Faculty of Arts, Humanities and Social Sciences

# Application for the LL.M. International Studies in Intellectual Property Law program

A guideline for using the Mobility Online Portal

# Step 1:
# Creating your application

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# 1.1 Creating your application

Visit [the link to the application form](#) and follow the instructions on the website to issue your application.

There are yellow hint boxes to clarify certain details regarding the corresponding fields of the application form.

Please note: the order you choose your universities for the mandatory semester abroad **should reflect your preferences**. The available exchange places will be matched according to the order of preferences of the applicants choices.

Example shown here:



**University of Szeged > Charles University Prague > Keio University**

# 1.1 Creating your application

After filling in the application information click the "send application" button to proceed to the next step.

## The application is not done yet!

**Please check your email inbox afterwards:** you will receive an email with a link to register in the Mobility Online dashboard.

I hereby confirm that I will comply with the laws of my host country and with the rules and regulations of the hosting institution. ☑ *

*Please note that after submitting the application you will receive the login to the mobility portal Mobility Online in order to complete your application (upload application documents, etc.).*

*In Mobility Online you also have the option to change the application data you entered above before you finally submit your application.*

Cancel application

Send application

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# 1.2 Registering in Mobility Online

**Please do not edit the registration number** provided!

Confirm the registration by typing in your birth date and choosing a login and password for the Mobility Online Portal.

You can then directly click on "Login to Mobility-Online" to proceed with the next steps. Alternatively you can find the link to the Mobility-Online Login in your email inbox.



**Online registration for Mobility-Online
(International Studies in Intellectual Property Law)**

**Step 1 of 2 - Input Registration number**

First you have to enter your registration code and your matriculation number/birth date. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.

Please confirm your entries and press the button **[Continue]**

Registration number  615965022  *
Date of birth (dd.mm.yyyy)  01.01.2000  *  24  Today

Back  Continue

English

Action successful!

Close window  Login to Mobility-Online

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# Step 2:
# Filling in additional personal information

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# 2. Filling in additional personal information

This Overview depicted in the right figure is called your **Workflow**. There you will find the mandatory steps to complete your application.

The first mandatory step is **to complete your personal details.**

**A completed step** will be shown with a **green ticked box afterwards.**

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# Step 3:
# Uploading the required documents

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# 3.1 Uploading the required douments

**Notes for the document uploads:**

Please upload the documents in a **.PDF format.**

The documents depicted in a **pink square on the right picture are mandatory** for all applicants. If one of the described conditions described of the optional uploads applies to you, please upload the corresponding document as well.

For more details regarding the individual contents of the uploads visit this link.

Curriculum vitae, preferably "Europass CV*" uploaded ☐

* You can find further information regarding the "Europass CV" here.

Letter of motivation uploaded ☐

University diploma uploaded ☐

Academic transcripts uploaded ☐

Translations of Diploma and Transcript of Records (only necessary if the originals are not in English or German) ☐

If a degree was not obtained in Law: proof of knowledge in law (general/International Property) ☐

Certificates of other qualifications uploaded ☐

Certificates providing evidence of language skills uploaded (see entry requirements*) ☐

* You can find information about the language entry requirements here.

School leaving certificate* including an overview of subjects and grades uploaded ☐

* An overview of accepted school leaving certificates can be found here.

European/International applicants: passport document uploaded ☐

Chinese/mongolian/vietnamese applicants: original APS Certificate uploaded ☐

Please check the completeness of your optional document uploads before submitting the application.

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# 3.2 Finalizing your application

After uploading all the mandatory and optional documents you can finalize your application by clicking the **„Submit application"** button.

Please check the completeness of your optional document uploads before submitting the application.

Application submitted ☐            Submit application

**The application team will then review your personal data and uploaded documents.**

# 3.3 Incomplete documents

**If your application is found to be incomplete by the application team you will receive an email with information regarding the problem.**

In this example → missing TOEFL-IBT document

1. **Update** the information/file that needs to be **changed by clicking on the corresponding field.**

   In this example → Click on **„Upload language certificates"** and update the document.

2. **Confirm** that you have **updated** the documents.

| Application submitted | ☑ | 01.11.2021 | Max |
|---|---|---|---|
| E-mail about incompleteness received | ☑ | 01.11.2021 | |

- Reasons for rejected status : Proof of TOEFL-IBT is missing.

Confirmation of completion of the application documents ☐

**2.**

Confirm that the application documents are completed

- Complete personal details
- Upload curriculum vitae
- Upload letter of motivation in English (PDF)
- Upload University diploma (PDF)
- Upload academic transcripts (PDF)
- Upload translation (PDF)
- Upload proof (PDF)
- Upload other certificates (PDF)
- Upload language certificates (PDF)   **1.**
- Upload certificate (PDF)
- Upload passport (PDF)
- Upload APS Certificate (PDF)

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# 3.4 Complete documents

**Your application will be reviewed again. If it is found to be complete by the application team you will see it ticked green in the Workflow.**

Application documents checked and marked as complete ☑ 01.11.2021

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# Step 4:
# Place assignment and acceptance

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# Application: place assignment

**Example:**

You have already sent your complete application and you have also received an email from the application team, that your application has been reviewed and is accepted (this status will also be shown in your Workflow in the step 'Application documents checked and marked as complete').

Now the application team will assign you to one of your preferred universities for the mandatory semester abroad.
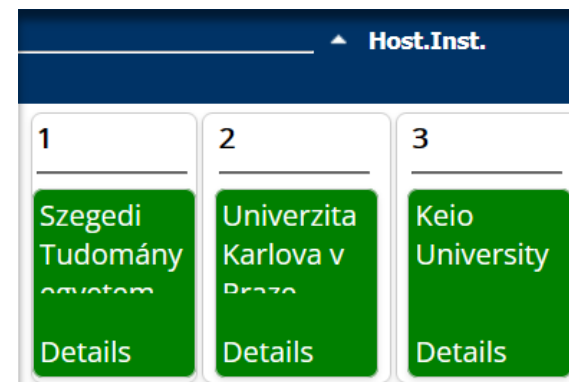
Application documents checked and marked as complete ✅ 01.11.2021

▶ Place assignment takes place ☐

**(View from the application's Team perspective)**

| ▲ Host.Inst. | | |
| --- | --- | --- |
| 1 | 2 | 3 |
| Szegedi Tudomány egyetem | Univerzita Karlova v Praze | Keio University |
| Details | Details | Details |

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# Application: received place offer

**Example:**

You have received an email with the corresponding place offered. You are **asked to respond to this offer in a timely manner via the Mobility Online Portal**. Here you will also see the place offered together with the **option to accept or reject it.**

| Necessary steps | Done | Done on | Done by | Direct access via following link |
|---|---|---|---|---|
| Place assigned to (see below) | ☑ | 08.11.2021 | | |
| • Place assigned to : SZEGED01 - Szegedi Tudományegyetem | | | | |
| ▶ Offer accepted/ rejected | ☐ | | | Accept offer/ Reject offer |

After clicking in Accept/reject offer, **you have to confirm your choice.**

**Confirm assigned place (Max          International Studies in Intellectual Property Law**

Back to the application workflow    Confirm

Please confirm whether you will accept the assigned place.

**Please note:** you can cancel your application in case you don't want to participate in the LL.M. program, **before accepting an offer.**

Do you accept the assigned place?    ○ Yes  ● No ?

Back to the application workflow    Confirm

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# Application: offer falsely rejected

**Example**

You rejected the offer falsely in the Mobility Online Workflow → in this case please contact ip-llm.application@tu-dresden.de **as soon as possible**, in order for the application team to assign your place.

You will then get notified per email and the status in your Workflow will change to 'Offer accepted'.

# Application: offer accepted

**Example:**

**Your place is now assigned to you.**

You will then get notified per email and the status in your Workflow will change to 'Offer accepted'. Please proceed with the upcoming steps also provided in the email you have received.

| Necessary steps | Done | Done on | Done by |
|---|---|---|---|
| Place assigned to (see below) | ☑ | 08.11.2021 | |
| • Place assigned to : SZEGED01 - Szegedi Tudományegyetem | | | |
| Offer accepted | ☑ | 08.11.2021 | |

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# Step 5: Declaration of acceptance

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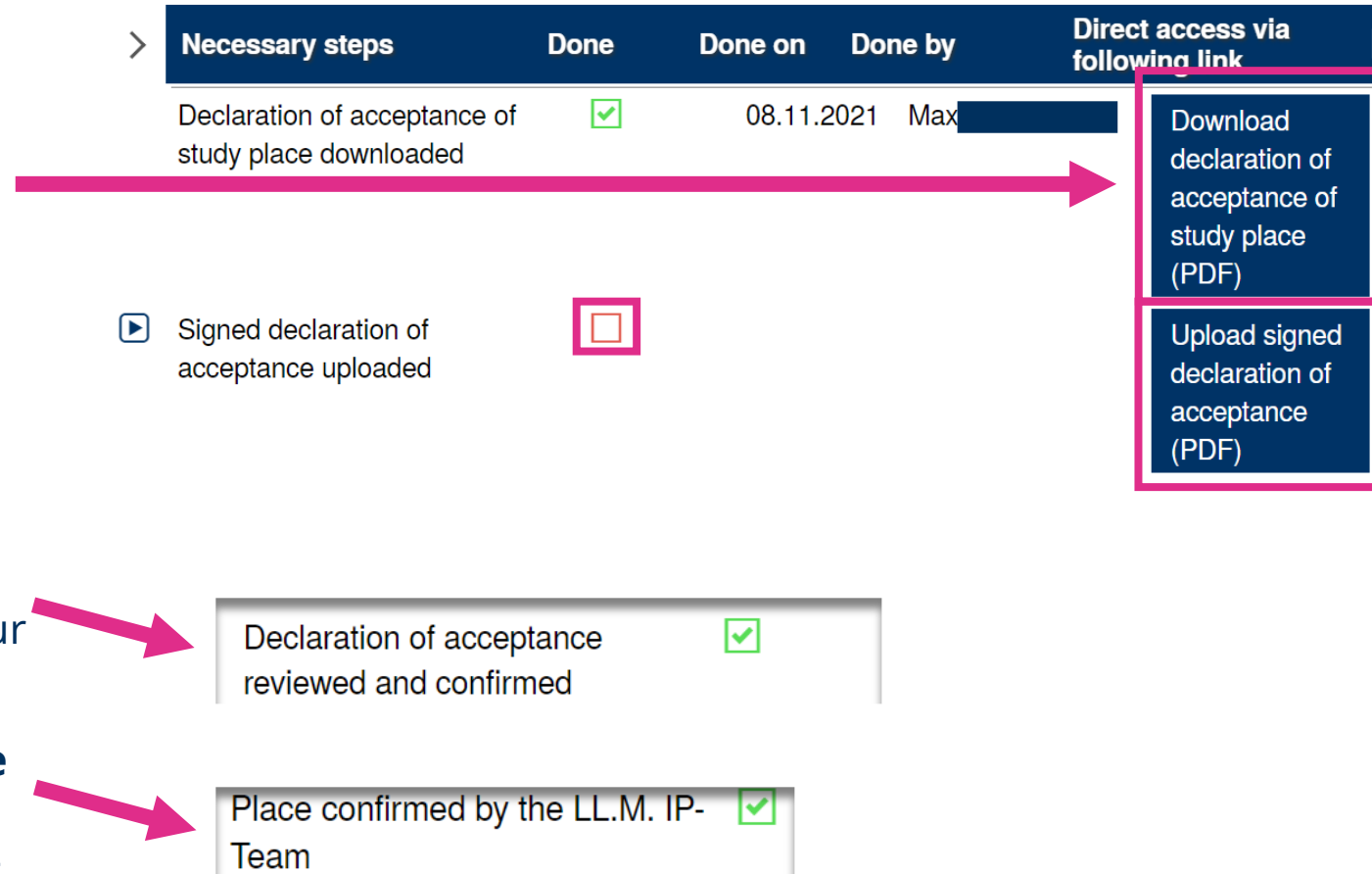UNIVERSITÄT
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# Declaration of acceptance: download, signing and upload

After you accepted the place offer you now have the option to download the declaration of acceptance in the Workflow.

Please **fill out the form and upload the signed form** via the 'Upload signed declaration of acceptance' button → the box will be ticked afterwards.

The application team will now **review** your uploaded **declaration of acceptance**. In case of acceptance, you will see the 'Declaration of acceptance reviewed and confirmed' ticked in your workflow.

Your **place will now be confirmed by the whole application team** - you will be notified via email and find the box 'Place confirmed by the LL.M. IP-Team' checked in your workflow.



| Necessary steps | Done | Done on | Done by | Direct access via following link |
|---|---|---|---|---|
| Declaration of acceptance of study place downloaded | ☑ | 08.11.2021 | Max | Download declaration of acceptance of study place (PDF) |
| Signed declaration of acceptance uploaded | ☐ | | | Upload signed declaration of acceptance (PDF) |

| | |
|---|---|
| Declaration of acceptance reviewed and confirmed | ☑ |

| | |
|---|---|
| Place confirmed by the LL.M. IP-Team | ☑ |

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# Parallel nomination procedure

Meanwhile **the application team will nominate you at your placed university**. As soon as they have issued your nomination, you will see the box ticked in your Workflow.

**Please note:** because nomination procedures and time slots may vary depending on the host universities, you may only receive an acceptance email **from your host university** after a certain amount of days/weeks.

Nominated at the host university ☑

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# Step 6: Registering at TU Dresden via Selma-portal and uploading the confirmation document

# Registering at TU Dresden

Together with the place confirmation you will receive an email with the final steps for registering at TU Dresden. Attached to this email is an **'information enrolment'** document.

**Please follow the steps described in this document carefully in order to generate a confirmation of enrolment document!**

This confirmation of enrolment document has to be signed and uploaded in the Workflow via the **'Upload signed SELMA-document' button.**

| Necessary steps | Done | Done on | Done by | Direct access via following link |
|---|---|---|---|---|
| Nominated at the host university | ☑ | 08.11.2021 | | |
| ▶ Signed SELMA-document uploaded | ☐ | 08.11.2021 | Max | Upload signed SELMA-document (PDF) |

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# Registering at TU Dresden

The application team will review the uploaded registration document (SELMA-document). Once confirmed, you will see the box 'final confirmation by the LL.M. IP-Team' checked.

**This was the last step in your Workflow!**

**Please check your mailbox** for information regarding the **last necessary steps for final enrolment** and **receiving your student ID** (e.g. paying the tuition fee, application for matriculation).



| Necessary steps | Done |
| --- | --- |
| All uploads reviewed: final confirmation by the LL.M. IP-Team | ☑ |