptance downloaded				download letter of acceptance	
☰ During the Mobility / Changes, Extension of stay					1 / 2
information on how to do changes to your learning agreement available here				download information on changes	
Changes Learning Agreement uploaded	✓	19.01.2017	██████████	Upload Changes Learning Agreement	←
☰ After the mobility / Transcript of Records, stay closed					2 / 3

2. Fill out the Changes to the Learning Agreement and get the signature from the **TUHH responsible departmental coordinator** (Deputy Dean International or their assistants. Contact data to be find in the Exchange Student Guide which was distributed.
3. Scan it and send it by Email to your home institution for signature of **your home departmental coordinator**. Ask them to send a scan of the fully signed Changes to the Learning Agreement back to you. If necessary supply a (digital) copy to your home institutional coordinator or international office.
4. Upload the fully signed Changes to the Learning Agreement to the section “During the Mobility” (pink arrow in picture above).
5. You can download the Learning Agreement from the Mobility Online Portal any time you need it.