

Mobility online

Courses Abroad– Students

Information about registration of your Exchange in Mobility Online

For TU/e 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 your study abroad application process online from the very start until you return and finish the activity.

This manual is to guide you through the Mobility Online tool used for the registration and application of courses abroad.

- **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 department specific information that you need to be able 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=OUT&aust_prog=T_CA&sprache=en

General Remarks Mobility Online

1. DO NOT change your password. At TU/e we work with Single Sign On meaning that you should be able to log on with your TU/e account (username) and password.
2. DO NOT cancel your application unless you really want to cancel it. When you are not sure, please contact the Departmental International Office first. Once you have canceled your application, no reset is possible. You will need to start over the entire process.

General Remarks Workflow

1. All Steps will be taken by the (Departmental) International office 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				
Application form filled out	<input checked="" type="checkbox"/>	01/12/2017	Tester Teststudent 146	Edit application
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	01/12/2017	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	01/12/2017	Tester Teststudent 146	
Confirmation e-mail from coordinator received	<input checked="" type="checkbox"/>	01/12/2017	Test Account	

Application checked and student nominated to host institution	<input checked="" type="checkbox"/>	21.11.2019	Vanessa Henraat	
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Before the mobility - Proposal form				
Course list filled out	<input checked="" type="checkbox"/>	21.11.2019	Torrent est de Tor	Fill out Course list
Course list printed	<input checked="" type="checkbox"/>	21.11.2019	Torrent est de Tor	Print Course list
Signed Course list uploaded	<input checked="" type="checkbox"/>	21.11.2019	Torrent est de Tor	

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

Before the mobility - Allocation				
Result selection procedure	<input checked="" type="checkbox"/>	01/12/2017	Test Account	
Email about selection procedure sent	<input checked="" type="checkbox"/>	01/12/2017	Test Account	
<ul style="list-style-type: none"> Allocated host institution : ESPOO12 - Aalto University 	<input type="checkbox"/>			Accept or reject host institution
Accept or reject allocated host institution	<input type="checkbox"/>			
Fill out semester start and end date	<input type="checkbox"/>			
Application checked by the coordinator	<input type="checkbox"/>			

Application checked and student nominated to host institution	<input checked="" type="checkbox"/>	21.11.2019	Vanessa Henraat	
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Before the mobility - Proposal form				
Course list filled out	<input checked="" type="checkbox"/>	21.11.2019	Torrent est de Tor	Fill out Course list
Course list printed	<input checked="" type="checkbox"/>	21.11.2019	Torrent est de Tor	Print Course list
Signed Course list uploaded	<input checked="" type="checkbox"/>	21.11.2019	Torrent est de Tor	

Examples of steps in Workflow

1. This is an example of 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 ‘create’.

Acceptance Questionnaire (Mar Student3 - Courses Abroad) Insert

[Back to the application workflow](#) [Create](#)

Here you can decide whether you would like to accept or reject the selected host institution. Please choose an option and click on the 'Create' button. After the action has been successfully completed, click on 'cancel' to go back to your workflow.

Accept/Reject Institution

Do you accept the selected host institution? Yes No

[Back to the application workflow](#) [Create](#)


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

The screenshot shows a web interface with a grey sidebar on the left containing a search bar and a 'Cancel' button. The main content area has a white background with a grey header bar. Below the header, there is a green checkmark icon followed by the text 'Action successful!'. A yellow arrow points to this message. Below this is another 'Cancel' button. A red horizontal bar contains the text 'Acceptance Questionnaire (Mar Student3 - Courses Abroad)'. Below the red bar, there is a line of text: 'Here you can decide whether you would like to accept or reject the selected host institution. Please choose'. Another red horizontal bar contains the text 'Accept/Reject Institution'. Below this, there is a question: 'Do you accept the selected host institution?' followed by radio buttons for 'Yes' (which is selected) and 'No'. At the bottom of the main content area, there is a grey bar with a 'Cancel' button.

- 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 log on please, use this [link](#) from now on you will be able to log in with you TU/e username and password.
2. THIS STEP MIGHT BE SKIPPED IF YOU LOG ON FOR THE SECOND TIME AND THEREAFTER. After you logged on for the first time, you might get a message from SURFconext. Please accept and continue. If asked, select TU/e as institution and press then continue.
3. To start your application you have to fill out [the registration form](#). You will notice that some off the fields are already filled out for you.


Application for a student exchange


All fields marked with (*) must be completed.


– Application details [Open all sub groups](#) [Close all sub groups](#)

Type of person	<input checked="" type="radio"/> Student <input type="radio"/> Teacher *
Type of application	<input type="radio"/> Incoming <input checked="" type="radio"/> Outgoing *
Mobility programme	Courses Abroad *
Academic year	2019/2020 *
Semester TU/e	<-- Please select --> *

– Personal details

Student number	<input type="text"/> *
First name	<input type="text"/> *
Suffix	<input type="text"/>
Last name	<input type="text"/> *
Date of birth	<input type="text"/> *
Gender	<input type="radio"/> Male <input type="radio"/> Female *
Nationality	<-- Please select --> *
E-Mail address	<input type="text"/> * 
Same e-mail address for verification	<input type="text"/> *


– Study details (at the time you will start your mobility)

Country of the home institution	Netherlands
Home institution	EINDHOV17 - EINDHOVEN UNIVERSITY OF TECHI
Faculty	<-- Please select --> * 
Study level	<-- Please select --> *
Your average mark according to Osiris	0,00 *

– Stay details

Remarks	<input style="width: 90%;" type="text"/>
There are still 1000 characters available	

Cancel application


powered by

Send application

- In the same application form you will also list your preferred options. Possible selections are based on your study/faculty. Make sure to fill in at least 3 options. Your preferences will be taken into account as far as possible, but we cannot guarantee that you can be assigned to the university of your choice(s).

Stay details

I will arrange a place at a non-partner university by myself Yes No *

Country of host institution (1. choice) <-- Please select --> *

Host institution (1. choice) <-- Please select --> *

Country of host institution (2. choice) <-- No choice -->

Host institution (2. choice) <-- No choice -->

Country of host institution (3. choice) <-- No choice -->

Host institution (3. choice) <-- No choice -->

Country of host institution (4. choice) <-- No choice -->

Host institution (4. choice) <-- No choice -->

- When you log on in Mobility Online, you will see the Workflow. This acts basically as your online checklist for going abroad. Steps taken will be checked by your international coordinator. See print screen:

Application workflow				
Last name	Student	Study field	Business Information Systems (M) - BIS	
First name	Marga	Country of host institution (1. choice)	Australia	
Date of birth	01.01.2000	Host institution (1. choice)	SYDNEY07 - University of Technology Sydney (UTS)	
Country of the home institution	Netherlands	Start date	17.05.2019	
Home institution	EINDHOV17 - EINDHOVEN UNIVERSITY OF TECHNOLOGY	End date	01.08.2019	
Necessary steps				
	Done	Done on	Done by	Direct access via following link
Cancel application - Please only use this if you want to cancel your application				
Before the mobility - Application and registration				
Application form filled out	<input checked="" type="checkbox"/>	10.05.2019	Marga Student	Edit application
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	10.05.2019	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	10.05.2019	Marga Student	
Confirmation e-mail from coordinator received	<input checked="" type="checkbox"/>	17.05.2019	
Before the mobility - Allocation				
Result selection procedure	<input checked="" type="checkbox"/>	17.05.2019	██████████	
Email about selection procedure sent	<input checked="" type="checkbox"/>	17.05.2019	██████████	
Accept or reject allocated host institution	<input checked="" type="checkbox"/>	17.05.2019	██████████	

- Notice that the second step in your workflow is completed by the international coordinator. He/she will send you a confirmation email first.
- Mobility Online will automatically set general dates for the semester you have chosen. At a later stage you will be able to adjust the dates that are applicable to the university of your preference if need be.

8. The dates can be adjusted in the following step:

Application workflow

Suffix: [blank] Country of the home institution: Netherlands Start date: 01.01.2020
 Last name: Snel Home institution: EINDHOVEN UNIVERSITY OF TECHNOLOGY End date: 31.05.2020
 First name: Bennie Country of host institution (1. choice): Singapore Study field: Mechanical Engineering (B) - BW
 Date of birth: 01.01.1999 Host institution (1. choice): KENTRID01 - National University of Singapore Mobility programme: Courses Abroad

Necessary steps	Done	Done on	Done by	Direct access via following link
Cancel application - Please only use this if you want to cancel your application	<input type="checkbox"/>			0 / 1
Before the mobility - Application and registration				4 / 4
Application form filled out	<input checked="" type="checkbox"/>	06.11.2019	Bennie Snel	Edit application
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	06.11.2019	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	06.11.2019	Bennie Snel	
Confirmation e-mail from coordinator received	<input checked="" type="checkbox"/>	06.11.2019	[Redacted]	
Before the mobility - Allocation				3 / 5
Result selection procedure	<input checked="" type="checkbox"/>	06.11.2019	[Redacted]	
Email about selection procedure sent	<input checked="" type="checkbox"/>	06.11.2019	[Redacted]	
Accept or reject allocated host institution	<input checked="" type="checkbox"/>	07.11.2019	Bennie Snel	
Fill out semester start and end date	<input type="checkbox"/>			Fill out semester start and end date
Application checked and student nominated to host institution	<input type="checkbox"/>			
Before the mobility - Proposal form				0 / 3
Learning Agreement filled out	<input type="checkbox"/>			
Learning Agreement printed	<input type="checkbox"/>			
Signed Learning Agreement uploaded	<input type="checkbox"/>			
Before the mobility - Partner University				0 / 1
Indicate if you have been accepted by partner university	<input type="checkbox"/>			

Applications outgoing

Back to Workflow Edit

Stay details

Start date: 01-01-2020
 End date: 31-05-2020

I confirm that I checked and updated (if applicable) the dates of my stay

Back to Workflow Edit

- Choose “Edit” – change the dates and tick off “I confirm that I checked (if applicable) the dates of my stay”.

9. Notice that the international office will still check your preferences. You will receive a mail with the allocated institution. This might not be your first choice. Therefore, it is important to list at least three options.

10. When you have followed all steps, your workflow is completed:

a. Steps to take ***before the mobility***

Before the mobility - Application and registration 4 / 4					
Application form filled out	<input checked="" type="checkbox"/>	12.11.2019	Teststudent Demo	Edit application	
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	12.11.2019	Automatically generated		
Online registration	<input checked="" type="checkbox"/>	12.11.2019	Teststudent Demo		
Confirmation e-mail from coordinator received	<input checked="" type="checkbox"/>	12.11.2019	Petri van de Vorst		
Before the mobility - Allocation 5 / 5					
Result selection procedure	<input checked="" type="checkbox"/>	12.11.2019	Petri van de Vorst		
Email about selection procedure sent	<input checked="" type="checkbox"/>	12.11.2019	Petri van de Vorst		
Accept or reject allocated host institution	<input checked="" type="checkbox"/>	12.11.2019	Teststudent Demo		
Fill out semester start and end date	<input checked="" type="checkbox"/>	12.11.2019	Teststudent Demo		
Application checked and student nominated to host institution	<input checked="" type="checkbox"/>	12.11.2019	Petri van de Vorst		
Before the mobility - Proposal form 3 / 3					
Course list filled out	<input checked="" type="checkbox"/>	12.11.2019	Teststudent Demo	Fill out Course list	
Course list printed	<input checked="" type="checkbox"/>	12.11.2019	Teststudent Demo	Print Course list	
Signed Course list uploaded	<input checked="" type="checkbox"/>	12.11.2019	Teststudent Demo		
Before the mobility - Partner University 2 / 2					
Indicate if you have you been accepted by partner university	<input checked="" type="checkbox"/>	12.11.2019	Teststudent Demo		
Study abroad approved by coordinator	<input checked="" type="checkbox"/>	12.11.2019	Petri van de Vorst		
Before the mobility - Partner University 2 / 2					
Indicate if you have you been accepted by partner university	<input checked="" type="checkbox"/>	12.11.2019	Teststudent Demo		
Study abroad approved by coordinator	<input checked="" type="checkbox"/>	12.11.2019	Petri van de Vorst		
Before the mobility - Scholarship 11 / 11					
<p>Note:</p> <ul style="list-style-type: none"> after you've answered the 'Scholarship question' below and this answer is checked by ESA/Institutional International Office, your workflow will continue and more steps will appear in your workflow, regardless of your answer! in case you are eligible for a scholarship, beware that all relevant information will have to be filled in and uploaded (if applicable) at least 2 weeks before departure! If you fail to meet this deadline, TU/e reserves the right to decline your application for a scholarship. The complete scholarship procedure is also dealt with in your workflow. you are not eligible for a scholarship if you stay in the Netherlands or if you go to the same country as your nationality. The duration of your exchange abroad has to be at least 90 days to be eligible for an scholarship. See www.tue.nl/osiris/OSIRIS/ROAD for more information regarding scholarship eligibility. 					
Scholarship question(s) answered	<input checked="" type="checkbox"/>	12.11.2019	Teststudent Demo		
Scholarship question(s) checked	<input checked="" type="checkbox"/>	12.11.2019	Petri van de Vorst		
Home address and bank details filled out	<input checked="" type="checkbox"/>	12.11.2019	Teststudent Demo		
Confirmation of acceptance	<input checked="" type="checkbox"/>	12.11.2019	Teststudent Demo	Upload the proof of acceptance	
Grant Agreement downloaded/printed	<input checked="" type="checkbox"/>	12.11.2019	Teststudent Demo	Download/print Grant Agreement	
Signed Grant Agreement uploaded	<input checked="" type="checkbox"/>	12.11.2019	Teststudent Demo		
Learning Agreement downloaded/printed	<input checked="" type="checkbox"/>	12.11.2019	Teststudent Demo	Download/print Learning Agreement	
Signed and filled out Learning Agreement uploaded	<input checked="" type="checkbox"/>	12.11.2019	Teststudent Demo	most actual signed and filled out learning agreement uploaded	
<p>Please note that the Learning Agreement, with the signatures of your Departmental Exchange Coordinator, the receiving institution and yourself, has to be uploaded at least two weeks before departure.</p>					
Learning and Grant agreement approved	<input checked="" type="checkbox"/>	12.11.2019	Petri van de Vorst		
Scholarship application received	<input checked="" type="checkbox"/>	12.11.2019	Petri van de Vorst		
Once this box has been checked by the Scholarship Office, 75% of the provisional scholarship amount will be transferred within 2 weeks.	<input checked="" type="checkbox"/>	12.11.2019	Petri van de Vorst		

b. Steps to take ***during the mobility***

During the mobility - Notification of having started your mobility 2 / 2					
Please complete this section (both steps!) as soon as you have started with your international experience abroad.					
Foreign address completed	<input checked="" type="checkbox"/>			Fill out your foreign address	
Expected return date filled out	<input checked="" type="checkbox"/>			Fill out return date	
During the mobility - Changes in duration 1 / 1					
<p>If there are any changes to be made (e.g. to end date, courses in Learning Agreement...) please complete this section as soon as those changes are known. If there are no changes to be made, please complete this section towards the end of your exchange abroad.</p>					
Question regarding possible changes has been answered	<input checked="" type="checkbox"/>	12.11.2019	Teststudent Demo	Please indicate whether or not changes need to be made	
During the mobility - Towards the end of your mobility 2 / 2					
Please do not forget to collect the final signature of your host or supervisor on your Statement of Host Institution before you leave your host institution or host organisation!					
Statement of host institution printed	<input checked="" type="checkbox"/>	12.11.2019	Teststudent Demo	Print Statement of host institution	
Statement of host institution uploaded	<input checked="" type="checkbox"/>	12.11.2019	Teststudent Demo	Upload Statement of host institution	

c. Steps to take ***after the mobility***

After the mobility 6 / 6					
<p>Note that in order to have your mark(s) processed in Osiris, you will have to execute your workflow until the last step! For more details regarding the deliverables of your activity (what, when, how, ...) please consult the information provided by your own department international office.</p>					
Experience report printed	<input checked="" type="checkbox"/>	12.11.2019	Teststudent Demo	download format experience report	
Experience report uploaded	<input checked="" type="checkbox"/>	12.11.2019	Teststudent Demo	Upload Experience report	
Statement of host institution and experience report marked as received	<input checked="" type="checkbox"/>	12.11.2019	Petri van de Vorst		
After this box has been checked by ESA/Institutional International Office, the remaining scholarship amount will be transferred to your account within approx. 2 weeks.	<input checked="" type="checkbox"/>	12.11.2019	Petri van de Vorst		
Transcript of records marked as received by Departmental Exchange coordinator	<input checked="" type="checkbox"/>	12.11.2019	Petri van de Vorst		
Activity finished	<input checked="" type="checkbox"/>	12.11.2019	Petri van de Vorst		

11. You will receive an email that you have met all requirements and that the activity – Exchange courses abroad – has finished