## Manual for External Incoming Students

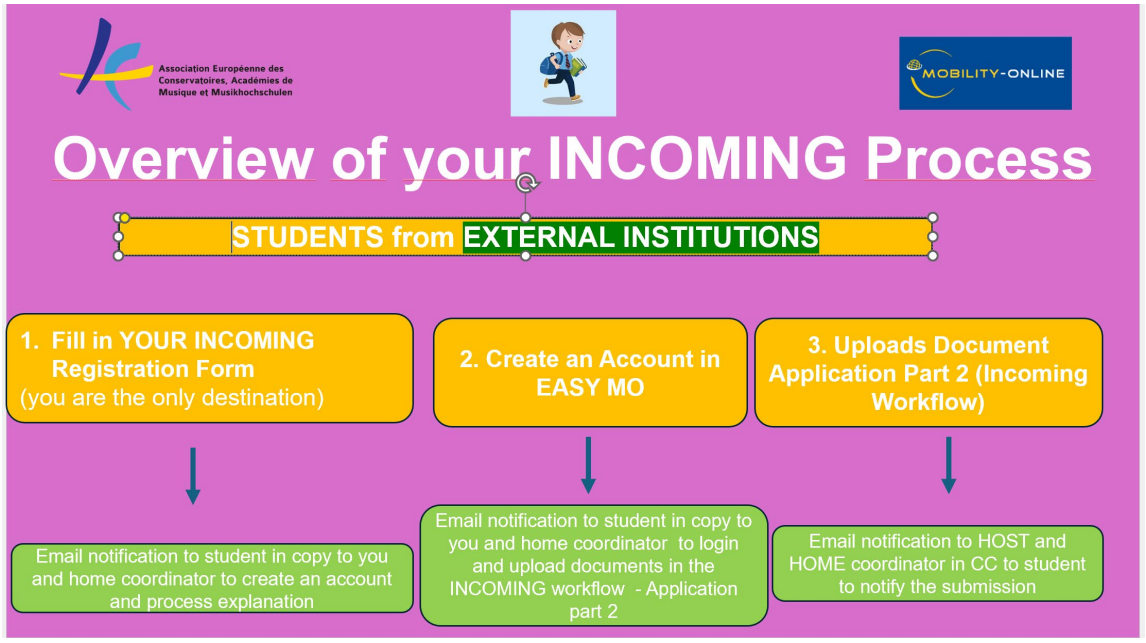
If your institution does not use EASY Mobility Online to manage exchange applications and you want to apply to an institution using EASY Mobility Online, you need to complete the following steps within the EASY MO system:

1. Fill in the Incoming Registration Form
2. Create an Account in the System
3. Upload the required documents in the Workflow of the system

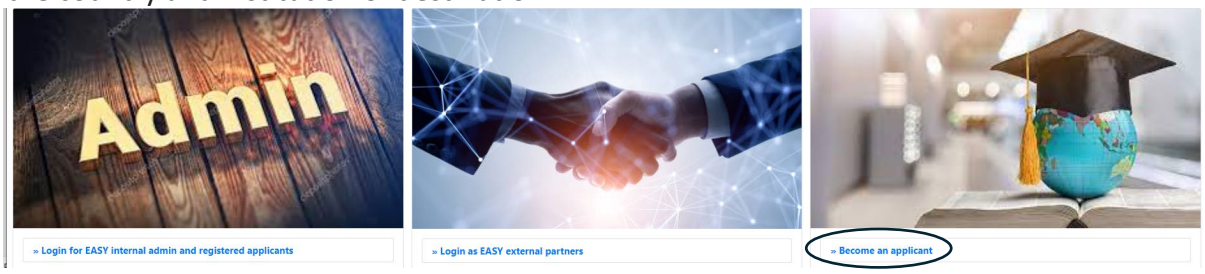
Only if you complete all steps, you will be able to submit your application.

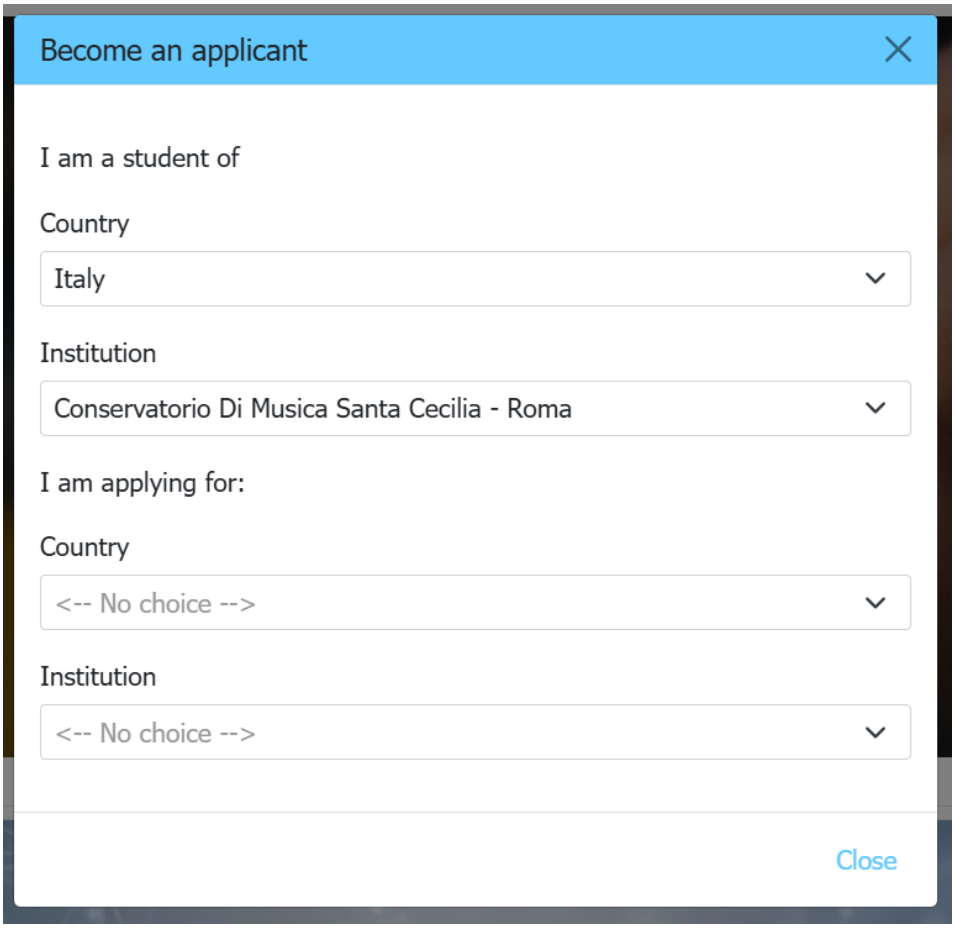
Please keep an eye on the mailbox of the email address you provide when registering in the system in order to know the next steps of the application process.

You will receive email notifications after each step:




To start your application, go to [https://mobility.aec-music.eu/LoginServlet](https://mobility.aec-music.eu/LoginServlet), click on **Become an applicant** and choose your country and your institution. Afterwards, you will be able to choose the country and institution of destination.

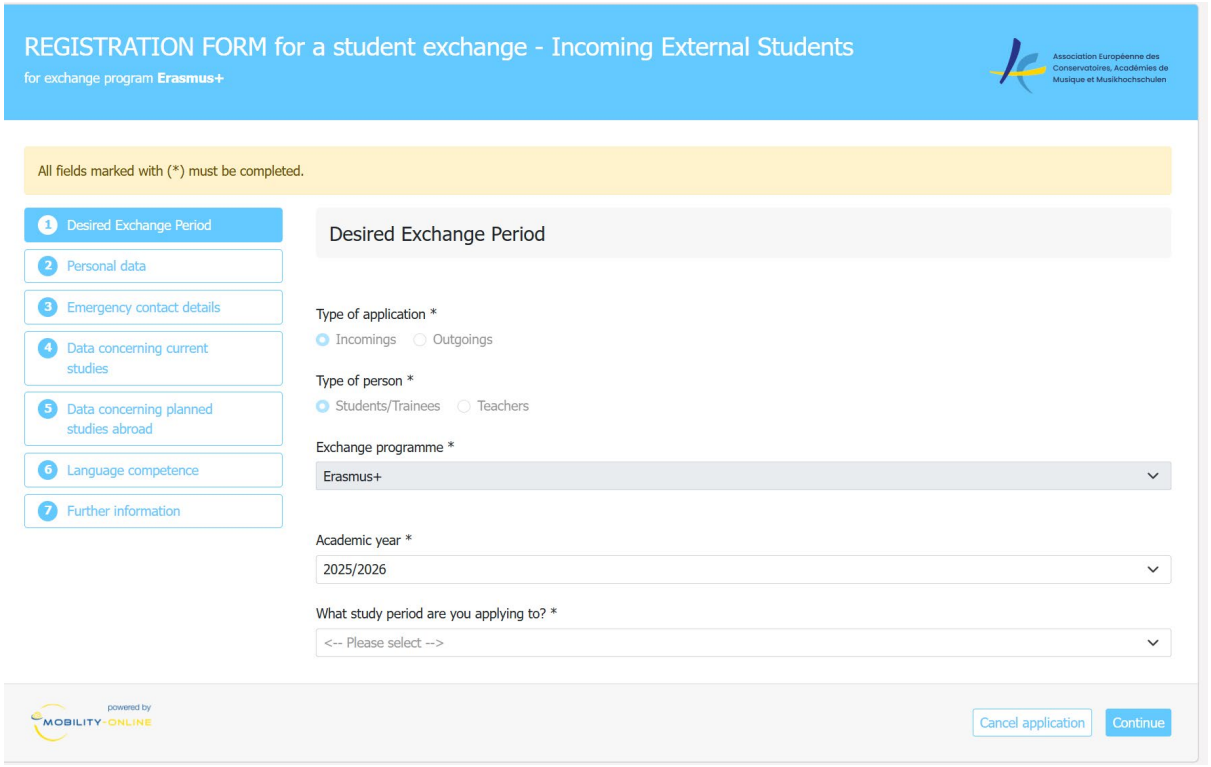


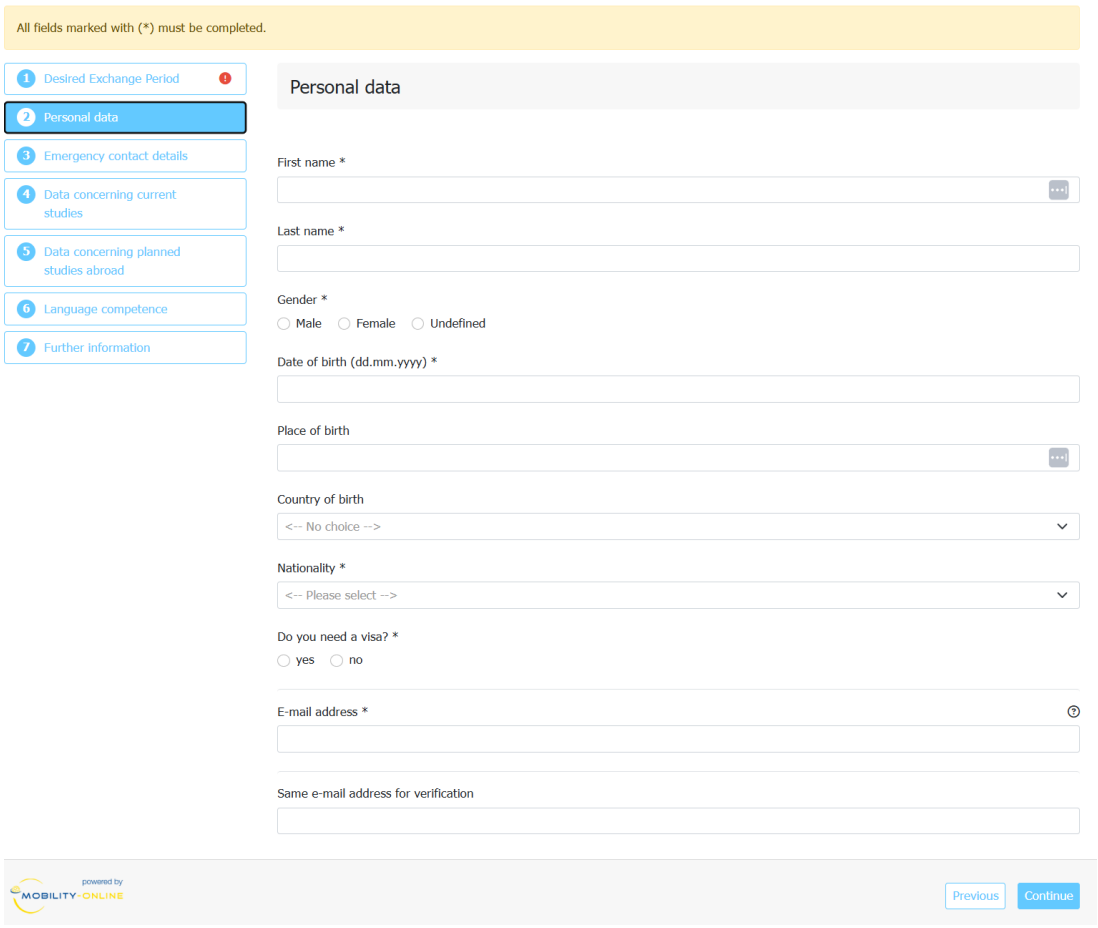


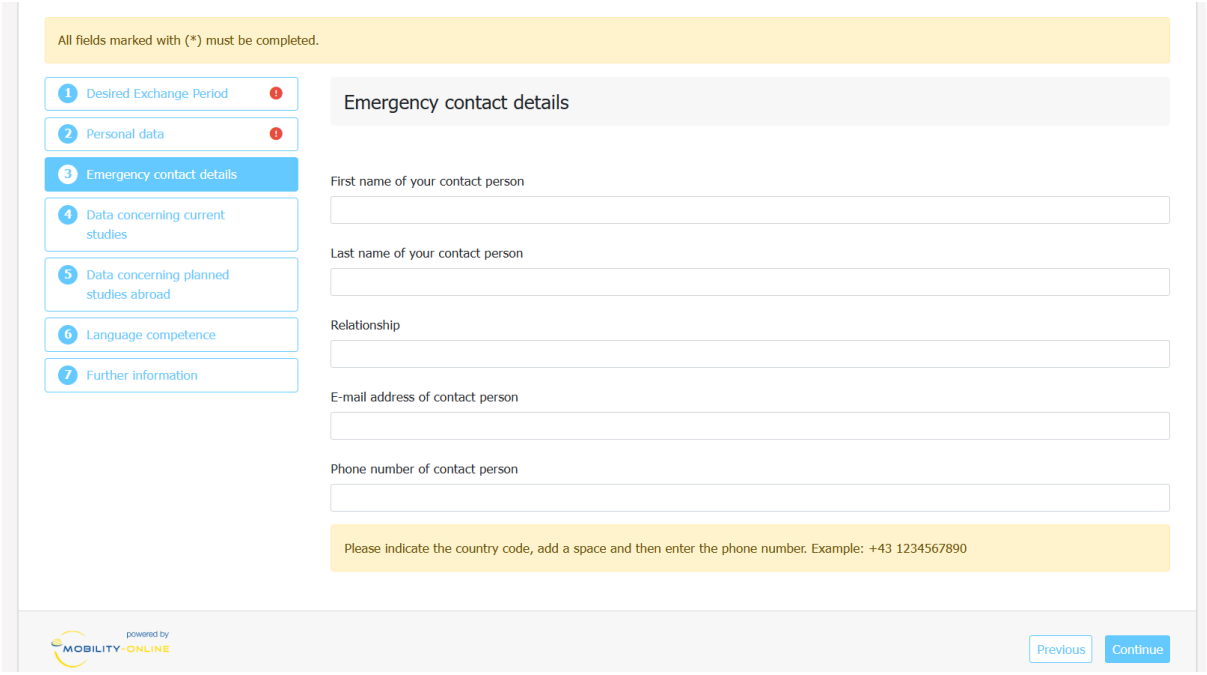

Please note that if your home institution does not appear it means it is not in the system and needs to be added. Please contact your international office about it. If your destination does not appear it means that either the institution does not use EASY MO or your home institution is not their partner. In both cases, please contact your home international office. If the system gives you an error, probably the application period of your destination is closed.

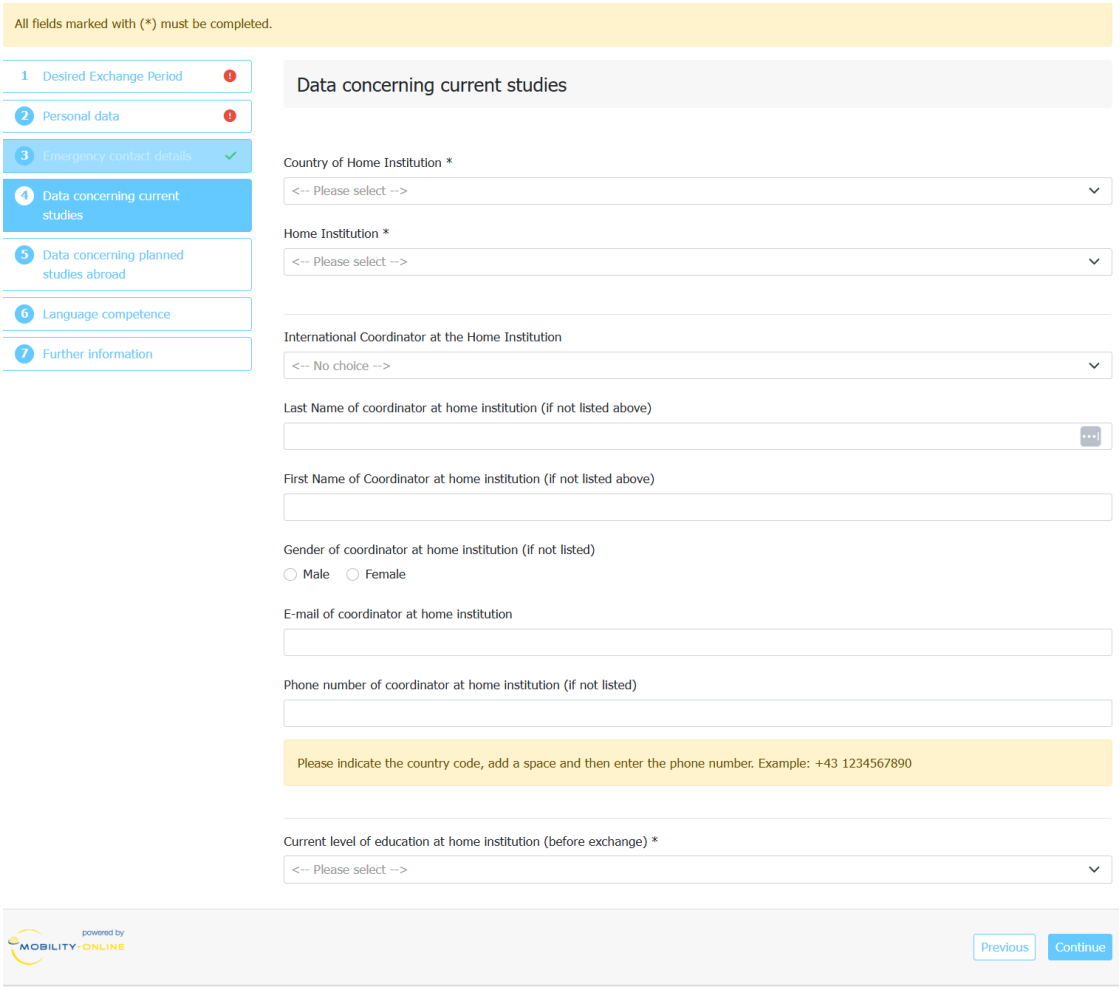
**Step 1: Incoming Registration Form**

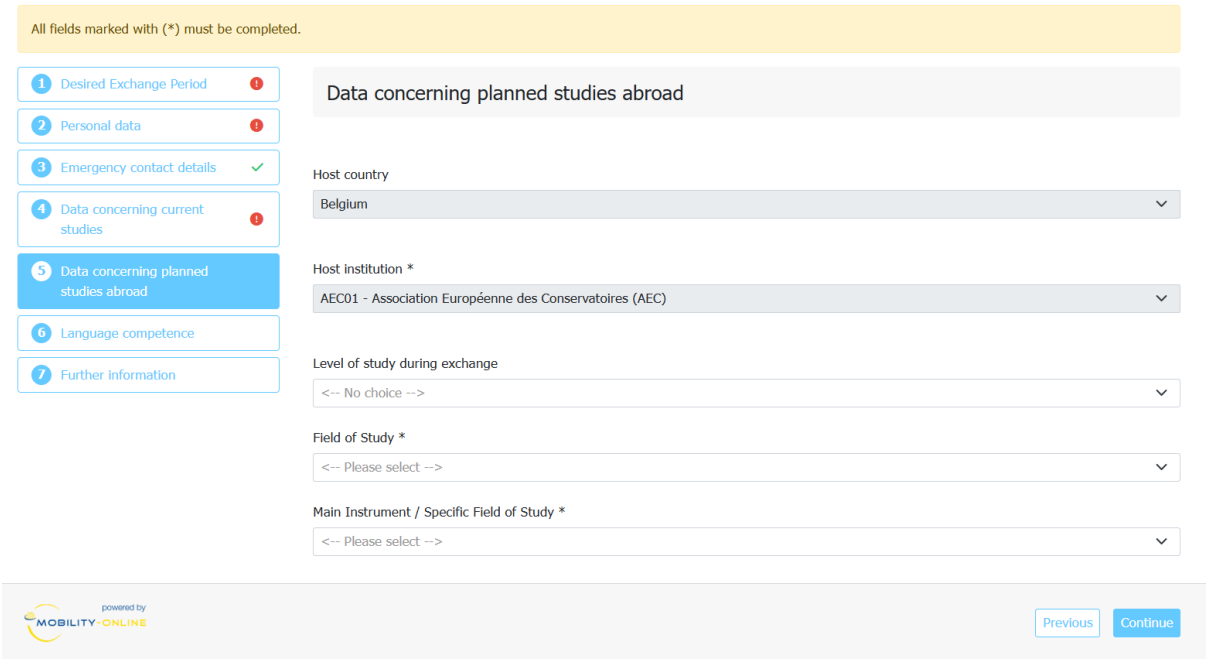
You can now start filling **the Incoming Registration Form.** The academic year and study period refers to when you want to go on exchange. Fields with an asterisk are compulsory.

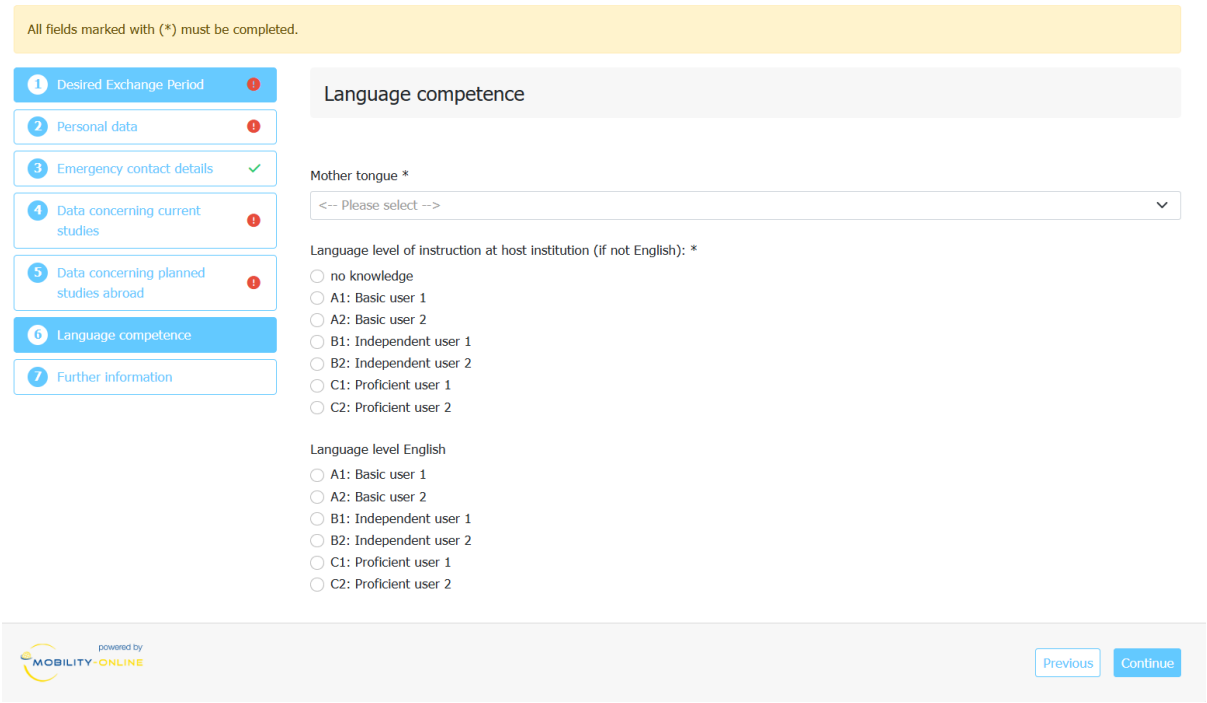

REGISTRATION FORM for a student exchange - Incoming External Students
for exchange program Erasmus+
Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen
All fields marked with (*) must be completed.
1 Desired Exchange Period
2 Personal data
3 Emergency contact details
4 Data concerning current studies
5 Data concerning planned studies abroad
6 Language competence
7 Further information
Desired Exchange Period
Type of application *
Incomings
Outgoings
Type of person *
Students/Trainees
Teachers
Exchange programme *
Erasmus+
Academic year *
2025/2026
What study period are you applying to? *
<-- Please select -->
powered by MOBILITY-ONLINE
Cancel application
Continue


All fields marked with (*) must be completed.
1 Desired Exchange Period
2 Personal data
3 Emergency contact details
4 Data concerning current studies
5 Data concerning planned studies abroad
6 Language competence
7 Further information
Personal data
First name *
Last name *
Gender *
Male
Female
Undefined
Date of birth (dd.mm.yyyy) *
Place of birth
Country of birth
<-- No choice -->
Nationality *
<-- Please select -->
Do you need a visa? *
yes
no
E-mail address *
Same e-mail address for verification
powered by MOBILITY-ONLINE
Previous
Continue

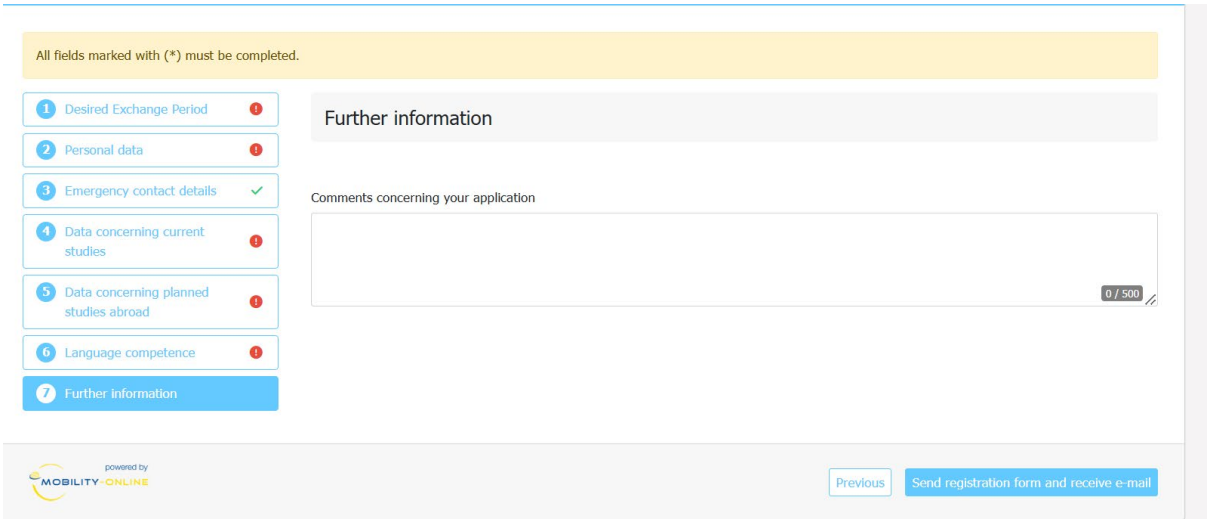

All fields marked with (*) must be completed.
1 Desired Exchange Period
2 Personal data
3 Emergency contact details
4 Data concerning current studies
5 Data concerning planned studies abroad
6 Language competence
7 Further information
Emergency contact details
First name of your contact person
Last name of your contact person
Relationship
E-mail address of contact person
Phone number of contact person
Please indicate the country code, add a space and then enter the phone number. Example: +43 1234567890
powered by MOBILITY-ONLINE
Previous
Continue


All fields marked with (*) must be completed.
1 Desired Exchange Period
2 Personal data
3 Emergency contact details
4 Data concerning current studies
5 Data concerning planned studies abroad
6 Language competence
7 Further information
Data concerning current studies
Country of Home Institution *
<-- Please select -->
Home Institution *
<-- Please select -->
International Coordinator at the Home Institution
<-- No choice -->
Last Name of coordinator at home institution (if not listed above)
First Name of Coordinator at home institution (if not listed above)
Gender of coordinator at home institution (if not listed)
Male
Female
E-mail of coordinator at home institution
Phone number of coordinator at home institution (if not listed)
Please indicate the country code, add a space and then enter the phone number. Example: +43 1234567890
Current level of education at home institution (before exchange) *
<-- Please select -->
powered by MOBILITY-ONLINE
Previous
Continue

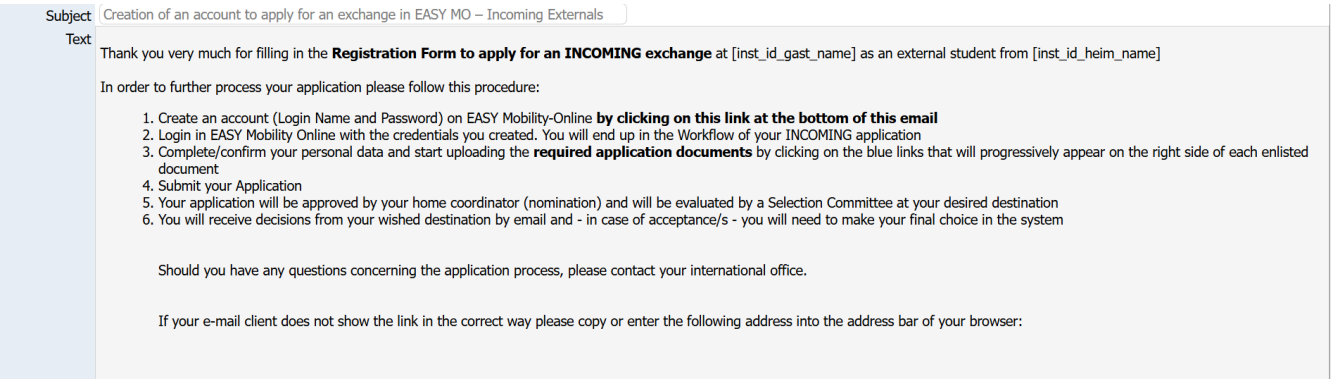



Should you need help to indicate your language level, please consult the self-assessment grid that illustrates the levels of proficiency described in the *Common European Framework of Reference for Languages (CEFR)* at https://www.coe.int/en/web/common-european-framework-reference-languages/table-2-cefr-3.3-common-reference-levels-self-assessment-grid

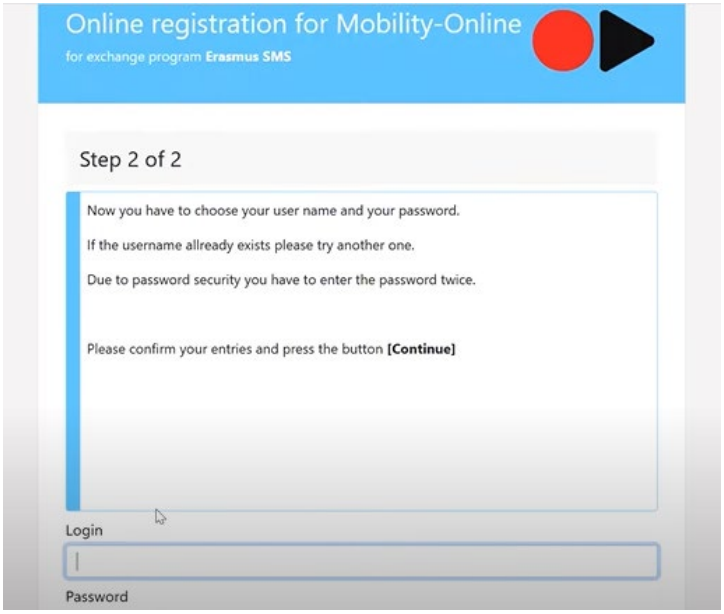



Once you have completed and submitted the Registration Form, you will receive an email with instructions on what happens next:



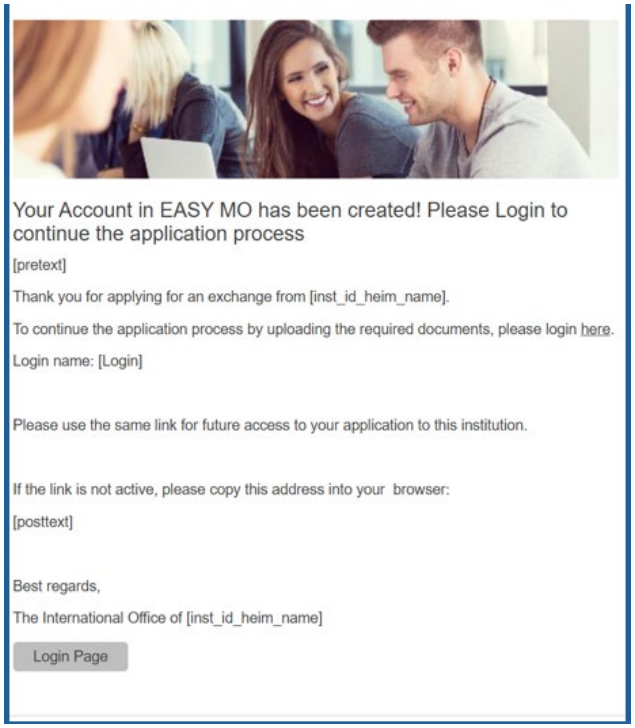

## Step 2: Create your account in Mobility Online

Now your next task is to create an account in the EASY MO system



**Step 3: Upload application documents**

Once done, you will receive an email to start uploading documents to complete the application in the so called “Workflow”.



Your Account in EASY MO has been created! Please Login to continue the application process

[pretext]

Thank you for applying for an exchange from [inst_id_heim_name].

To continue the application process by uploading the required documents, please login here.

Login name: [Login]

Please use the same link for future access to your application to this institution.

If the link is not active, please copy this address into your browser:

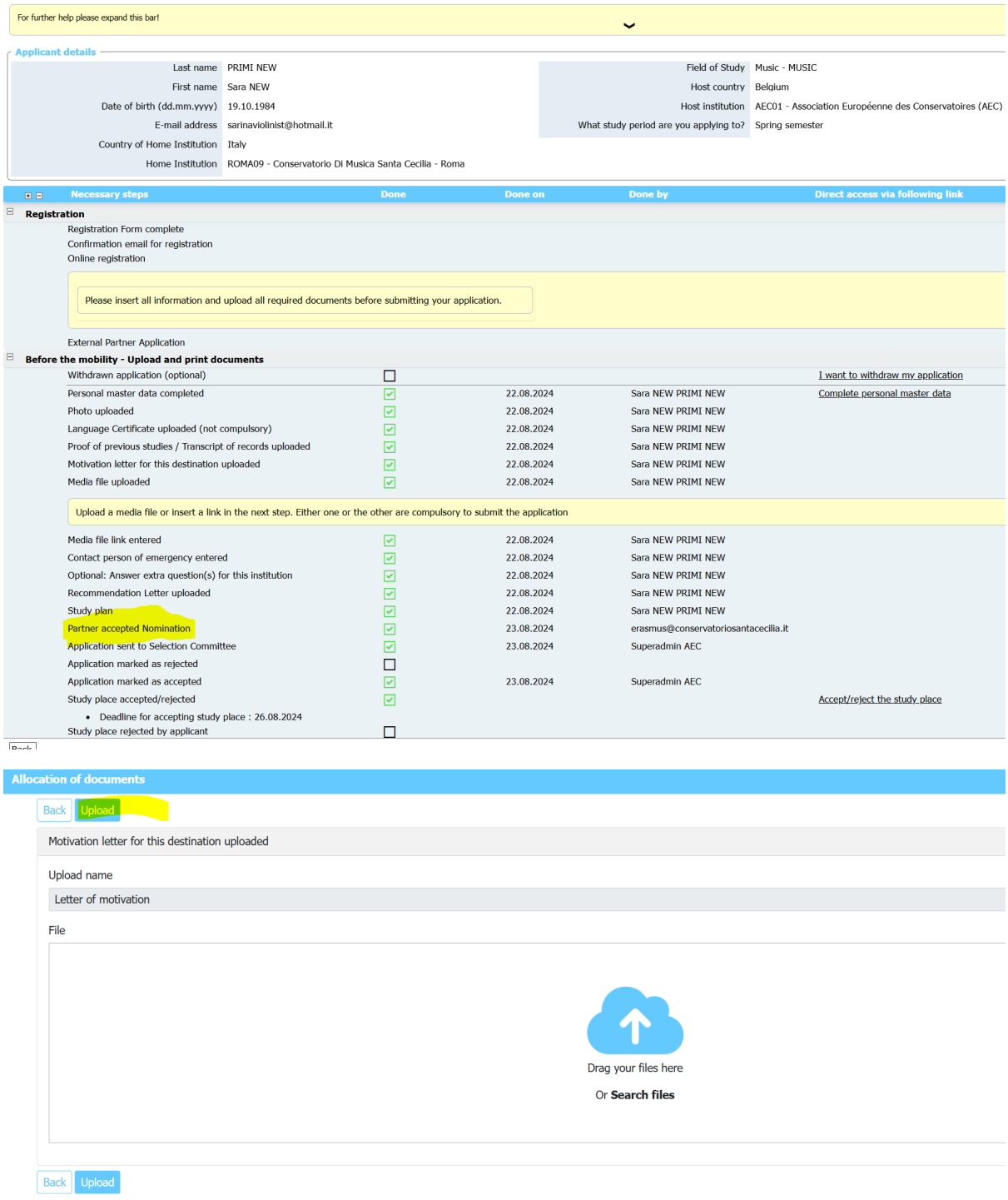
[posttext]

Best regards,

The International Office of [inst_id_heim_name]

Login Page

Once you log in, you will see your Workflow:




The action links on the right of the list are the actions that you must perform to complete the workflow. It is mainly about uploading documents. You can do the action by clicking on the links in random order. Once an action is complete the “done” box becomes green and ticked. You need to click on save/update according to the action.

Please note that all the documents need to be uploaded by the application deadline indicated by the destination institution. The sentences in the pale yellow stripes (help texts)

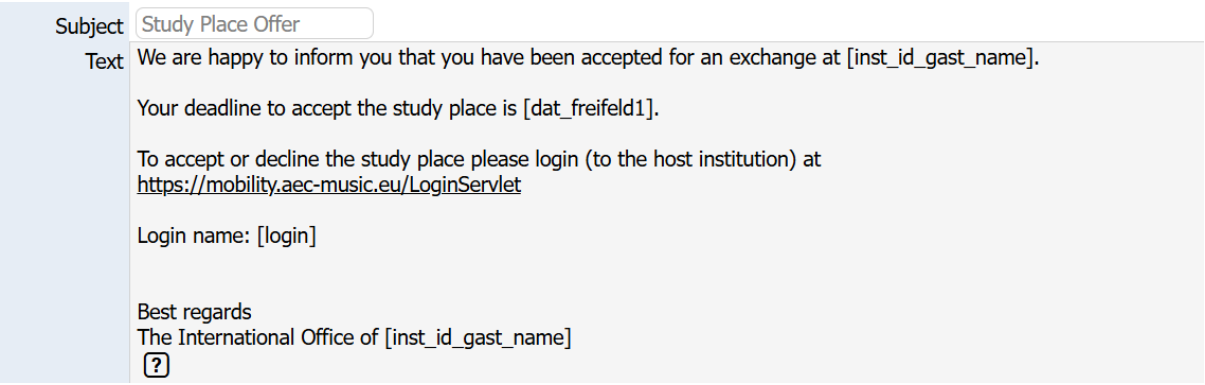
that you see in the workflow provide you with additional information. Please read them carefully.

Once you have uploaded all documents, the submission button will appear, and you will be able to submit your application. If you are not able to submit your application, you will most likely not have uploaded all mandatory documents.

After submission of the documents, the coordinator at destination asks your home institution for a “nomination” by sending an email from the system. At this point, your home coordinator needs to “nominate” you, meaning confirming you can apply for exchange to that destination.

Once your home coordinator has nominated you, the coordinator at destination will start the internal selection process. You will now have to wait until a decision is taken. You will receive the decision by email, and you will see it in the Workflow.

If you are accepted, you will get an email with a **study place offer** and a **deadline** for you to accept or decline:


Subject: Study Place Offer

Text:

We are happy to inform you that you have been accepted for an exchange at [inst_id_gast_name].

Your deadline to accept the study place is [dat_freifeld1].

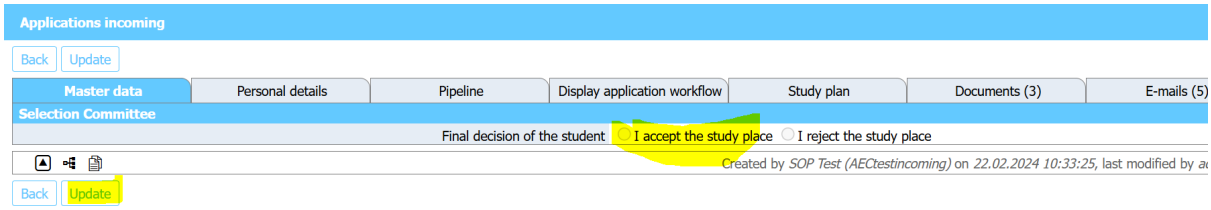
To accept or decline the study place please login (to the host institution) at
https://mobility.aec-music.eu/LoginServlet

Login name: [login]

Best regards
The International Office of [inst_id_gast_name]

You can now accept or decline the study place in the Workflow (link on the right):

After clicking on the action link of the acceptance/rejection, you need to select “I accept the study place” and click on the button Update.




At this point, please ask your home coordinator information on how to start the procedure for the Learning Agreement.