Step 1.

You have received via e-mail the login details for your institution. You can login via the link in the e-mail or via this link.

Enter your login and password:

Step 2.

To continue please click on “My Mobility-Online” and “Create nomination”: 
Step 3.

In the following screen you have to fill in all fields marked with an *.

1. This field is automatically being filled.
2. Please select the Exchange programme of your Institution.
3. Please select the Exchange programme that the student will be nominated for.

**Please note:**
- Courses: student will be able to do course packages or individual courses.
- Placement: student will be able to do research at a research group.
- Combination of courses and placement: student is considered as courses student, please select courses abroad.

4. Academic Year for the exchange (select from drop down).
5. Please select the Semester when the exchange will take place.

**Please note:**
- First semester / Fall semester (September till January)
- Second semester / Spring semester (February till June)

6. Select the Study level which the student will be studying at the UT (select from drop down).
7. Please fill in the correct personal details of the nominee.
8. Please fill in the e-mail address of the nominated student.
9. ***Please fill in the details of your Institution. ***
10. The details of the University of Twente.
11. Please fill in the study field that the student is going to study at the UT (select from drop down).
12. Once completed, click “Create application”.

---

**Online Nomination of Exchange Students:**

**Application details**

- Type of applicant:
  - Student
  - Teacher

- Exchange programme

**Academic year**

- Study level (University of Twente)

**Personal details of nominee**

- Last name
- First name
- Gender
- Date of birth (dd/mm/yyyy)
- Nationality
- E-mail address

**Sending institution and current studies**

- Country of the home institution
- Name of the home institution
- Address of the home institution
- Address of the nominating person at home institution
- Name of the nominating person at home institution
- City of the nominating person at home institution
- Postcode
- Country
- State

**The planned studies**

- Study field

---

**Create application**
*** 9.
If the nominating person already exists in the system you can choose his/her name in the dropdown-list:

The details will be updated:

If it is a new nominating person at your institution, you can choose for “No choice” and fill in the First Name and Last Name of the nominating person at home institution:

Next time this new nominator will appear in the dropdown list.
Step 4.

Following message appears on your screen. You successfully nominated one of your students.

![Action successful!](image)

Step 5.

We will send an e-mail to the nominee to confirm your nomination.
Cancel Applications

**Step 1.**

You can cancel the applications when necessary. Choose in the left menu for “Cancel applications”:

![University of Twente interface showing the Cancel applications option](image1)

**Step 2.**

Select the student of whom you have to cancel the application and click on “Cancel selected applications”:

![University of Twente interface showing the Cancel selected applications option](image2)
Change application data

**Step 1.**

You can change the data of the students. Click in the left menu on “My Mobility-Online” and “My applications”.

An overview of all nominations/applications is shown on the right side:

If you want to change something in the master data of the nomination, click on the name of the student. Once you are in the master data of the student, click on “Edit”.

---

**University of Twente (Test)**

My applications

<table>
<thead>
<tr>
<th>Last name</th>
<th>Date of birth</th>
<th>Program</th>
<th>Study Field</th>
<th>Status of student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miller</td>
<td>01/01/1990</td>
<td>Computer Science</td>
<td>Engineering</td>
<td>Selected</td>
</tr>
<tr>
<td>Smith</td>
<td>02/02/1991</td>
<td>Economics</td>
<td>International Business Administration</td>
<td>Accepted</td>
</tr>
<tr>
<td>Johnson</td>
<td>03/03/1992</td>
<td>Law</td>
<td>European Studies</td>
<td>Deferred</td>
</tr>
<tr>
<td>Brown</td>
<td>04/04/1993</td>
<td>Physics</td>
<td>International Relations</td>
<td>Waitlisted</td>
</tr>
</tbody>
</table>

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**Nomination Procedure for Erasmus Partners Rev. 2019-02-20**

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Forgotten Password

**Step 1.**

If you have forgotten your password, click on “Forgot your password”:
You can choose for “Login” name or “e-mail address”.

If you choose for the “e-mail address” on which the account was created, fill in the e-mail address and the Organisation:

A new password will be sent to the contact person of the institution.