

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

## 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:

UNIVERSITY OF TWENTE. **MOBILITY-ONLINE**

Language: English

Login:

Password:

Close Reset Login Forgot your password?

University of Twente | 7522 NB Enschede, Drienerloaan 5, Netherlands  
Tel (+31) 53 489 9111 | [info@utwente.nl](mailto:info@utwente.nl) | <https://www.utwente.nl/en/education/current-students/mobility-online/>

## UNIVERSITY OF TWENTE.

Welcome to the Mobility Online 'Registration and login' portal of the University of Twente.

**Current students of the University of Twente:** before you can login, you have to register your activity (internship, courses abroad or graduation) via the link concerned as indicated on [www.utwente.nl/en/education/current-students/mobility-online/](http://www.utwente.nl/en/education/current-students/mobility-online/). A 'registration page' can be recognised by the red square (with text) at the top of the page. If no red square is visible, you are at the 'login page'. Note that for both registration as well as login you have to use your studentnumber and password, similar to all UT applications. The blue button visible above with the text 'Forgot your password?' is not applicable to you!  
In addition to the manuals offered by your own programme, you can find some general manuals [here](#).

**Staff members of the University of Twente:** please login using your UT employee number. More information regarding how to use Mobility Online can be found [here](#) (Dutch only).

**Prospective incoming exchange students for the University of Twente:** this portal will be put into use from January 2018. It is expected that the portal will be open for *student applications for course exchange (regarding Fall semester 2018/2019)* from the 15th of March 2018 onwards. More information regarding the application process can be found at [www.utwente.nl/en/education/exchange-students/](http://www.utwente.nl/en/education/exchange-students/) (including on how to apply for a *placement*).

**Staff members of our Partners:** this portal will be put into use from January 2018. It is expected that the portal will be open for *nominations for course exchange (regarding Fall semester 2018/2019)* from the 15th of March 2018 onwards. You will receive more information about this change in registration system as soon as possible.

## Step 2.

To continue please click on "My Mobility-Online" and "Create nomination":

University of Twente

Help | Logout

- ▶ My Mobility-Online
- My institution
- My applications
- Create nomination
- ▼ Administration
- Cancel applications

## Step 3.

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

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
UNIVERSITY OF TWENTE.

All fields marked with a (\*) must be filled in.

**Application details**

<p>1 Type of applicant</p> <p>Type of person</p> <p>Nomination Programme</p> <p>Exchange Programme</p> <p>Academic year</p> <p>Semester</p> <p>Study level (at University of Twente)</p>	<p><input type="radio"/> Incoming <input type="radio"/> Outgoing *</p> <p><input checked="" type="radio"/> Student <input type="radio"/> Teacher *</p> <p>Nomination 2</p> <p>Please specify in the field below whether this is a nomination for Courses or for placement</p> <p>Exchange Programme Courses abroad 3</p> <p><b>Further information</b></p> <p>Specification Please note that this exchange programme includes solely exchange within courses</p> <p>2018/2019 4</p> <p>2nd semester 5</p> <p>&lt;- Please select -&gt; 6</p>
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**Personal details of nominee**

<p>7</p> <p>Last name *</p> <p>First name *</p> <p>Gender</p> <p>Date of birth (dd/mm/yyyy) *</p> <p>Nationality *</p> <p>8</p> <p>E-mail address *</p>	<p><input type="text"/></p> <p><input type="text"/></p> <p><input type="radio"/> Male <input type="radio"/> Female *</p> <p><input type="text"/></p> <p>&lt;- Please select -&gt; *</p> <p><input type="text"/></p>
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**Sending institution and current studies**

<p>9</p> <p>Country of the home institution</p> <p>Home institution</p> <p>Nominating person at home institution</p> <p>First Name of the nominating person at home institution</p> <p>Last Name of the nominating person at home institution</p> <p>Gender of the nominating person at home institution</p> <p>Email of the nominating person at home institution</p>	<p>Spain *</p> <p>SEVILLA03 - PABLO DE OLAVIDE UNIVERSITY</p> <p>&lt;- No choice -&gt;</p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="radio"/> Male <input type="radio"/> Female *</p> <p><input type="text"/></p>
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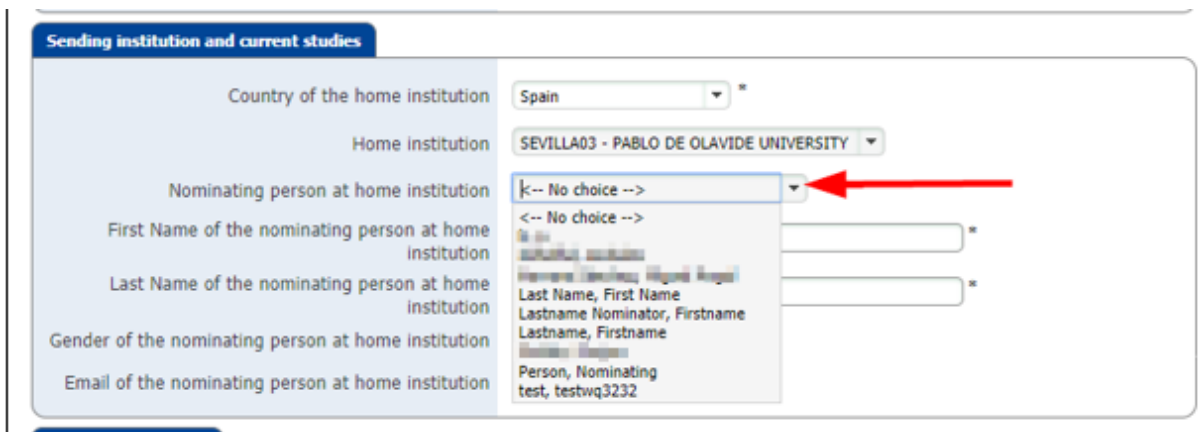
**The planned studies**

<p>10</p> <p>Host country</p> <p>Receiving institution</p> <p>Study field at the receiving institution</p>	<p>Netherlands</p> <p>ENSCHED01 - UNIVERSITY OF TWENTE</p> <p>&lt;- Please select -&gt; 11</p>
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Cancel application
Create application

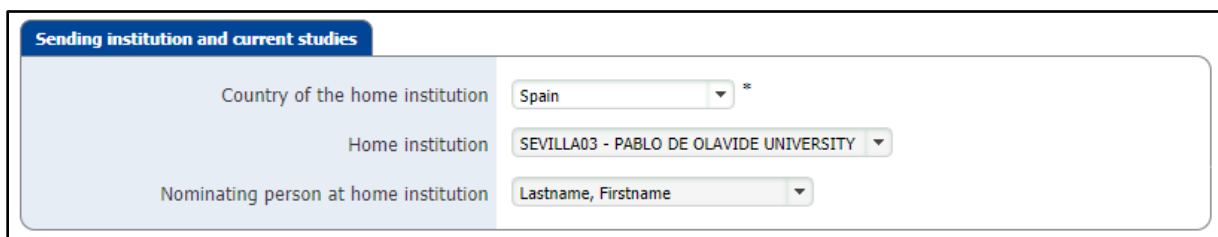
\*\*\* 9.

If the nominating person already exists in the system you can choose his/her name in the dropdown-list:



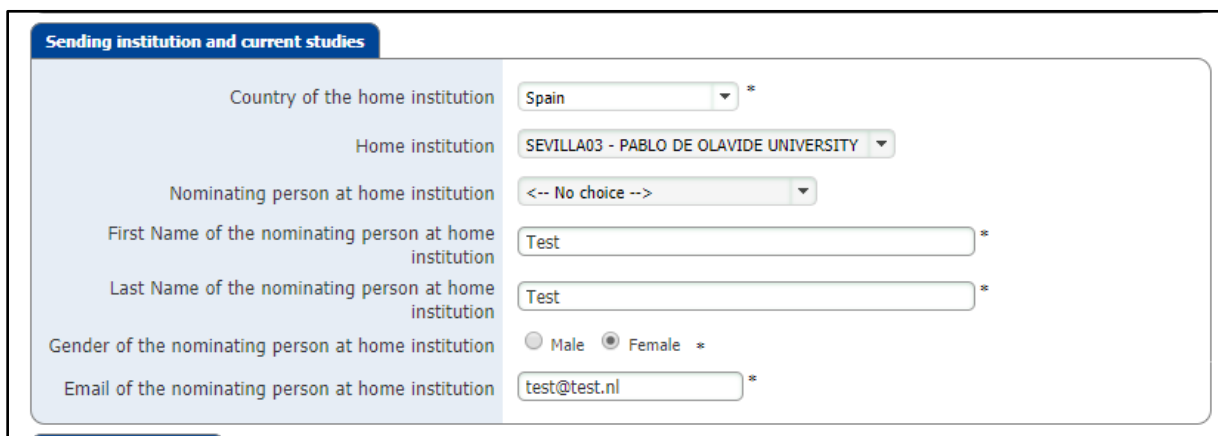
The screenshot shows a form titled "Sending institution and current studies". The fields are: Country of the home institution (Spain), Home institution (SEVILLA03 - PABLO DE OLAVIDE UNIVERSITY), and Nominating person at home institution (dropdown menu). The dropdown menu is open, showing options: "<-- No choice -->", "<-- No choice -->", "Person, Nominating test, testwq3232", "Person, Nominating test, testwq3232", "Person, Nominating test, testwq3232", "Person, Nominating test, testwq3232", "Person, Nominating test, testwq3232", "Person, Nominating test, testwq3232", "Person, Nominating test, testwq3232". A red arrow points to the dropdown menu.

The details will be updated:



The screenshot shows the same form as above, but the "Nominating person at home institution" dropdown menu now shows "Lastname, Firstname".

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:

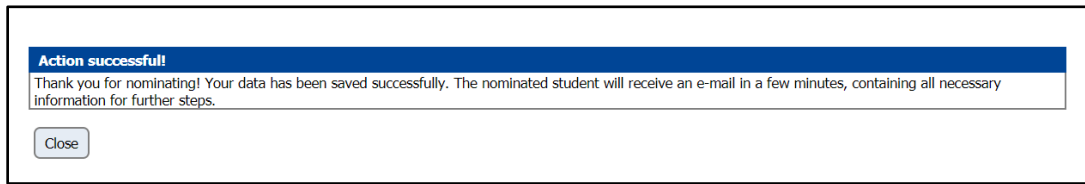


The screenshot shows the same form as above, but the "Nominating person at home institution" dropdown menu now shows "<-- No choice -->". The "First Name of the nominating person at home institution" field is filled with "Test", the "Last Name of the nominating person at home institution" field is filled with "Test", the "Gender of the nominating person at home institution" field has "Female" selected, and the "Email of the nominating person at home institution" field is filled with "test@test.nl".

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.



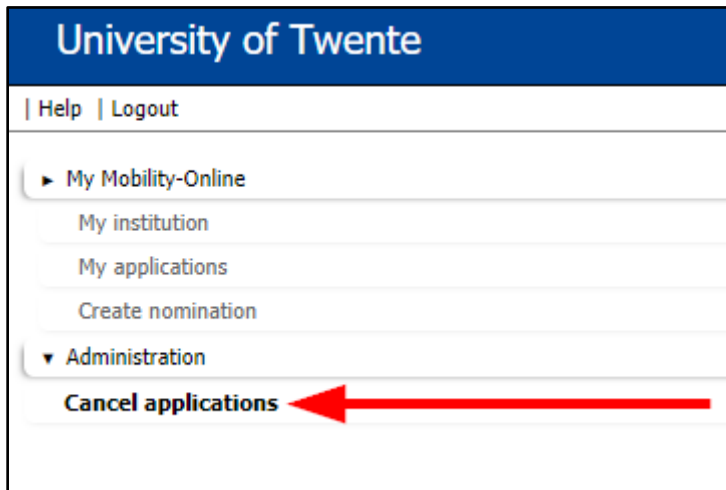
## **Step 5.**

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

## Cancel Applications

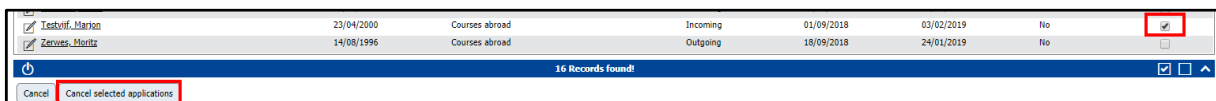
### Step 1.

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



### Step 2.

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



## 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:

Last name	Date of birth	Program	Study field	Home Inst.	Host Inst.	Academic year	Status
AchtermaaiMeerdereNamen_Voornaam	08/05/2000	Courses abroad	Business Administration	SEVILLA03	ENSCHED01	2018/2019	03
Binkman, Berie	04/05/1983	Courses abroad	International Business Administration	SEVILLA03	ENSCHED01	2018/2019	04
European, Marion	08/05/2000	Courses abroad	International Business Administration	SEVILLA03	ENSCHED01	2018/2019	04
Kötter, Trema	08/05/2000	Courses abroad	European Public Administration	SEVILLA03	ENSCHED01	2018/2019	01
Ketel, Brand	14/05/2000	Courses abroad	International Business Administration	SEVILLA03	ENSCHED01	2018/2019	01
Pard, Streepe	08/05/2000	Courses abroad		SEVILLA03	ENSCHED01	2018/2019	04
Ruiz Vinouena, Ana Maria	16/08/1998	Courses abroad	European Public Administration	SEVILLA03	ENSCHED01	2018/2019	01
Test, Ellen1	17/07/2000	Courses abroad		SEVILLA03	ENSCHED01	2018/2019	01
Test, Ellen2	17/07/1999	Courses abroad		SEVILLA03	ENSCHED01	2018/2019	04
Test, Jtske	16/04/2000	Courses abroad	Computer Science	SEVILLA03	ENSCHED01	2018/2019	01
Test, Marion	20/04/2000	Placement nominated	Computer Science & Engineering	SEVILLA03	ENSCHED01	2018/2019	01
Test, Sara	01/05/1983	Placement nominated	Computer Science	SEVILLA03	ENSCHED01	2018/2019	01
Test, Shabnam1	17/07/2000	Courses abroad		SEVILLA03	ENSCHED01	2018/2019	03
Test, Shabnam2	17/07/1999	Courses abroad		SEVILLA03	ENSCHED01	2018/2019	01
Test, Tim	01/01/1999	Courses abroad		SEVILLA03	ENSCHED01	2018/2019	04
TestJtske, Jtske	18/04/1999	Courses abroad	Computer Science	SEVILLA03	ENSCHED01	2018/2019	03
TestMarion, Test	02/05/2000	Courses abroad	Computer Science & Engineering	SEVILLA03	ENSCHED01	2018/2019	01
TestMijder, Test	02/05/1999	Placement nominated	Computer Science	SEVILLA03	ENSCHED01	2018/2019	01
Teststudent, Constance	25/04/1998	Courses abroad	Computer Science & Engineering	SEVILLA03	ENSCHED01	2018/2019	03
Teststudent, Constance	25/04/2000	Courses abroad	Computer Science & Engineering	SEVILLA03	ENSCHED01	2018/2019	01

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”.

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**Forgotten Password**

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**Step 1.**

If you have forgotten your password, click on "Forgot your password":

UNIVERSITY OF TWENTE.**MOBILITY-ONLINE**

Language

Login

Password

University of Twente | 7522 NB Enschede, Drienerlolaan 5, Netherlands  
Tel +31 (0)53-489 5577 | [mobility-online@utwente.nl](mailto:mobility-online@utwente.nl) | <https://www.utwente.nl/en/education/current-students/mobility-online/>

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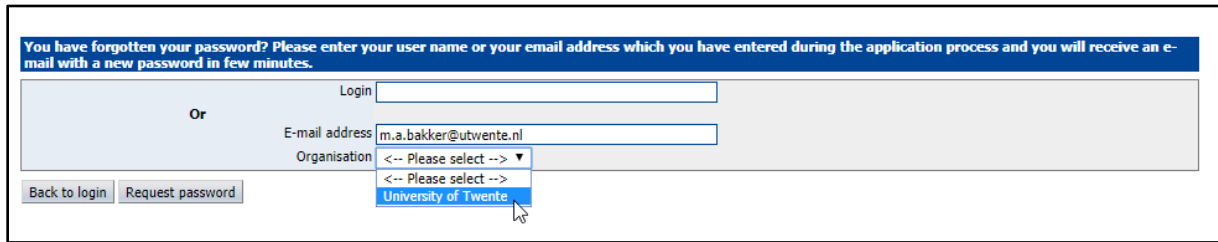
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**Staff members of our Partners** : this portal is open for *nominations for course exchange (regarding Fall semester 2018/2019)* from the 15th of March 2018 till the 15th of April. You should have received more information about this this new nomination system in January 2018. If you haven't received any information but you need to nominate students, please contact [erasmus-agreements@utwente.nl](mailto:erasmus-agreements@utwente.nl).

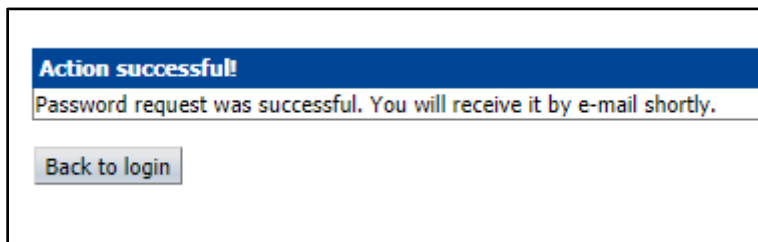
For any problems regarding technical difficulties you can contact the ICT through this emailaddress: **[mobility-online@utwente.nl](mailto:mobility-online@utwente.nl)**

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:



The screenshot shows a web form for requesting a password. At the top, a blue banner contains the text: "You have forgotten your password? Please enter your user name or your email address which you have entered during the application process and you will receive an e-mail with a new password in few minutes." Below this, the form is divided into two sections by the word "Or". The first section has a "Login" text label and an empty text input field. The second section has an "E-mail address" text label with the input field containing "m.a.bakker@utwente.nl". Below the email field is an "Organisation" text label with a dropdown menu. The dropdown menu is open, showing the text "<-- Please select -->" and a selected option "University of Twente". At the bottom left of the form are two buttons: "Back to login" and "Request password".



The screenshot shows a confirmation message. At the top, a blue banner contains the text "Action successful!". Below this, a white box contains the text "Password request was successful. You will receive it by e-mail shortly." At the bottom of the box is a button labeled "Back to login".

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