

Instructions for online applications for official travel to EU countries



1. Log in on the TU Berlin homepage (TUB) using your TUB username and password:



Anmeldung TU Berlin IT Service

TUB-Kontoname

Passwort

Lösche die frühere Einwilligung zur Weitergabe Ihrer Informationen an diesen Dienst.

[Anmeldung](#)

[> Passwort vergessen?](#)
[> Hilfe benötigt?](#)

2. You will shortly be taken to the TUB portal. Select **“SAP Anwendungen”** from the menu on the left:



Enter the corresponding TAN* (either the iTAN from your paper TAN list or the TAN sent to your cell phone) and click **“Weiter”**:

Bitte geben Sie die an Sie gesendete mTAN ein.

mTAN:

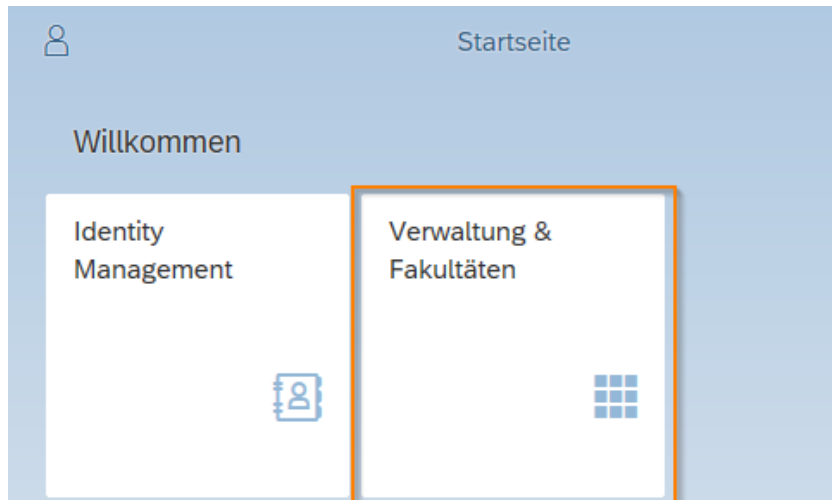
Weiter

*Information about the TAN procedure is available from ZECM via Quick Access **74276**.

Support **tuPORT** Email: cm-support@tu-berlin.de

Phone: **030/ 31477777**

3. After you log in, the application **“Administration & Faculties”** will appear on your dashboard in the tuPORT portal. You can open the application with a single click:



4. Click on the application **“Entsendung EU-Land - erfassen”** (record official travel to EU country):



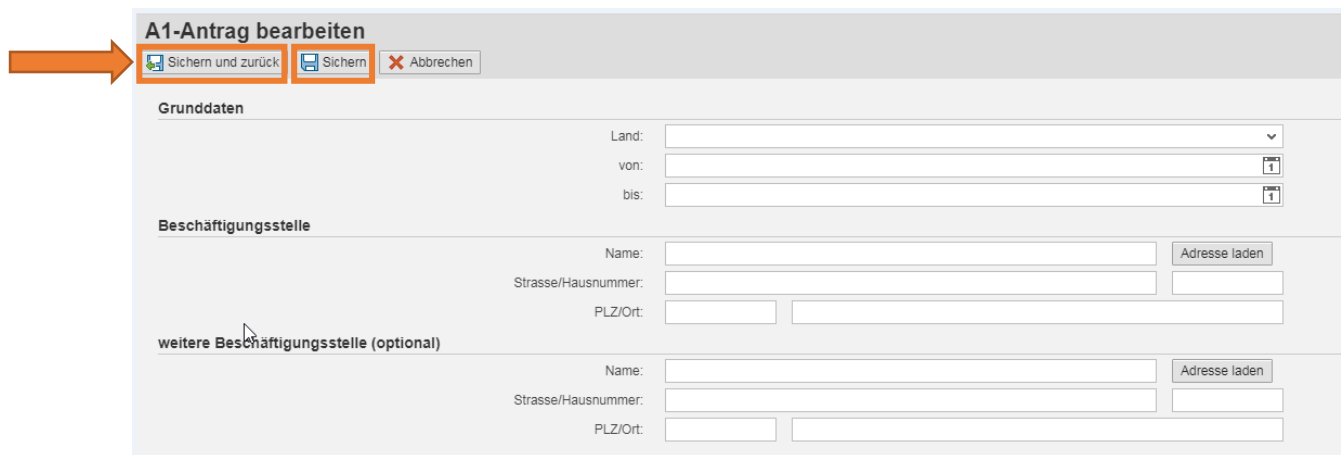
5. You will be taken to the screen **“A1-Anträge verwalten”** (manage A1 applications). Click on the **“white page”** symbol  on the above left:



6. This will open the window “A1-Antrag bearbeiten” (edit A1 application):

Enter the target country and the start and end dates of the stay if known. Please also include the address where you will be conducting business abroad.

- To save your entry and end the application, click on **“Sichern und zurück” (save and return)**.
- If you would like to submit additional applications for official travel, click **“Sichern” (save)**.



A1-Antrag bearbeiten

Grunddaten

Land:

von:

bis:

Beschäftigungsstelle

Name:

Strasse/Hausnummer:

PLZ/Ort:

weitere Beschäftigungsstelle (optional)

Name:

Strasse/Hausnummer:

PLZ/Ort:

7. Applications are automatically sent to Human Resources electronically.

- If you have questions regarding the A1 certificate of coverage, please contact gabriele.schreiber@tu-berlin.de or manyika@tu-berlin.de.
- If you have technical questions about entering information in the portal, please contact cm-support@tu-berlin.de.