



# Mobility Online - Help Guide

*Mobility Online - Útmutató*

Erasmus+ Study Mobility: Application for Spring 2026/2027



**BME**

# Application on Mobility Online

*(Mobility Online jelentkezés)*

## 1. Registration *(Regisztráció)*

## 2. Upload of documents *(Dokumentumok feltöltése)*

**Please, check your emails regularly in order to ensure a smooth administrative process. Thank you!**

*(A gördülékeny adminisztráció miatt kiemelten fontos az email-ek gyakori ellenőrzése. Előre is köszönjük!)*

**Once you have uploaded the required documents, your application will be considered successfully submitted. The next step is for BME to review your application. Thank you for your patience.**

*(A szükséges dokumentumok feltöltését követően jelentkezése sikeresen benyújtottnak minősül. A következő lépésben a BME felülvizsgálja és elbírálja a jelentkezést. Köszönjük türelmét.)*

# Registration

(Regisztráció)

## LINK:

[https://www.service4mobility.com/europe/BewerbungServlet?identifier=BUDAPES02&kz\\_bew\\_pers=S&kz\\_bew\\_art=OUT&aust\\_prog=SMS&sprache=en](https://www.service4mobility.com/europe/BewerbungServlet?identifier=BUDAPES02&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=SMS&sprache=en)

### Application for a student exchange

for exchange program Erasmus (SMS)

powered by MOBILITY-ONLINE

BME

All fields marked with (\*) must be completed.

- 1 Application details
- 2 Personal information
- 3 Current Academic Information
- 4 Host Institutions
- 5 Emergency contact data
- 6 Declarations

#### Application details

Type of application \*  
 Incoming  Outgoing

Type of person \*  
 Student  Teachers

Exchange programme \*  
Erasmus (SMS) ▼

Academic year \*  
2026/2027 ▼

Semester \*  
Spring 2027 ▼

Cancel application Continue

# Registration

(Regisztráció)

## Student provides personal information: (Hallgató megadja személyes adatait.)

1 Application details ✓

2 Personal information

3 Current Academic Information

4 Host Institutions

5 Emergency contact data

6 Declarations

Personal information

Last name \*  
Test

First name \*  
Student1


Gender \*  
 Male  Female  Other

Nationality \*  
Hungary

2nd Nationality  
<-- No choice -->

Country of birth \*  
Hungary

Date of birth \*  
01.06.2002 ✓

E-mail address \*   
erasmus@bme.hu

Same e-mail address for verification  
erasmus@bme.hu

Neptun Code \*  
XXXXXX ✓



**In case all information is correct, a green tick appears.**

*(Amennyiben minden információ helyes, egy zöld pipa jelenik meg.)*



**Please provide an email address that you check regularly. Emails may land in spam folder.**

*(Kérjük, olyan email címet adjon meg, amelyet rendszeresen figyel. Olykor spam mappába is kerülhet email.)*

# Registration

(Regisztráció)

## Student provides academic information: (Hallgató jelenlegi képzésére vonatkozó adatokat megadja.)

1 Application details ✓

2 Personal information ✓

3 **Current Academic Information** ✓

4 Host Institutions

5 Emergency contact data

6 Declarations

### Current Academic Information

Home institution  
BUDAPES02 - Budapest University of Technology and Economics

Country of the home institution  
Hungary

Faculty \*  
3 - Faculty of Architecture (ÉPK)

Level of study \*  
First cycle / Bachelor's or equivalent level (EQF-6)

Study program \*  
3N-AI, BSc Programme in Architectural Engineering

Have you been enrolled in your current program for less than two semesters? Please select 'Yes' only if you are in the first semester of your current study program. \*  
 Yes for BME  Yes for another institution  No

Mother tongue \*  
Hungarian

Other language knowledge (l) \*  
English

Foreign language proficiency (other than your native language) with a required minimum of a B2 (upper-intermediate) language certificate.

Language level (l) \*  
 B2  C1  C2

**Name and code of study programme can be found in the Neptun system.**

*(Képzés nevére és kódjára vonatkozó információ megtalálható a Neptunban.)*

## Study cycles

**a. First cycle = BSc**

**b. Second cycle = MSc**

**c. Third cycle = PhD**

*(Képzési szintek:*

*a. First cycle = BSc*

*b. Second cycle = MSc*

*c. Third cycle = PhD)*

# Registration

(Regisztráció)

## Student provides information regarding current study programme and foreign language knowledge:

(Hallgató megadja a jelenlegi képzésére és idegennyelvtudására vonatkozó adatokat.)

Other language knowledge (2)

<-- No choice --> ▾

Foreign language proficiency (other than your native language) with a required minimum of a B2 (upper-intermediate) language certificate.

Language level (2)

B2  C1  C2

Will you change faculty during mobility? \*

Yes  No

Please select 'Yes' only if you will study at a different faculty during your mobility than the one you are currently enrolled in. For example, if you are currently a student at GPK Faculty but will study at GTK during your mobility in the Spring 2026/27 semester, choose "Yes."

Will you change your level of study at the start of mobility? \*

Yes  No

e.g., if you applied for Erasmus mobility as a BSc student and will be an MSc student at the start of mobility, select "Yes."

Will you graduate during mobility? \*

Yes  No

Choose YES if you are finishing university this semester. Choose NO if you still have more semesters left after your exchange.

[Previous](#) [Continue](#)

## Only such language exam can be represented here which is:

- **at least B2 level (CEFR)**
- **complex (both written and oral exams were successfully completed).**

*[Kizárólag az a nyelvvizsga kerülhet itt feltüntetésre, amely min. B2 szintű és \*komplex típusú (\*írásbeli és szóbeli vizsga is sikeresen teljesítve lett.)]*

# Registration

(Regisztráció)

## Student chooses host institutions of the study exchange:

(Hallgató kiválasztja a tanulmányi mobilitásra megpályázott fogadó intézményeket.)

1 Application details ✓

2 Personal information ✓

3 Current Academic Information ✓

4 Host Institutions ✓

5 Emergency contact data ✓

6 Declarations

### Host Institutions

Min 3 host instituions must be selected.

Double degree students must also select 3 host institutions. If you are a double degree student applying for mobility at KIT, please select two additional institutions; these will be for administrative purposes only.

Country of host institution (first choice) \*

Denmark

Host institution (first choice) \*

LYNGBY01 - DTU - Technical University of Denmark

ISCED Code (at the host institution)

0731 - Architecture and town planning

ISCED Code (at the host institution)

<-- No choice -->

Country of host institution (2nd choice) \*

Czech Republic

Host institution (2nd choice) \*

PRAHA10 - Czech Technical University in Prague

Country of host institution (3rd choice) \*

Germany

Host institution (3rd choice) \*

AACHEN01 - RWTH Aachen University

**In case you are a double-degree student and would like to apply for only KIT (Karlsruhe Institute of Technology), please choose two additional host institutions (necessary for administrative purposes).**

*(Kettős képzéses hallgatók esetében, akik csak a KIT-re (Karlsruhe Institute of Technology) szeretnének pályázni, kérjük, jelöljenek meg két másik fogadó intézményt is (adminisztrációs ok miatt szükséges.)*

# Registration

## (Regisztráció)

### Student provides information regarding emergency contact: (Hallgató megadja a vészhelyzeti kapcsolattartó adatait.)

1 Application details ✓

2 Personal information ✓

3 Current Academic Information ✓

4 Host Institutions ✓

5 Emergency contact data 1

6 Declarations

#### Host Institutions

Min 3 host institutions must be selected.  
*Double degree students must also select 3 host institutions. If you are a double degree student applying for mobility at KIT, please select two additional institutions; these will be for administrative purposes only.*

Country of host institution (first choice) \*

Brazil

Host institution (first choice) \*

PUCMINAS - Pontificia Universidade de Minas Gerais

ISCED Code (at the host institution / first choice) \*

PUCMINAS - 0532 - Earth sciences

Country of host institution (2nd choice) \*

China

Host institution (2nd choice) \*

CITYU - City University of Hong Kong

ISCED Code (at the host institution / 2nd choice) \*

CITYU - 0532 - Earth sciences

Country of host institution (3rd choice) \*

Cyprus

Host institution (3rd choice) \*

NICOSIA01 - University of Cyprus

ISCED Code (at the host institution / 3rd choice) \*

NICOSIA01 - 0732 - Building and civil engineering

# Registration

(Regisztráció)

## Student submits registration by clicking on „Send application”

You can only submit, if there is a green tick next to each question.

*(Hallgató, a „Send application” gombra kattintva, leadja a regisztrációját.  
Csak akkor lehet leadni, ha mindenhol zöld pipa van!)*

All fields marked with (\*) must be completed.

1 Application details ✓	Declarations
2 Personal information ✓	
3 Current Academic Information ✓	
4 Host Institutions ✓	
5 Emergency contact data ✓	
6 Declarations	

I commit to maintaining an active student status for the entire duration of my mobility. \*

I declare under criminal liability that the information provided above is accurate and truthful. \*

powered by  
**MOBILITY-ONLINE**

Previous **Send application**

# Registration

(Regisztráció)

## Student receives feedback regarding successful registration on the platform: (Hallgató visszajelzést kap a felületen a sikeres regisztrációról.)

### Action successful!

Thank you for completing the first step of the application! Now the next step is to upload the mandatory documents! Please check your e-mail and follow the steps written there! Thanks!

Close

## Email is sent to student regarding next steps: (Hallgató emailt kap a következő lépésekről.)

Confirmation of Application

 Mobility Online <mobility-online@service4mobility.com>  
Címzett: Erasmus

 Üzenet lefordítása Magyar nyelvre |  Fordítás mellőzése Angol nyelv esetén |  Fordítási beállítások

 Válasz  Válasz mind

Dear Mr. Test,  
Thank you very much for completing the first step of your application.

In order to finalise your application, please register with MOBILITY-ONLINE via the attached link at the end of this mail.

Please remember to complete your application in Mobility-Online by 12:00 PM (noon) on July 6th, 2026.

Best regards,

Directorate of International Relations  
BME

[To register on Mobility-Online, please click on this link](#)

If your e-mail client does not show the link in the correct way please copy or enter the following address into the address bar of your browser:

[https://www.service4mobility.com/europe/RegistServlet?bew\\_reg\\_nr=1484529574&kz\\_bew\\_art=OUT&kz\\_bew\\_pers=S&aust\\_prog\\_id=10615&spr\\_id=579](https://www.service4mobility.com/europe/RegistServlet?bew_reg_nr=1484529574&kz_bew_art=OUT&kz_bew_pers=S&aust_prog_id=10615&spr_id=579)

# Registration

(Regisztráció)

**Link in email guides student to the online platform. Student provides user name and password:**

*(Email-en kiküldött link elvezeti a hallgatót az online felületre, ahol meg kell adni egy felhasználónevet és jelszót.)*

Online registration for Mobility-Online  
for exchange program Erasmus (SMS)

All fields marked with (\*) must be completed.

Identification data English

1 Before creating your Mobility-Online account, we need to verify your birth date/student number.  
The birth date/student number provided below, needs to match the entry on your online application form.  
Please enter the required data and click on **[Continue]**.

Registration number \*  
1484529574

User data

1 Please proceed to entering your desired user name and password (at least 8 characters, at least one upper-case letter, at least one digit, no special characters).  
If the desired login name is already in use, you will be prompted to select a different user name.  
Please repeat your entry in the field "Repeat Password" in order to confirm it.  
After having finished entering the required data, please click **[Continue]**.

Desired user name \*  
Erasmus1 ✓

Desired password \*  
\*\*\*\*\* ✓

Repeat password \*  
\*\*\*\*\* ✓

powered by MOBILITY-ONLINE

Cancel Continue

# Registration

(Regisztráció)

**Student receives feedback regarding successful registration. Student moves onto next steps by clicking on „Login to Mobility-Online”:**

*(Hallgató visszajelzést kap a felületen a sikeres regisztrációról és tovább lép a következő lépésekre a „Login to Mobility-Online gombra kattintva.)*

The screenshot shows a web page with a dark red header. The header text reads "Online registration for Mobility-Online" and "for exchange program Erasmus (SMS)". In the top right corner of the header is the BME logo. Below the header is a light green bar with the text "Registration successful". Underneath is a white box with a red border containing an information icon and the following text: "Your registration was successful. Please press the button [Login Mobility-Online] where you will be redirected to your Mobility-Online account, where you can finalize your application. Additionally you will receive a confirmation email. Please use the login link embedded in your confirmation mail in order to log in in future." Below this text is a small upward-pointing arrow. At the bottom left is the "powered by MOBILITY-ONLINE" logo, and at the bottom right is a red button with the text "Login to Mobility-Online".

# Registration

## (Regisztráció)

**Student sees list of steps already completed and ones yet to be completed:**  
*(Hallgatónak megjelenik a lista a már teljesített és a még teljesítendő lépésekről.)*

**Budapest University of Technology and Economics**

Filter menu entries X Reload Application Workflow English Refresh

**Applicant details** Refresh

Last name	Country of the home institution	Country of host institution (first choice)
Test	Hungary	Denmark
First name	Home institution	Host institution (first choice)
Student	BUDAPES02 - Budapest University of Technology and Economics	LVNGBY01 - DTU - Technical University of Denmark
Study program	Faculty	
3N-A1, BSc Programme in Architectural Engineering	Faculty of Architecture (EPK) - 3	

**Application workflow** Close/Close all

+ General 0/1

– Before the mobility - application and registration 3/10

<input checked="" type="checkbox"/>	Online application	08.06.2026	<a href="#">Show/Change application</a>
<input checked="" type="checkbox"/>	Confirmation e-mail online application	08.06.2026, Automatically generated	
<input checked="" type="checkbox"/>	Online registration	08.06.2026	
<input type="checkbox"/>	Personal data completed		<a href="#">Complete personal data</a>
<input type="checkbox"/>	Required documents uploaded		

Please click on "Submit documents" after uploading the required documents.

**Attention:** You must upload your required documents by **noon July 6th**. Applicants who miss the deadline, will not be participating in the exchange semester.

Application documents checked and marked by International Office as complete

Your application will be processed by the University's International Office after the deadline. You can view any status changes here. Apart from that, you will be contacted per email as soon as there is any decision concerning your application. Thank you for your patience.

- Scores posted on the platform: July 13
- Deadline for submitting comments on scores: July 20
- Final results posted on the platform: July 22
- Allocation on the platform: July 31
- Appeals: August 5
- In-person consultation: August 6
- Final results: August 10

Information about ranking received

Application allocated to partner institution

Do you accept the allocated host institution?

Application nominated at partner institution

+ Before the mobility - Learning Agreement tasks 0/5

– Before the mobility - Scholarships 0/4

**This page shows the steps of the administrative process of the application.**  
*(Ez az oldal mutatja a pályázati adminisztrációs folyamat lépéseit.)*

# Registration

(Regisztráció)

## Student confirms personal information by clicking on „Complete personal data” and completes the step by clicking „Create”:

(Hallgató megerősíti a megadott személyes adatokat a „Complete personal data” gombra kattintva, ezt követően pedig befejezi ezt a lépést a „Create” gombal.)

— Before the mobility - application and registration			
<input checked="" type="checkbox"/>	Online application	08.06.2026	<a href="#">Show/Change application</a>
<input checked="" type="checkbox"/>	Confirmation e-mail online application	08.06.2026, Automatically generated	
<input checked="" type="checkbox"/>	Online registration	08.06.2026	
<input type="checkbox"/>	Personal data completed		<a href="#">Complete personal data</a>
<input type="checkbox"/>	Required documents uploaded		<input type="button" value="Complete personal data"/>

Personal details		Insert
Permanent address details		
c/o	Street *	XX ✓
P.O.Box	Additional address information	
Country *	Post code *	Hungary ✓ XX ✓
City *	Telephone number *	XX ✓
Mobile phone number		

<input type="button" value="Back to the application workflow"/>	<input type="button" value="Create"/>
---	---------------------------------------

**The P.O. Box and c/o fields are optional. Please include the house number next to the street.**

*(P.O. Box és a c/o mező kitöltése nem kötelező. A házzámot az utca mellett szükséges feltüntetni.)*

# Registration

(Regisztráció)

## Student receives confirmation regarding successful action:

(Hallgató visszajelzést kap a sikeresen teljesített lépésről.)

✓ Action successful!

Your personal data has been stored successfully.

Back to the application workflow

## Student moves on to next steps by clicking on „Back to the workflow”.

(Hallgató továbblép a következő lépésekre a „Back to the workflow” gombbal.)

# Uploading documents

(Dokumentumok feltöltése)

**Student uploads necessary documents by clicking on „Upload documents and submit”:**  
(Hallgató feltölti a szükséges dokumentumokat az „Upload documents and submit” gombbal.)

Required documents uploaded [Upload documents and submit](#)

Please click on "Submit documents" after uploading the required documents.

**Attention:** You must upload your required documents by **noon July 6th**. Applicants who miss the deadline, will not be participating in the exchange semester.

Upload documents and submit

**Students gets list of required and optional documents:**  
(Hallgató számára megjelenik egy lista a kötelező és az opcionális dokumentumokról.)

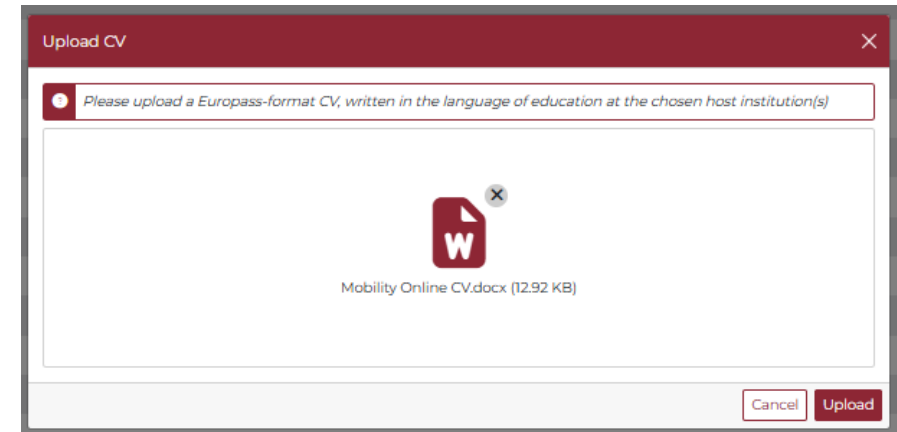
Upload name	File name
CV	<input type="button" value="Upload file"/> (required)
Preliminary Study Plan 1	<input type="button" value="Upload file"/> (required)
Preliminary Study Plan 2	<input type="button" value="Upload file"/> (required)
Preliminary Study Plan 3	<input type="button" value="Upload file"/> (required)
Preliminary Study Plan 4	<input type="button" value="Upload file"/> (optional)
Preliminary Study Plan 5	<input type="button" value="Upload file"/> (optional)
Language exam 1	<input type="button" value="Upload file"/> (required)
Language exam 2	<input type="button" value="Upload file"/> (optional)
Language exam 3	<input type="button" value="Upload file"/> (optional)
Language exam 4	<input type="button" value="Upload file"/> (optional)
Language exam 5	<input type="button" value="Upload file"/> (optional)

TDK and OTDK ranking, special prizes, commendation	<input type="button" value="Upload file"/> (optional)
Publication	<input type="button" value="Upload file"/> (optional)
Demonstration work	<input type="button" value="Upload file"/> (optional)
Other professional activity (except traineeship)	<input type="button" value="Upload file"/> (optional)
Public activities	<input type="button" value="Upload file"/> (optional)
Sports activities	<input type="button" value="Upload file"/> (optional)
Certificate 7	<input type="button" value="Upload file"/> (optional)
Certificate 8	<input type="button" value="Upload file"/> (optional)
Certificate 9	<input type="button" value="Upload file"/> (optional)
Certificate 10	<input type="button" value="Upload file"/> (optional)

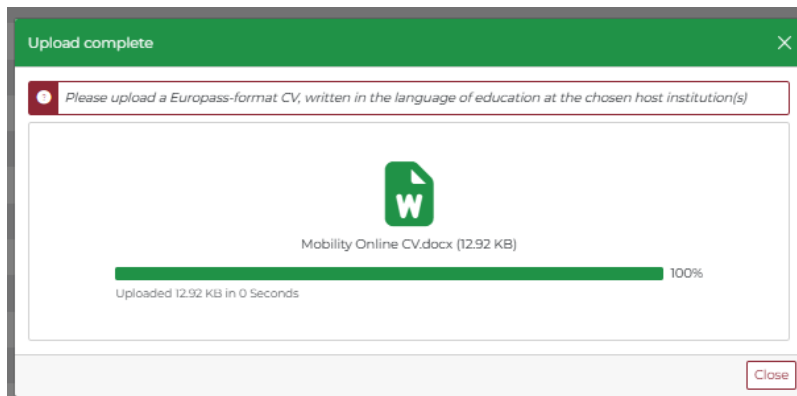
# Uploading documents

(Dokumentumok feltöltése)

**Student uploads documents by clicking on „Upload documents and submit”:**  
(Hallgató feltölti a dokumentumokat az „Upload documents and submit” gombra kattintva.)



**Successful upload of a document:**  
(Sikeres dokumentumfeltöltéskor visszajelzés.)



# Uploading documents

(Dokumentumok feltöltése)

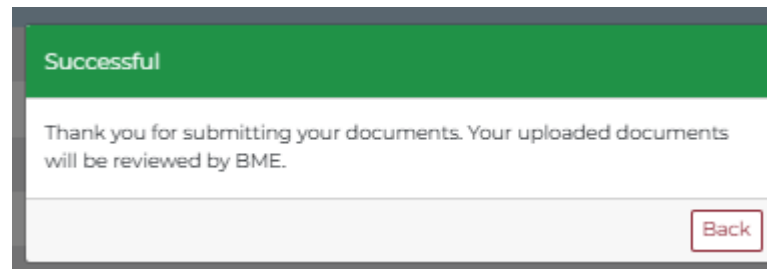
**1. Student submits the uploaded documents by clicking on „Submit documents”. The „Submit documents” button only appears when all required documents have been uploaded.**

(1. Hallgató leadja a feltöltött dokumentumokat a „Submit documents” gombra kattintva. A „Submit documents” gomb csak a kötelező dokumentumok feltöltése után jelenik meg.)

Export	Upload name	File name	Status
<input checked="" type="checkbox"/>	CV	Mobility Online CV.docx (0.01 MB)	Submitted
		<input type="button" value="Upload additional file"/> (optional)	
<input checked="" type="checkbox"/>	Preliminary Study Plan	Mobility Online Preliminary Study Plan.docx (0.01 MB)	Submitted
		<input type="button" value="Upload additional file"/> (optional)	
<input checked="" type="checkbox"/>	Preliminary Study Plan 2	Mobility Online Preliminary Study Plan.docx (0.01 MB)	Submitted
		<input type="button" value="Upload additional file"/> (optional)	
<input checked="" type="checkbox"/>	Preliminary Study Plan 3	Mobility Online Preliminary Study Plan.docx (0.01 MB)	Submitted
		<input type="button" value="Upload additional file"/> (optional)	
	Preliminary Study Plan 4	<input type="button" value="Upload file"/> (optional)	
	Preliminary Study Plan 5	<input type="button" value="Upload file"/> (optional)	
<input checked="" type="checkbox"/>	Language exam	Mobility Online Language Exam.docx (0.01 MB)	Submitted
		<input type="button" value="Upload additional file"/> (optional)	
	Language exam 2	<input type="button" value="Upload file"/> (optional)	
	Language exam 3	<input type="button" value="Upload file"/> (optional)	
	Language exam 4	<input type="button" value="Upload file"/> (optional)	
	Language exam 5	<input type="button" value="Upload file"/> (optional)	
	TDK and OTDK ranking, special prizes, commendation	<input type="button" value="Upload file"/> (optional)	
	Publication	<input type="button" value="Upload file"/> (optional)	
	Demonstration work	<input type="button" value="Upload file"/> (optional)	
	Other professional activity (except traineeship)	<input type="button" value="Upload file"/> (optional)	
	Public activities	<input type="button" value="Upload file"/> (optional)	
	Sports activities	<input type="button" value="Upload file"/> (optional)	
	Certificate 7	<input type="button" value="Upload file"/> (optional)	
	Certificate 8	<input type="button" value="Upload file"/> (optional)	
	Certificate 9	<input type="button" value="Upload file"/> (optional)	
	Certificate 10	<input type="button" value="Upload file"/> (optional)	

**2. Student receives feedback on platform regarding successful upload:**

(2. Hallgató visszajelzést kap a platformon a dokumentumok sikeres benyújtásáról.)



# Uploading documents

*(Dokumentumok feltöltése)*

**In case a document consists of multiple pages, please, upload them as one PDF document.**

*(Amennyiben több oldalas dokumentum érintett, kérjük, egy összefűzött PDF dokumentumként kerüljön feltöltésre.)*

**Application deadline: 6th July, 2026 – 12 pm (noon)**

*(Jelentkezési határidő: 2026.07.06. 12 óra (dél))*

# Successfully submitted application

*(Sikeresen benyújtott pályázat)*

**Once you have uploaded and submitted documents, your application will be considered successfully submitted. The next step is for BME to review your application. Thank you for your patience.**

*(A szükséges dokumentumok feltöltését követően jelentkezése sikeresen benyújtottnak minősül. A következő lépésben a BME felülvizsgálja és elbírálja a jelentkezést. Köszönjük türelmét.)*



We wish you a successful application!

*Sikeres jelentkezést kívánunk!*

[erasmus@bme.hu](mailto:erasmus@bme.hu)/[www.nki.bme.hu](http://www.nki.bme.hu)



**BME**