

Mobility online

Courses 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 your courses 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 Courses 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_CA&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 courses 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 start over 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).

>	Cancel application - Please only use this if you want to cancel your application		0 / 1
✓	Before the mobility - Application and registration		3 / 3
	Online-Application	✓	10.06.2020 Billie Eilish
	Confirmation e-mail online application	✓	10.06.2020 Automatically generated
	Online Application	✓	10.06.2020 Billie Eilish
✓	Before Mobility - Application and study data		14 / 14

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

▼ **Before the mobility - Check of the application by the TU/e departmental coordinator** 1 / 1

The TU/e departmental coordinator will check the correctness of the information you provided.

Documents and course list marked as ☒ 11.06.2020
completed

▼ **Before the mobility - Language certificate check** 0 / 1

Acceptance letter downloaded ☐

[Download Acceptance letter](#)

Examples of steps in Workflow

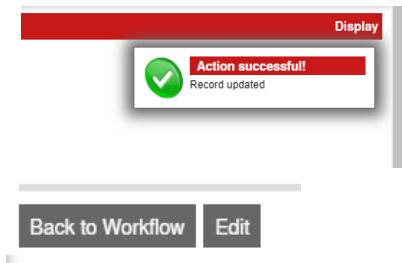
1. This is an example of a step taken in the Workflow. Once you hit the underlined action in your workflow the following screen will pop up. As you can see there will be a description (what is expected from you), a question and an answer. After you made your choice hit 'edit'.

Applications incoming

Back to Workflow [Edit](#)

Personal details

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.



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 study details. 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 study details form that appears when you click on Fill out study details:

Eindhoven University of Technology (TU/e)

My application data >

Change password

Applications incoming

Back to Workflow Edit

Display

Application details

Number of semesters
☒ 1 semester
☐ 2 semesters (full academic year) *

Sending institution and current studies

Current study level at your home university

First cycle / Bachelor *

Number of higher education years completed in your current study level prior to departure abroad:

2 *

Current field of study at your home university

dfewer *

Start date of your current study at your home institution

10.06.2020

Language competence

Have you taken or are you going to take an English test? (If you have an exemption you should choose no)

☒ Yes; I will upload the certificate in one of the next steps
☐ Yes; the certificate will be uploaded as soon as the results are received
☐ No; this does not apply to me or I have an exemption *

Which English test have you taken?

IELTS *

When did you (or do you expect to) complete the English language test?

10.06.2020


Details of exchange semester at Eindhoven University of Technology

Faculty

04ME - Department of Mechanical ... *


- What follows then are multiple workflow steps to provide all information and documents you need for being accepted and get a subscription at TU/e. After that the departmental coordinator will review your application and inform you whether all documents are approved and in case you requested housing, you will be notified whether you will receive housing.

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Application workflow

Last name Eilish	Home institution BOLOGNA01 - Università di Bol...	Exchange Program Courses Abroad
Suffix	Receiving institution EINDHOV17 - TECHNISCHE UNI...	Study field on agree... Mechanical Engineering (M) - MW
First name Billie	Host country Netherlands	
Date of birth (dd.mm....) 14.12.1977	Approximate stay to 30.12.2020	
Country of the home ... Italy	Approximate stay from 11.11.2020	

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					
Online-Application	✓	10.06.2020	Billie Eilish		23 / 30
Confirmation e-mail online application	✓	10.06.2020	Automatically generated		0 / 1
Online Application	✓	10.06.2020	Billie Eilish		3 / 3
> 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 the required documents. Please be aware, 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	✓	10.06.2020	Billie Eilish	Check and confirm personal details	
Fill out study details	✓	10.06.2020	Billie Eilish	Fill out study details	
Fill out housing details	✓	10.06.2020	Billie Eilish	Fill out housing details	?
Questionnaire about insurance completed	✓	12.06.2020		Fill in questionnaire about insurance	
Fill out home address	✓	10.06.2020	Billie Eilish		
Please be aware when filling in the expiration date of your ID that your document will be valid at least 6 months after you return. If you need a visa, please make sure you upload a passport in pdf format (requirement of Immigration Services). An ID card is not valid for a visa request. In case you have a second nationality, please upload copies of both passports.					
Fill out ID details	✓	10.06.2020	Billie Eilish	Fill out ID details	

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My application data >

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Application workflow ?

Last name Eilish

Suffix

First name Billie

Date of birth (dd.mm....) 14.12.1977

Country of the home ... Italy

Home institution BOLOGNA01 - Università di Bol...

Receiving institution EINDHOV17 - TECHNISCHE UNI...

Host country Netherlands

Approximate stay to 30.12.2020


Approximate stay from 11.11.2020

Exchange Program Courses Abroad

Study field on agree... Mechanical Engineering (M) - MW

Necessary steps	Done	Done on	Done by	Direct access via following link	
Fill out ID details	✓	10.06.2020	Billie Eilish	Fill out ID details	23 / 30
Upload copy of ID	✓	10.06.2020	Billie Eilish	Upload copy of ID	
Upload language certificate	✓	10.06.2020	Billie Eilish	Upload language certificate	
Upload transcript of records	✓	10.06.2020	Billie Eilish	Upload transcript of records	
All uploaded documents so far	✓			View all uploaded documents so far	
Course list (Learning Agreement)	✓	10.06.2020	Billie Eilish	Fill out Learning Agreement for internship (and eventual courses)	
For more information about courses, see https://www.tue.nl/en/education/become-a-tue-student/exchange-students/					
Learning Agreement printed	✓	10.06.2020	Billie Eilish	Print Learning Agreement	
Signed Learning Agreement uploaded	✓	10.06.2020	Billie Eilish	Upload Learning Agreement signed by student	?
Confirm application details	✓	10.06.2020	Billie Eilish	Confirm application details	
Before the mobility - Language certificate check					1 / 1
Language Certificate/Exemption Form accepted	✓	12.06.2020			
Before the mobility - Check of the application by the TU/e departmental coordinator					1 / 1
The TU/e departmental coordinator will check the correctness of the information you provided.					

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My application data >


Change password

Application workflow

Last name Eilish	Home institution BOLOGNA01 - Università di Bol...	Exchange Program Courses Abroad
Suffix	Receiving institution EINDHOV17 - TECHNISCHE UNI...	Study field on agree... Mechanical Engineering (M) - MW
First name Billie	Host country Netherlands	
Date of birth (dd.mm.... 14.12.1977	Approximate stay to 30.12.2020	
Country of the home ... Italy	Approximate stay from 11.11.2020	

Necessary steps	Done	Done on	Done by	Direct access via following link	
Before the mobility - Check of the application by the TU/e departmental coordinator					
The TU/e departmental coordinator will check the correctness of the information you provided.					
Documents and course list marked as completed	✓	11.06.2020	Vanessa Henraat		1 / 1
Before the mobility - Language certificate check					
Acceptance letter downloaded	□			Download Acceptance letter	0 / 1
Before the mobility - Learning Agreement					
<p>In this section you can download the unsigned Learning Agreement (LA) of Eindhoven University of Technology, collect the required signatures and then upload the signed LA. Instead of this you can also upload your signed Erasmus learning agreement or that of your home university to collect the signature of TU/e. After the TU/e departmental coordinator has received the signed LA, you will receive (by email) more information regarding accommodation and visa application (if applicable).</p> <p>For more information, see also https://www.tue.nl/en/education/become-a-tue-student/exchange-students/.</p> <p>Note that after you have arrived at Eindhoven University of Technology and have started your exchange semester, you will have to return to your workflow to execute some steps in the next two phases "During the mobility" and "After the mobility".</p>					
Learning Agreement printed	□			Print Learning Agreement	
Signed Learning Agreement by student and home institution uploaded	✓	06.07.2020	admin (CeMei)	Upload Learning Agreement signed by home institution	
Signed Learning Agreement by all parties downloaded	□			Download Learning Agreement signed by host institution	
All uploaded documents	✓			Open all uploaded documents	


Eindhoven University of Technology (TU/e)



↺
✕

My application data >

Change password



Application workflow ?

Last name	Eilish	Home institution	BOLOGNA01 - Università di Bol...	Exchange Program	Courses Abroad
Suffix		Receiving institution	EINDHOV17 - TECHNISCHE UNI...	Study field on agree...	Mechanical Engineering (M) - MW
First name	Billie	Host country	Netherlands		
Date of birth (dd.mm....)	14.12.1977	Approximate stay to	30.12.2020		
Country of the home ...	Italy	Approximate stay from	11.11.2020		

Necessary steps 23 / 30

	Done	Done on	Done by	Direct access via following link
Signed Learning Agreement by student and home institution uploaded	<input checked="" type="checkbox"/>	06.07.2020	admin (CeMei)	<div style="background-color: #c00; color: white; padding: 5px; text-align: center;">Upload Learning Agreement signed by home institution</div>
Signed Learning Agreement by all parties downloaded	<input type="checkbox"/>			<div style="background-color: #c00; color: white; padding: 5px; text-align: center;">Download Learning Agreement signed by host institution</div>
All uploaded documents	<input checked="" type="checkbox"/>			<div style="background-color: #c00; color: white; padding: 5px; text-align: center;">Open all uploaded documents</div>

Before the mobility - Housing 2 / 2

Housing requested (please change this to "no" if you have found a housing yourself)
☒

Please change this to "no" if you have found a housing yourself

Infomail about housing allocated received
☒

11.06.2020
Vanessa Henraat

During the mobility - Changes in courses -> new Learning Agreement 0 / 2

If you would like to make any changes in your course list, please do so as soon as possible, preferably within 4 weeks after the start of your exchange semester. However, if any other changes do occur later on in the semester, you can still make them here. Do not forget to print and upload the signed agreement again!

Question regarding 'Changes in courses' answered
☐

Please indicate if you want to make any changes in your Learning Agreement

If necessary change the end date of your stay
☐

After the mobility 0 / 1

Stay marked as completed by the department
☐

