

Mobility online

Internship/project/research incoming– Students

Information about registration of your Internship in Mobility Online

For TU/e incoming students it is important they have an international experience during their study. To simplify the application process and to make it as clear as possible for you as a student, we use Mobility Online: an online tool to manage the administrative part of your internship/project/research online from the very start until you return and finish the activity.

This manual guides you through the Mobility Online tool used for the registration and application of Internship or projects taking place at the TU/e.

- **IMPORTANT:** before starting your registration in Mobility Online, you need to carefully read the additional instructions on your department's digital study guide pages. These instructions contain some departmental specific information that you need in order to correctly complete your Mobility Online application.
- To start the Registration and Application process through Mobility Online please use this link https://www.service4mobility.com/europe/BewerbungServlet?identifier=EINDHOV17&kz_bew_pers=S&kz_bew_art=IN&aust_prog=T_IN T&sprache=en
- After you have filled out the registration form, you will be directed through the process.

General Remarks Mobility Online

1. Please fill in the form and start the procedure for your Internship/ Project at the TU/e.
2. DO NOT cancel your application unless you really want to cancel it. When you are not sure, please contact the Departmental Internationalization Officer first. Once you have canceled your application, no reset is possible. You will need to restart the entire process.

General Remarks Workflow

1. All steps will be taken by the (Departmental) Internationalization Officer and by yourself. Hence, from now on, you will need to check and update this workflow on a regular basis. In the workflow you will see:
 - i. The steps that need to be taken/ which steps are already completed
 - ii. Who has completed the step and the date of completion
 - iii. Your name, study and date of birth

2. When a step is completed you will see a **green check** (see printscreen).

Before the mobility - Application and registration			
Online-Application	✓	13.12.2020	Julia Roberts
Confirmation e-mail online application	✓	13.12.2020	Automatically generated
Online Application	✓	13.12.2020	Julia Roberts



3. When a step still needs action, click on the red button describing the action to take (see the blue arrow)

Before Mobility - Application and study data

*In this section ("Application and study data") you have to complete the information regarding your personal details, current studies and details of your exchange programme, and upload that if you are a master student you need to upload your bachelor and master transcript of records.
Please check <https://www.tue.nl/en/education/become-a-tue-student/exchange-students/> for more information regarding our exchange options.*

Check and confirm personal details	<input type="checkbox"/>	Check and confirm personal details
Fill out study details	<input type="checkbox"/>	
Your application has been accepted by the TUE	<input type="checkbox"/>	
Fill out housing details	<input type="checkbox"/>	
Questionnaire about insurance completed	<input type="checkbox"/>	
Fill out home address	<input type="checkbox"/>	

Examples of steps in Workflow

1. This is an example of a step taken in the Workflow. Once you hit the underlined action in your workflow the following screen will pop up. As you can see there will be a description (what is expected from you), a question and an answer. After you made your choice hit ‘edit’.

2. The screen will refresh itself and will show you when successful “Action Successful!” (see yellow arrow). To go back to your workflow click on ‘Back to workflow’. You will return to your workflow overview.

Back to Workflow Edit

3. And so on! In case you have any questions, please do not hesitate to contact the Internationalization officer of your department.

The workflow

1. To start your application you have to fill out [the registration form](#). You will notice that some of the fields are already filled out for you.
2. After receiving the confirmation mail of the Internationalization Officer you need to fill out the proposal form. Everything that you have filled out earlier will appear in light grey in the application form.
***Note* - You first need to hit the button “edit”. Otherwise, it is not possible to fill out the information.**

Below you see the Proposal Form that appears when you click on Fill out proposal form:

3. You will receive an email that you have met all requirements and that the activity – Internship at TU/e – has finished.

