



## Application Process

### Step 1: Request the link to the online application platform at MIRO

Send an application request to [incoming@unileoben.ac.at](mailto:incoming@unileoben.ac.at) and you will receive the link to our MUL online application platform called Mobility Online. *You should do step 1 as soon as you know you want to apply, but at the latest until the end of November! This will leave you enough time to fill out your application on the online platform in due time! → The online application platform will close on December 10<sup>th</sup>!*

**Make sure to include the following information in the email to get access to the online application platform:**

- First and last name (as in your passport)
- Date of birth (DD / MM / YYYY) (as in your passport)
- Citizenship (as in your passport)
- Name of your home university in both the native language and in English
- Name of your current academic program + your current study level (BSc, MSc, PhD)
- The academic program + the study level you want to apply for at MUL (examples: BSc mining and tunnelling / MSc petroleum engineering / PhD metallurgy)  
→ List of our study programs: <https://www.unileoben.ac.at/en/2797/>

### Step 2: Apply on the Online Application Platform 'Mobility Online'

- Login data for the platform will be sent to you upon request (step 1)
  - Fill out all necessary data and upload all required documents :
    - You will need the following documents to apply on our online platform:
1. **Learning Agreement** = course program to be completed at MUL-**only page 1, signatures not yet needed!** Search for courses at: [https://online.unileoben.ac.at/mu\\_online/webnav.ini](https://online.unileoben.ac.at/mu_online/webnav.ini)  
*If you cannot speak German, click on the courses name and see description to make sure they are in English. NOTE: You **are not allowed** to take courses that are part of a 'Universitätslehrgang' -also check by clicking on the course name at MUonline.*
  2. **Confirmation of enrolment** from the applicant's home university
  3. **Motivation letter** in the form of an essay (maximum 2 pages!); the focus of the essay should be on the applicant's individual interests and motivation; why do you want to attend MUL?
  4. **Transcript of Records / Diploma Certificate** (if the original is in a language other than English or German, a translation in English or German certified by the home university is necessary):
    - For Master's students: Bachelor's degree certificate and transcript of records from the Bachelor's and Master's degree programmes
    - For PhD students: Bachelor's and Master's degree certificates, as well as the transcript of records from the Bachelor's, Master's, and Doctoral degree programmes
  5. **2 letters of recommendation:** Both letters of recommendation must be written by teachers who taught or supervised the applicant during his/her degree programme. One of the two letters of recommendation must be issued by an academic.
  6. **Curriculum vitae** in tabular form (in English or German)
  7. **Copy of your passport**
  8. **Proof of German or English language skills:** Language certificates may not be older than one year.
    - German language skills (at least level B2); an official certificate is a bonus!
    - English language skills (at least level B2); an official certificate is a bonus! If you do not have an official certificate, you can have our 'language proficiency report' confirmed by a language centre or institute. → you can find the report in the download section on our application platform



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### Interesting Links:

- MUL international office website: <http://international.unileoben.ac.at>
- BOSE at MUL: <http://international.unileoben.ac.at/en/3475/>
- Online application platform: <https://www.service4mobility.com/mobility/LoginServlet>
- MuOnline (check MUL courses): [https://online.unileoben.ac.at/mu\\_online/](https://online.unileoben.ac.at/mu_online/)
- BOSE-Website of Steiermärkische Sparkasse: <https://www.sparkasse.at/steiermaerkische/wir-ueber-uns/gesellschaft/wissenschaft-und-forschung>
- BOSE on Facebook: <https://www.facebook.com/BestOfSouthEast/>



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