UNIVERSITY OF TWENTE.

> **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".

Step 2.

Please choose your username and password and click "continue".

Step 3.

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

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.

Step 5.

Click "edit" to edit the content.

Step 6.

After editing the content, click "update".

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.
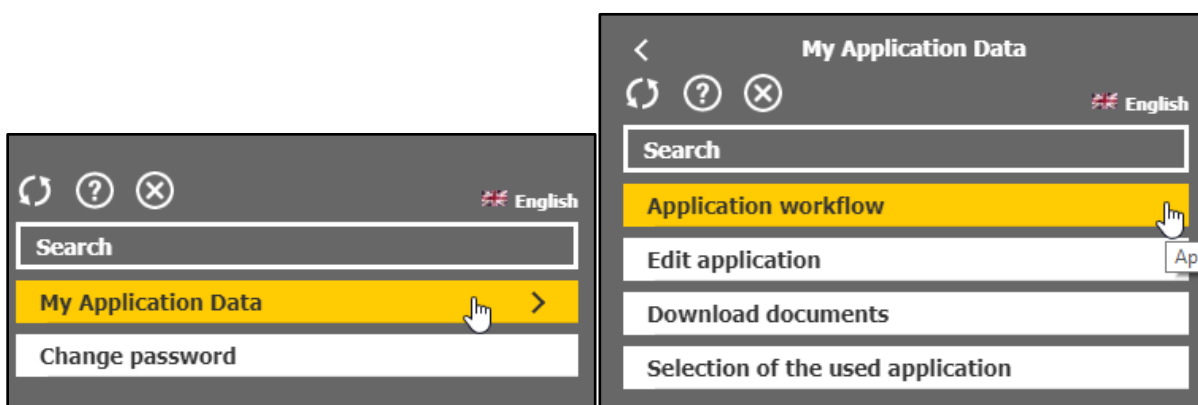
Step 9.

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

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.

Step 11.

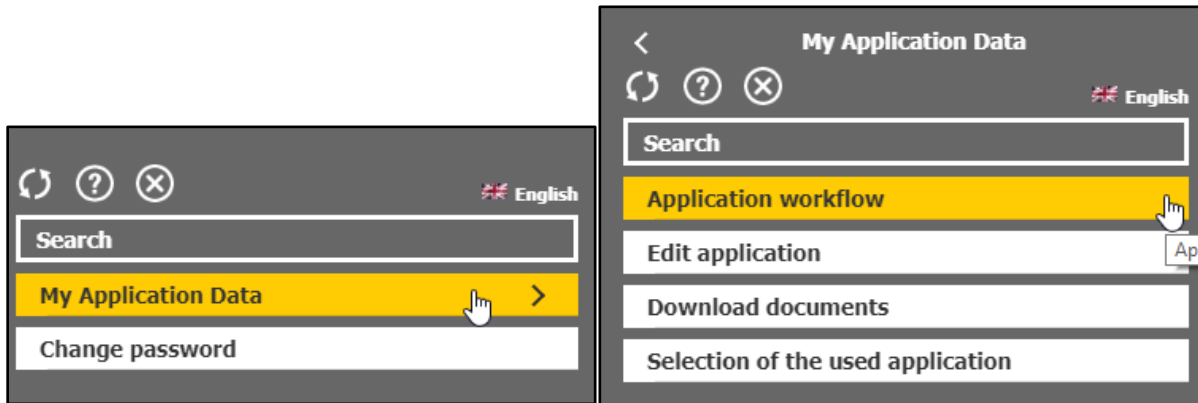Fill in the mandatory fields and click "Update" to save.

Step 12.

In the upper right corner of your screen, a notification appears, confirming that your record has been updated.
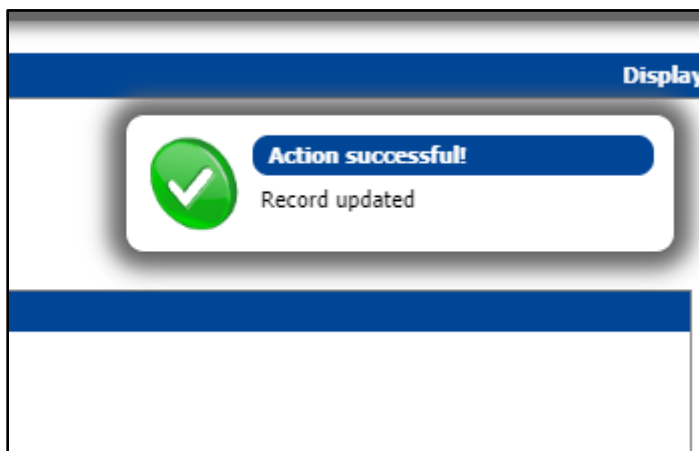
Step 13.

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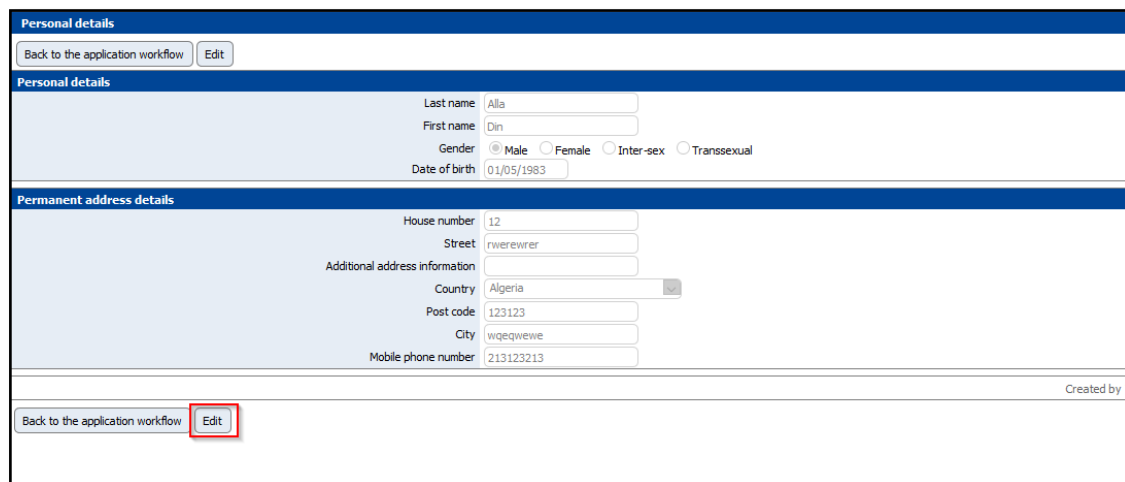

Step 14.

The next step has been added.
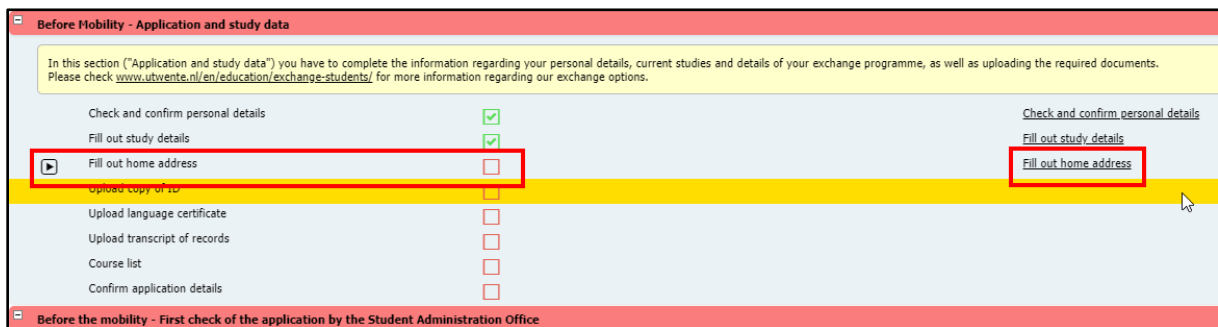
Step 15.

Click "edit" to edit the content.

Step 16.

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

Step 17.

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

Step 18.

Next, click "Upload copy of ID".

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".
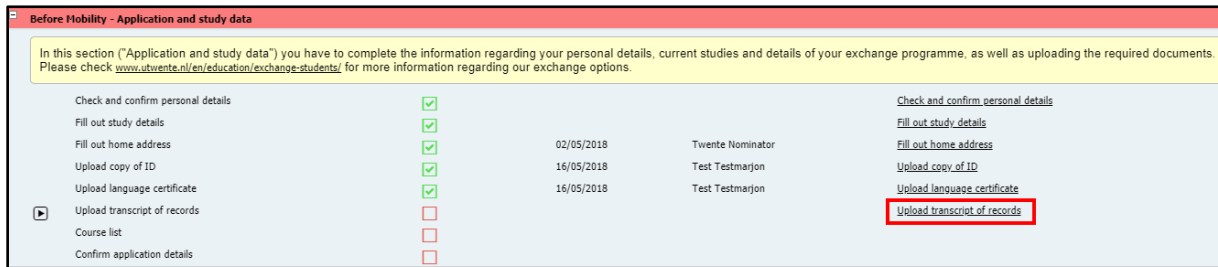

Step 21.

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".
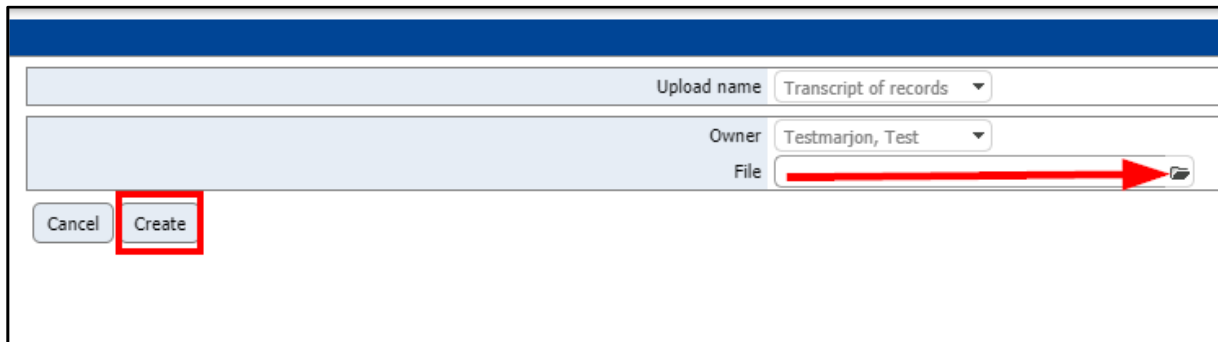
Step 24.

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.
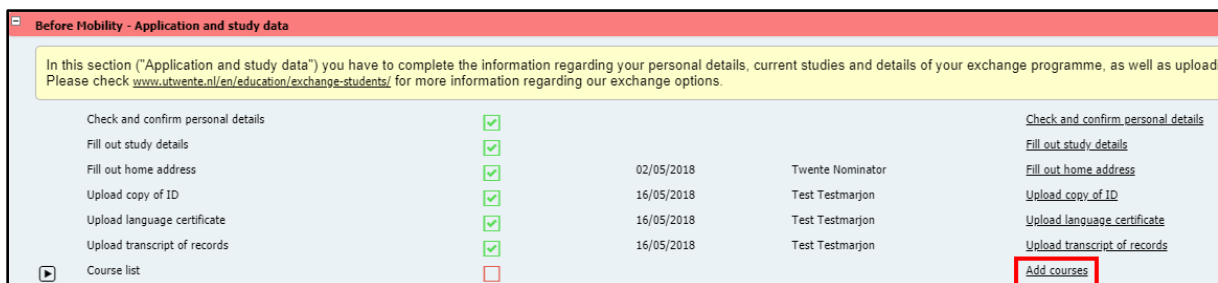
Step 25.

Click "Add courses" to add the courses.

Step 26.

Fill in the details you want to add and click "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.

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.
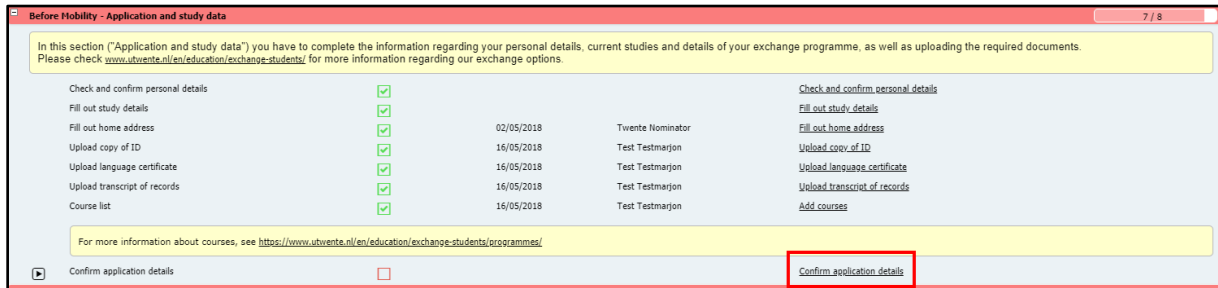
You do this again for your curriculum vitae.

After you have uploaded it, you click "create" and you will get automatically back to your application workflow.
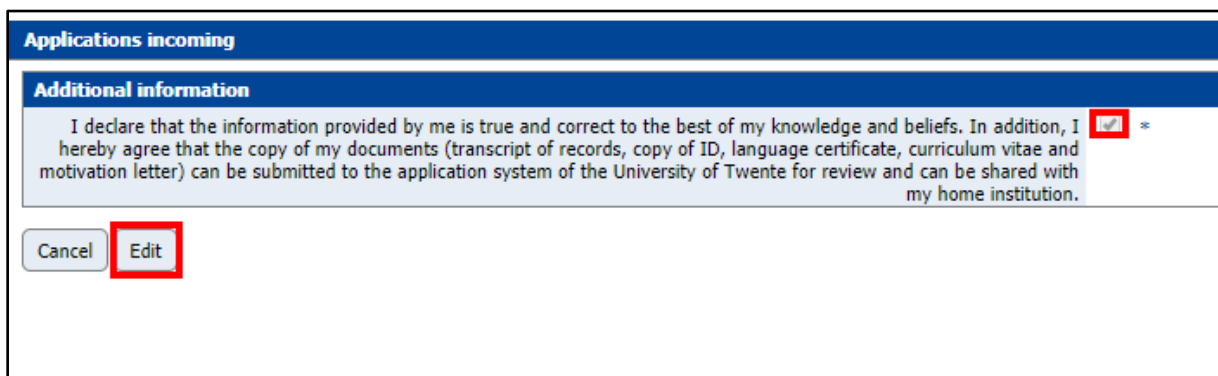
Step 29.

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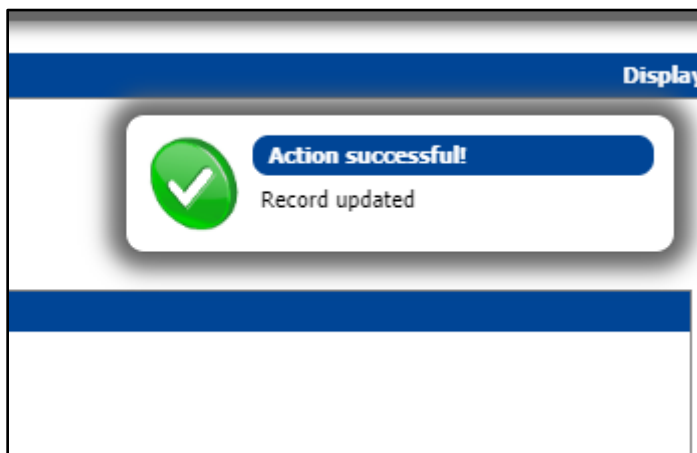

Step 30.

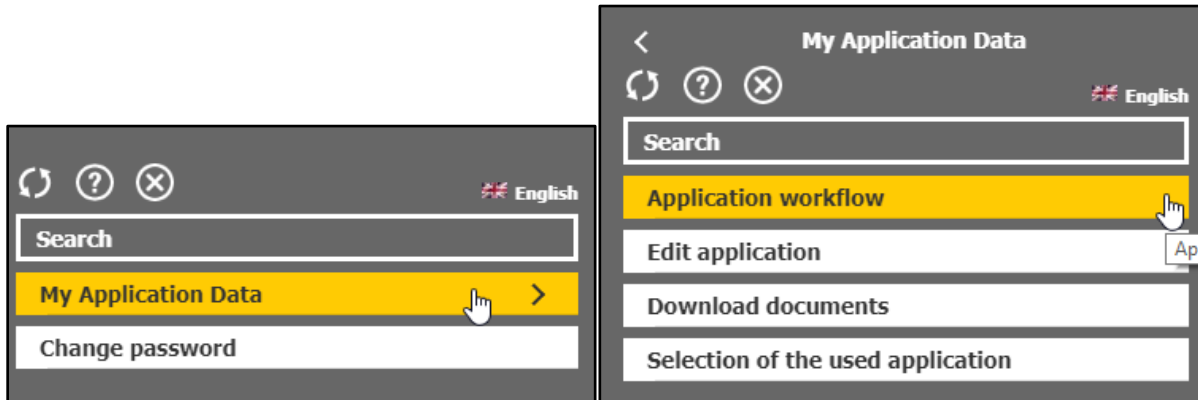Click on "Edit" to be able to tick the box.

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!