

**Mobility-Online is the UT registration system for our incoming Exchange students.  
This manual is aimed for the applications of students.**

You have received via e-mail a link to apply via Mobility-Online for your Exchange programme at the University of Twente.

## Step 1.

By clicking the link you will enter the online registration for Mobility-Online. Please fill in your date of birth and click “continue”.

UNIVERSITY OF TWENTE. **MOBILITY-ONLINE**

Online registration for Mobility-Online  
(Courses abroad)

**Step 1 of 2 - Input Registration number**

First you have to enter your registration code and your date of birth. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.

Please confirm your entries and press the button **[Next step]**

Registration number 529899547 \*

Date of birth (dd/mm/yyyy) [red box] = Today

Back **Continue** English

## Step 2.

Please choose your username and password and click “continue”.

UNIVERSITY OF TWENTE. **MOBILITY-ONLINE**

Online registration for Mobility-Online  
(Courses abroad)

**Step 2 of 2 - Input User Name and Password**


Now, you can enter your desired login and password (at least 6 characters, at least one upper-case letter, at least one digit, no special characters). Should your desired login already exist in the database, please try another one. For the purpose of password security, repeat the chosen password to confirm. Please proceed by clicking on the button: **[Continue]**.

Login | [red box]  
Password | [red box]  
Repeat password | [red box]

Back **Continue**

**Step 3.**

You have created an account in Mobility-Online. Click “Login to Mobility-Online” to go to the application workflow.

UNIVERSITY OF TWENTE.


**Online registration for Mobility-Online  
(Courses abroad)**

**Step 1 of 2 - Input Registration number**

First you have to enter your registration code and your date of birth. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.

Please confirm your entries and press the button **[Next step]**


Registration number	529899547	*
Date of birth	02.05.2000	

**Step 2 of 2 - Input User Name and Password**

Now, you can enter your desired login and password (at least 6 characters, at least one upper-case letter, at least one digit, no special characters).  
Should your desired login already exist in the database, please try another one.

For the purpose of password security, repeat the chosen password to confirm.

Please proceed by clicking on the button: **[Continue]**.




Login	Testmarjon
Password	●●●●●●●●
Repeat password	●●●●●●●●

**Registration successful**

Your registration was successful.  
By pressing the button **[Login Mobility-Online]** you will be forwarded to Mobility-Online. There you have the possibility to edit your application data again, to administer your personal data, download and print documents.

Additionally you will receive an E-Mail with the confirmation of your registration. This E-Mail contains the link to Mobility-Online for future login.


**Action successful!**

Close Window
Login to Mobility-Online

## Step 4.

You are now in your application workflow.

1. An overview of steps in your workflow. You have to finish each step to continue with the next step;
2. By clicking on this link, you can take the according step.

**Application workflow**

**Applicant details**

Last name	Testmarjon	Host country	Netherlands	Home institution	SEVILLA03 - PABLO DE OLAVIDE UNIVERSITY
First name	Test	Receiving institution	ENSCHED01 - UNIVERSITY OF TWENTE	Country of the home institution	Spain
Stay from	01/09/2018	Deegree Programme		Stay to	03/02/2019

**Necessary steps** Done Done on Done by Direct access via following link **3 / 20**

- 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  02.05.2018 Test Testmarjon
  - Confirmation e-mail online application  02.05.2018 Automatically generated
  - Online Application  02.05.2018 Test Testmarjon
- Before Mobility - Application and study data** 0 / 7
 

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, as well as uploading the required documents. Please check [www.utwente.nl/en/education/exchange-students/](http://www.utwente.nl/en/education/exchange-students/) for more information regarding our exchange options.

  - Check and confirm personal details  **1** [Check and confirm personal details](#) **2**
  - Fill out study details
  - Fill out home address
  - Upload copy of ID
  - Upload transcript of records
  - Course list
  - Confirm application details
- Before the mobility - First check of the application by the Student Administration Office** 0 / 1
 

The Student Administration Office will check the correctness of the information you provided.

First Check: Documents and course list marked as completed
- Before the mobility - Faculty check** 0 / 1
 

The Faculty will now check if you are conditionally admissible to the courses and/or placement programme you have selected.

Course list marked as 'approved'
- Before the mobility - Final check of the application by the Student Administration Office** 0 / 2
 

If you have still not uploaded your English test results, please do so. Otherwise the Student Administration office will be not able to approve your application.

Final Check: Application completed

Acceptance letter downloaded
- Before the mobility - Learning Agreement** 0 / 3
 

In this section the Learning Agreement (LA) will be made. You can download the unsigned LA, collect the required signatures and upload the signed LA. After the Student Administration Office has received the signed LA, you will receive (by email) more information regarding accommodation and visa application (if applicable). For more information, see also [www.utwente.nl/en/education/exchange-students/application-procedure/](http://www.utwente.nl/en/education/exchange-students/application-procedure/). Note that after you have arrived at the University of Twente and 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".

## Step 5.

Click "edit" to edit the content.

**Applications incoming (ID = 833786)**

Cancel Edit

Master data Personal details Pipeline Documents (2) Notes (0) E-mails (4)

**Personal details**

Last name  \*

First name  \*

Given name  \*

Gender  Male  Female \*

Date of birth (dd.mm.yy)  \*

Country of birth  \*

Place of birth  \*

Nationality  \*

Second Nationality  \*

E-mail address  \*

Created by Din Alia on

Cancel **Edit**

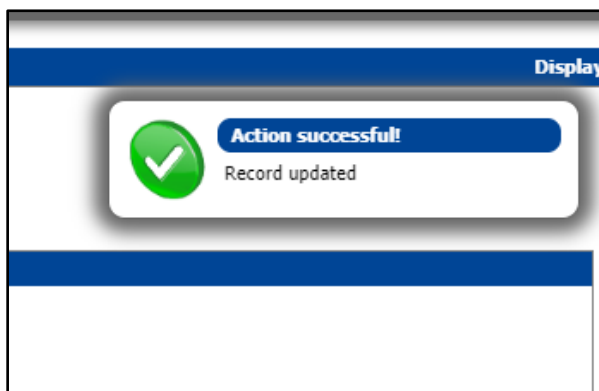
**Step 6.**

After editing the content, click “update”.

The screenshot shows a web form titled "Applications incoming (ID = 833786)". At the top, there are "Cancel" and "Update" buttons. Below is a tabbed interface with tabs for "Master data", "Personal details", "Pipeline", "Documents (2)", "Notes (0)", and "E-mails (4)". The "Personal details" tab is active, showing fields for: Last name (Alla), First name (Din), Given name, Gender (Male selected), Date of birth (01/05/1983), Country of birth (Albania), Place of birth, Nationality (Australia), Second Nationality (<-- No choice -->), and E-mail address. At the bottom left, the "Update" button is highlighted with a red rectangular box. The bottom right corner shows "Created by Din Alla on".

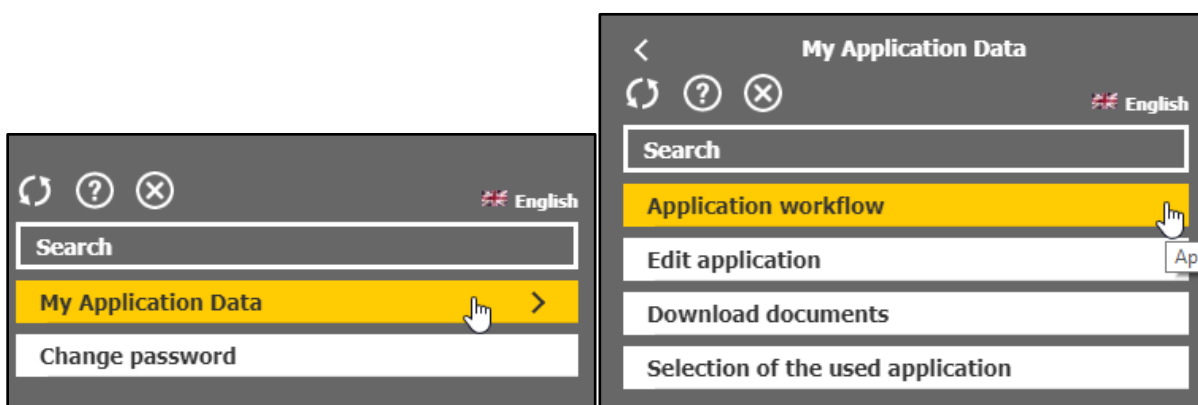
**Step 7.**

In the upper right corner of your screen, a notification appears, confirming that your record has been updated.



**Step 8.**

Click on “My Application Data” and “Application Workflow” to return to your personal workflow.



## Step 9.

1. The box behind the first step is now ticked, and
2. The second step is ready for filling out.

**Before Mobility - Application and study data**

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<input checked="" type="checkbox"/>	Check and confirm personal details	1	<input checked="" type="checkbox"/>	<a href="#">Check and confirm personal details</a>
<input type="checkbox"/>	Fill out study details		<input type="checkbox"/>	2 <a href="#">Fill out study details</a>
<input type="checkbox"/>	Fill out home address		<input type="checkbox"/>	
<input type="checkbox"/>	Upload copy of ID		<input type="checkbox"/>	
<input type="checkbox"/>	Upload transcript of records		<input type="checkbox"/>	
<input type="checkbox"/>	Course list		<input type="checkbox"/>	
<input type="checkbox"/>	Confirm application details		<input type="checkbox"/>	

## Step 10.

This step differs based on which programme you going do: courses or placement.

Picture 1. Courses: it only will require you to fill in your study details

Picture 2. Placement: it will require you to fill in your study details, indicate the research group where you going to do your research and the name of the contact person name at the research group.

When you going to do a combination of courses and placement, picture 1 will apply for you.

Please click "Edit" to fill in your details.

**Applications incoming (ID = 833781)**

Cancel Edit

Master data Personal details Pipeline Documents (2) Notes (0) E-mails (2)

**Sending institution and current studies**

Current field of study at your home university: Corrosive processes of the axial tilt

Current degree of study at your home university: BpHf - B

Start date of your current study at your home institution: 11/01/2019

**Language competence**

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

Which English test have you taken or are you going to take? Cambridge

**Details of exchange semester at University of Twente**

Level of study: BSc

Degree Programme: International Business Administration

Are you participating in a scholarship programme? Yes No

Please indicate if you are participating in a special exchange programme:

IS Link

GE3

ECTU minor programme Mechanical Engineering

JEP

This does not apply to me

Cancel Edit

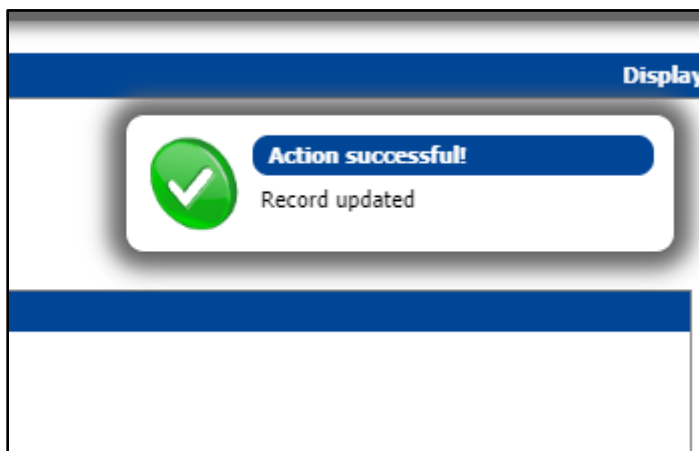
Created by Gene In a Bottle on ...

**Step 11.**

Fill in the mandatory fields and click “Update” to save.

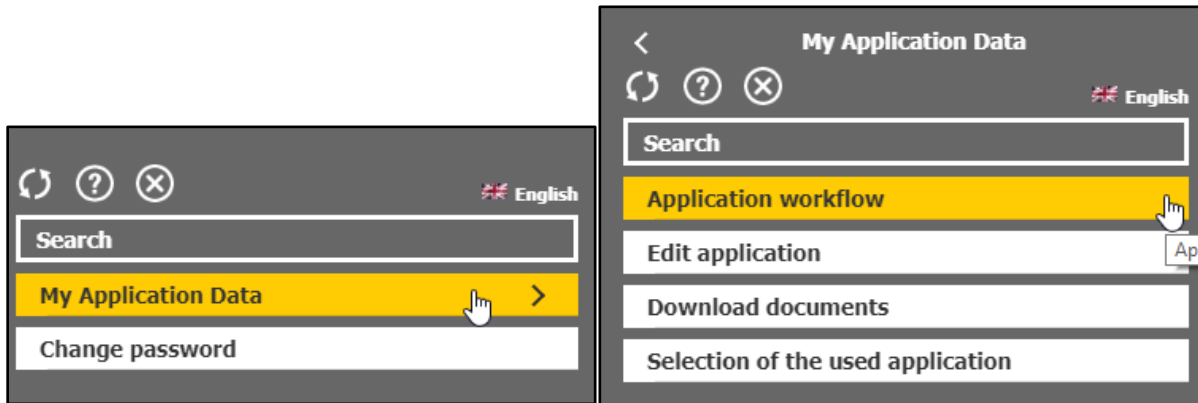
**Step 12.**

In the upper right corner of your screen, a notification appears, confirming that your record has been updated.



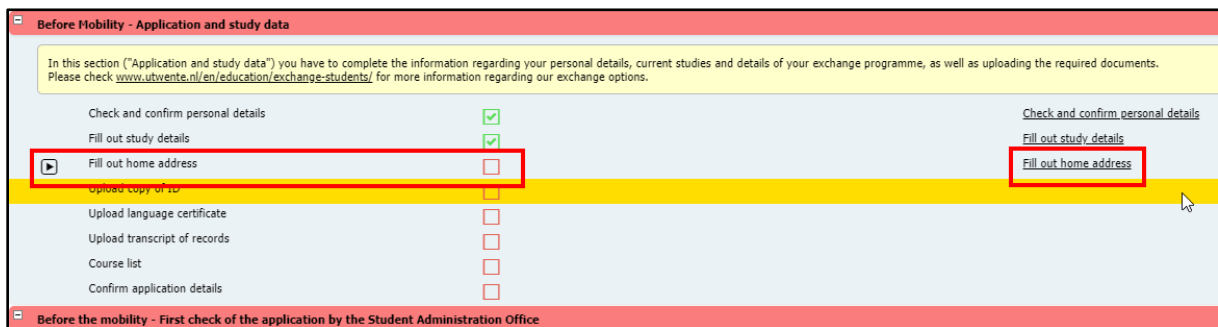
**Step 13.**

Click on “My Application Data” and “Application Workflow” to return to your personal workflow.



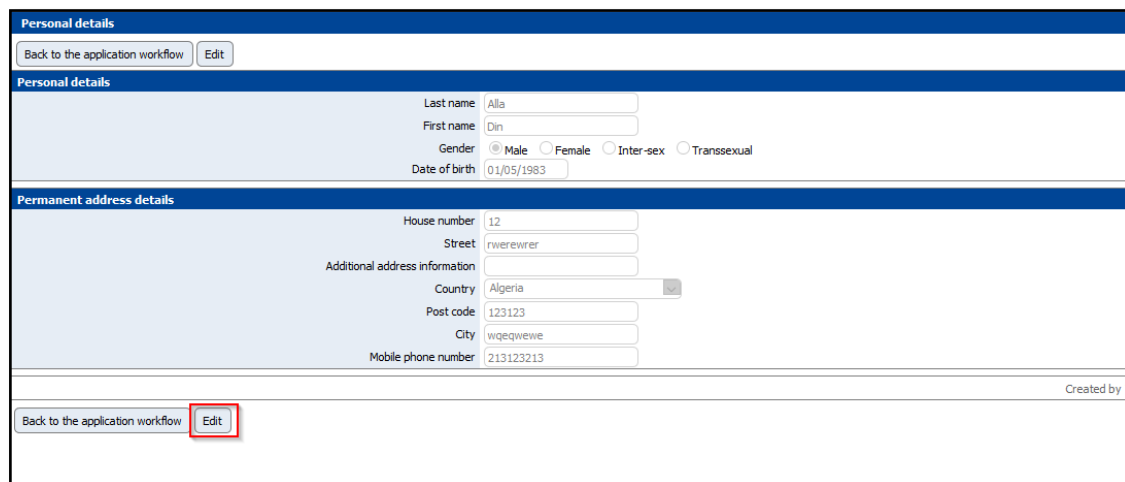
**Step 14.**

The next step has been added.



**Step 15.**

Click “edit” to edit the content.



## Step 16.

After you have filled in, please click on “Update personal details”.

**Personal details**

Back to the application workflow
Update personal details

**Personal details**

Last name:

First name:

Gender:  Male  Female  Inter-sex  Transsexual

Date of birth:

**Permanent address details**

House number:

Street:

Additional address information:

Country:

Post code:

City:

Mobile phone number:

Created by

Back to the application workflow
Update personal details

## Step 17.

You can now return to the application workflow by clicking “Back to the application workflow”.

Back to the application workflow
Edit

**Personal details**

Last name:

First name:

Gender:  Male  Female  Inter-sex  Transsexual

Date of birth:

**Permanent address details**

House number:

Street:

Additional address information:

Country:

Post code:

City:

Mobile phone number:

Back to the application workflow
Edit

## Step 18.

Next, click “Upload copy of ID”.

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, as well as uploading the required documents. Please check <a href="http://www.utwente.nl/en/education/exchange-students/">www.utwente.nl/en/education/exchange-students/</a> for more information regarding our exchange options.				
<ul style="list-style-type: none"> <li>Check and confirm personal details <span style="float: right;">✓</span></li> <li>Fill out study details <span style="float: right;">✓</span></li> <li>Fill out home address <span style="float: right;">✓</span></li> <li>Upload copy of ID <span style="float: right;">□</span></li> <li>Upload language certificate <span style="float: right;">□</span></li> <li>Upload transcript of records <span style="float: right;">□</span></li> <li>Course list <span style="float: right;">□</span></li> <li>Confirm application details <span style="float: right;">□</span></li> </ul>	02/05/2018	Twente Nominator		<ul style="list-style-type: none"> <li><a href="#">Check and confirm personal details</a></li> <li><a href="#">Fill out study details</a></li> <li><a href="#">Fill out home address</a></li> <li><a href="#">Upload copy of ID</a></li> </ul>



**Step 19.**

Click on the folder icon to upload your document, then click “Create”.

**Step 20.**

You now return to the workflow automatically. In case you need to upload a language certificate, click “Upload language certificate”.

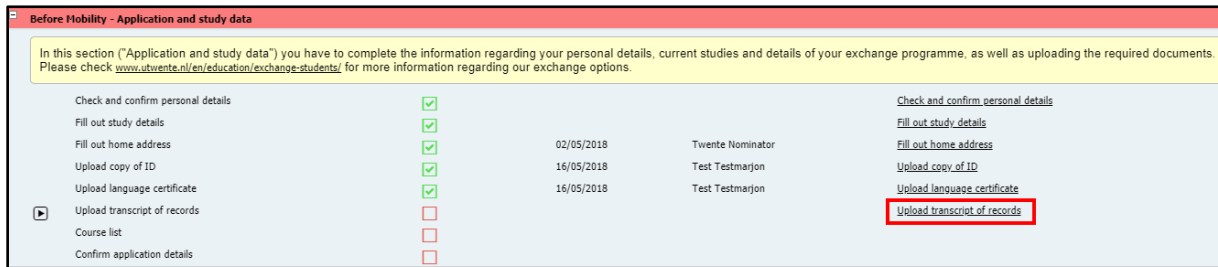
Before Mobility - Application and study data					
In this section ("Application and study data") you have to complete the information regarding your personal details, current studies and details of your exchange programme, as well as uploading the required documents. Please check <a href="http://www.utwente.nl/en/education/exchange-students/">www.utwente.nl/en/education/exchange-students/</a> for more information regarding our exchange options.					
Check and confirm personal details	<input checked="" type="checkbox"/>				<a href="#">Check and confirm personal details</a>
Fill out study details	<input checked="" type="checkbox"/>				<a href="#">Fill out study details</a>
Fill out home address	<input checked="" type="checkbox"/>	02/05/2018	Twente Nominator		<a href="#">Fill out home address</a>
Upload copy of ID	<input checked="" type="checkbox"/>	16/05/2018	Test Testmarjon		<a href="#">Upload copy of ID</a>
Upload language certificate	<input checked="" type="checkbox"/>				<a href="#">Upload language certificate</a>
Upload transcript of records	<input type="checkbox"/>				
Course list	<input type="checkbox"/>				
Confirm application details	<input type="checkbox"/>				

**Step 21.**

Click on the folder icon to upload your document, then click “Create”.

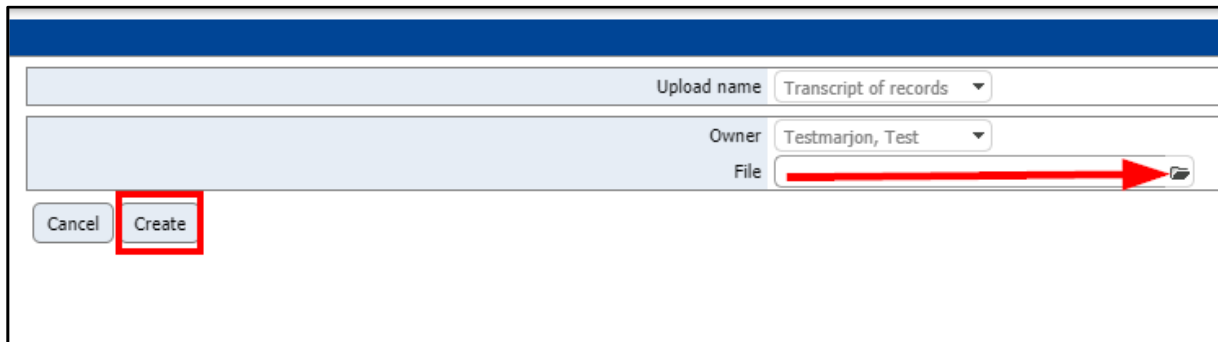
**Step 22.**

You now return to the workflow automatically. In case you need to upload a transcript of records, click “Upload transcript of records”.



**Step 23.**

Click on the folder icon to upload your document, then click “Create”.



**Step 24.**

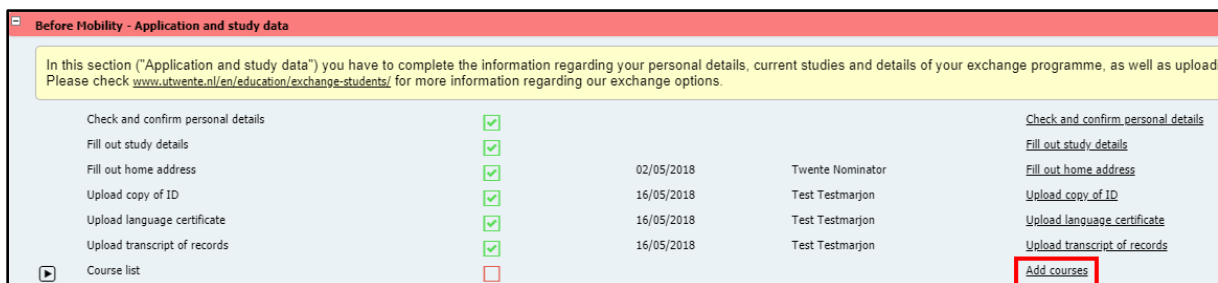
This step differs based on which programme you going to do: courses or placement.

Picture 1. Courses: it will require you to add courses.

Picture 2. Placement: you do not have this option, **skip steps regarding courses and go to step 28.**

When you going to do a combination of courses and placement, you will have this option and you need to add courses.

Please click “Edit” to fill in your details.



**Step 25.**

Click “Add courses” to add the courses.

*Outgoing regular students:* you can select courses from the host university equivalent to more than 30 ECTS credits, but after return the equivalent of maximum 30 ECTS will be registered in Osiris.  
*Incoming exchange students:* you can find more information about the courses offered by our educational programmes to exchange student at: <https://www.utwente.nl/en/education/exchange-students/programmes/>

**! Please note that the nominal study load of one semester is 30 ECTS credits, which equals to 15 ECTS credits per quarter !**

Last name	Testmarjon	First name	Test
Home institution	Universidad Pablo de Olavide	Country of the home institution	Spain
Host institution	UNIVERSITEIT TWENTE	Country of host institution	Netherlands
Academic year	2018/2019	Name of Semester	1st semester

Course unit title at the host institution	Course no./host	ECTS Credits
- All original courses - No records found!		
- All added courses - No records found!		
- All deleted courses - No records found!		
<input type="checkbox"/> No courses added yet. Please use the button below to add courses.		
		Sum of ECTS credits: 0,00

Back to the application workflow **Add courses**

**Step 26.**

Fill in the details you want to add and click “Create”:

**Edit learning agreement**

Host institution	UNIVERSITEIT TWENTE - ENSCHED01
Study area	ICT technology
Study field	Computer Science & Engineering - B-CS
Academic year	2018/2019
Semester	1st semester
Course unit code at the host institution	201812345
Course unit title at the host institution	Course Title
Number of ECTS credits at the host university	10,00
Starting quarter	<input checked="" type="radio"/> 1A <input type="radio"/> 1B <input type="radio"/> 2A <input type="radio"/> 2B <input type="radio"/> 3A
Additional remarks	Additional Remark

There are still **243** characters available

There are still **99983** characters available

Cancel **Create**

## Step 27.

1. Add course;
2. The number of ECTS you assigned to this course;
3. Add another course;
4. After adding the courses, click here to return to the application workflow.

*Outgoing regular students:* you can select courses from the host university equivalent to more than 30 ECTS credits, but after return the equivalent of maximum 30 ECTS will be registered in Osiris.  
*Incoming exchange students:* you can find more information about the courses offered by our educational programmes to exchange student at: <https://www.utwente.nl/en/education/exchange-students/programmes/>  
**! Please note that the nominal study load of one semester is 30 ECTS credits, which equals to 15 ECTS credits per quarter !**

Last name	Testmarjon	First name	Test
Home institution	Universidad Pablo de Olavide	Country of the home institution	Spain
Host institution	UNIVERSITEIT TWENTE	Country of host institution	Netherlands
Academic year	2018/2019	Name of Semester	1st semester

Course unit title at the host institution	Course no./host	ECTS Credits
Course Title	201812245	10,00

1 Course(s)      Sum of ECTS credits: 10,00

## Step 28.

**This step applies only for the students who are going to do placement.**

You have the option to upload your motivation letter and curriculum vitae.

By clicking on the “upload motivation letter” and “upload curriculum vitae”.

Once you have clicked on it you have to click again on the file icon to upload your motivation letter.

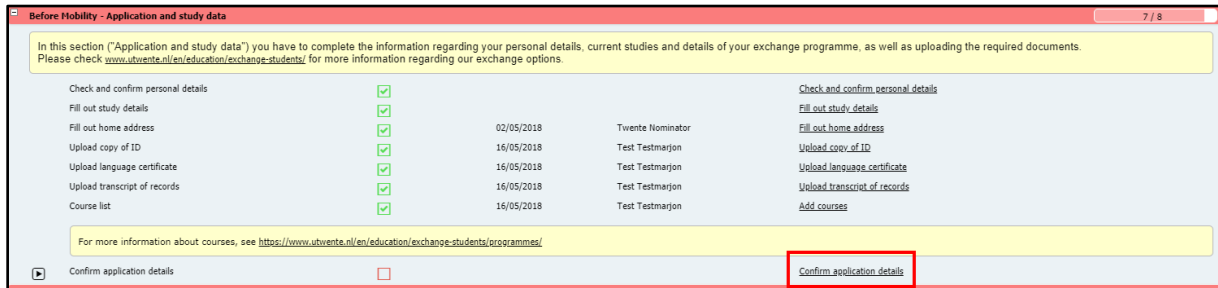
You do this again for your curriculum vitae.

After you have uploaded it, you click “create” and you will get automatically back to your application workflow.

Owner: Testmarjon, Test  
 File: [Red arrow pointing right]  
 Cancel    **Create**

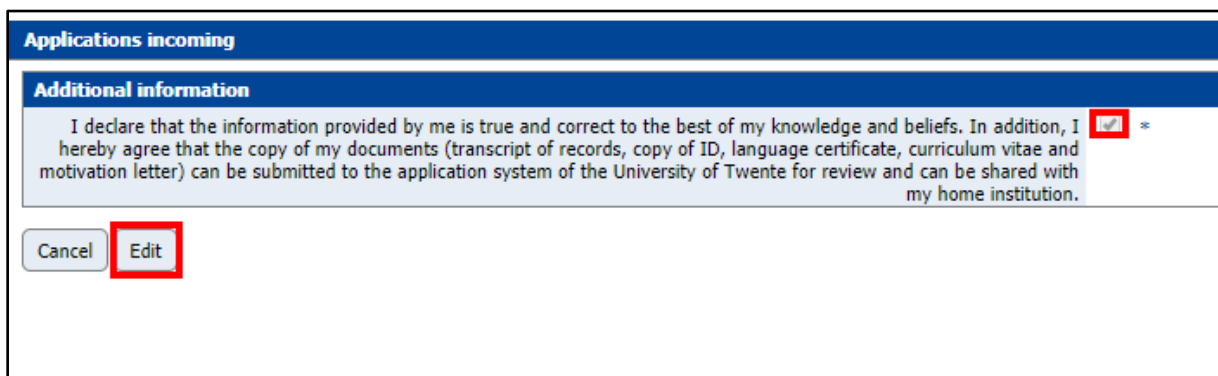
**Step 29.**

A very important step in the process is to confirm your application.



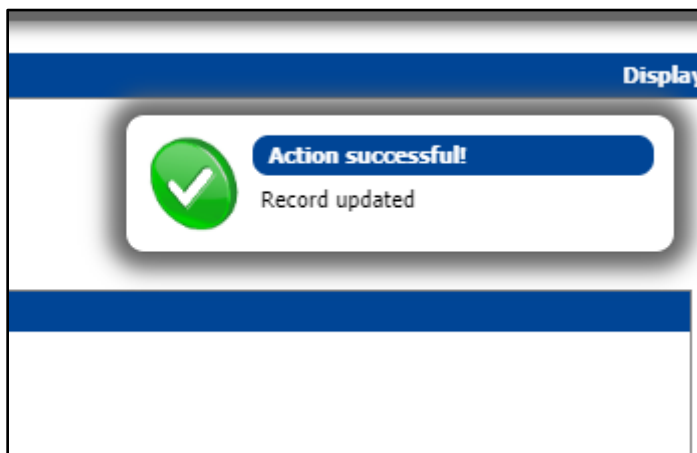
**Step 30.**

Click on “Edit” to be able to tick the box.



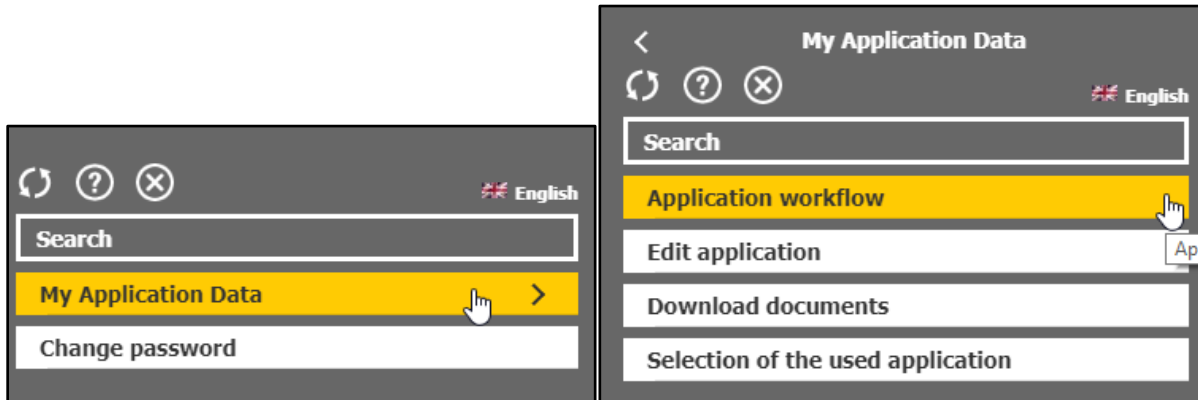
**Step 31.**

In the upper right corner of your screen, a notification appears, confirming that your record has been updated.



**Step 32.**

Click on “My Application Data” and “Application Workflow” to return to your personal workflow.



Thank you for your application, it will be forwarded for assessment!