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](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).

3. When a step still needs action, click on the red button describing the action to take (see the blue arrow)
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.
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:
3. 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.
# Mobility Online – Manual for Students

## Application Workflow

<table>
<thead>
<tr>
<th>Necessary steps</th>
<th>Done</th>
<th>Done on</th>
<th>Done by</th>
<th>Direct access via following link</th>
</tr>
</thead>
<tbody>
<tr>
<td>cancel application - Please only use this if you want to cancel your application</td>
<td></td>
<td></td>
<td></td>
<td>0 / 1</td>
</tr>
</tbody>
</table>

### Before the mobility - Application and registration

- **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

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.


- **Check and confirm personal details**: 10.06.2020, Billie Eilish
- **Fill out study details**: 10.06.2020, Billie Eilish
- **Fill out housing details**: 10.06.2020, Billie Eilish
- **Questionnaire about insurance completed**: 12.06.2020
- **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

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<th>Done</th>
<th>Done on</th>
<th>Done by</th>
<th>Direct access via following link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fill out ID details</td>
<td>✓</td>
<td>10.06.2020</td>
<td>Billie Ellish</td>
<td>Fill out ID details</td>
</tr>
<tr>
<td>Upload copy of ID</td>
<td>✓</td>
<td>10.06.2020</td>
<td>Billie Ellish</td>
<td>Upload copy of ID</td>
</tr>
<tr>
<td>Upload language certificate</td>
<td>✓</td>
<td>10.06.2020</td>
<td>Billie Ellish</td>
<td>Upload language certificate</td>
</tr>
<tr>
<td>Upload transcript of records</td>
<td>✓</td>
<td>10.06.2020</td>
<td>Billie Ellish</td>
<td>Upload transcript of records</td>
</tr>
<tr>
<td>All uploaded documents so far</td>
<td>✓</td>
<td>10.06.2020</td>
<td>Billie Ellish</td>
<td>View all uploaded documents so far</td>
</tr>
<tr>
<td>Course list (Learning Agreement)</td>
<td>✓</td>
<td>10.06.2020</td>
<td>Billie Ellish</td>
<td>Fill out Learning Agreement for internship (and eventual courses)</td>
</tr>
</tbody>
</table>

For more information about courses, see [https://www.tue.nl/en/education/become-a-tue-student/exchange-students](https://www.tue.nl/en/education/become-a-tue-student/exchange-students/)

### Learning Agreement

- Learning Agreement printed: ✓ 10.06.2020 | Billie Ellish
- Signed Learning Agreement uploaded: ✓ 10.06.2020 | Billie Ellish
- Confirm application details: ✓ 10.06.2020 | Billie Ellish

### Before the mobility - Language certificate check

- Language Certificate/Exemption Form accepted: ✓ 12.06.2020

### 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.