



STUDENT MANUAL

# MOBILITY-ONLINE

MASTER MIND SCHOLARSHIPS

## 0. INTRODUCTION

The Flemish university or School of Arts to which you have applied (later referred to as *host institution*) organizes preselections for the Master Mind Scholarships. If you have been preselected, the Flemish host institution will start the online procedure to apply for a Master Mind scholarship in the Mobility-Online tool.

## 1. REGISTRATION

After the Flemish host institution has started the application procedure in the Mobility-Online tool, you will receive an email asking to register in the online system.

To register, please click on the link in the email (see picture below).

[To register for Mobility-Online, please click on this link](#)

After clicking on the link, following window will appear:

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

First you have to enter your registration code and your matriculation number. 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 **[Continue]**

Registration number  \*

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

English

To register, you need to fill out your date of birth. You can do so by selecting your date of birth in the calendar next to the entry box or by typing it directly in the entry box (format: **dd.mm.yyyy**).

Click on *Continue*.

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

Now you have to choose your user name and your password.  
If the username already exists please try another one.  
Due to password security you have to enter the password twice.

Please confirm your entries and press the button **[Continue]**

Login

Password

Repeat password

This step indicates that you need to create a login and password according to your preferences. Please note that your password consists at least 6 characters, with at least one number and one uppercase letter.

Click on *Continue*.



You are now registered. Click on *Login to Mobility-Online* to open your application.

[Login to Mobility-Online](#)

You can also login later by following this link: [www.service4mobility.com/europe/login](http://www.service4mobility.com/europe/login).

## 2. COMPLETE YOUR APPLICATION

After you have logged in, the Mobility-Online tool opens onto your application procedure. The picture below displays your workflow. This *workflow* shows you all the necessary steps you need to go through to complete your application.

Necessary steps	Done	Done on	Done by	Direct access via following link
<b>Before the mobility - Application and registration</b>				2 / 27
Confirmation e-mail online application	<input checked="" type="checkbox"/>	22.01.2021	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	22.01.2021		
Application completed by student	<input type="checkbox"/>			<a href="#">Click here to complete your application.</a>
Personal data completed	<input type="checkbox"/>			
<b>Before the mobility - Upload documents</b>				0 / 8
Passphoto uploaded	<input type="checkbox"/>			
Copy of international passport or national registration card uploaded	<input type="checkbox"/>			
CV uploaded	<input type="checkbox"/>			
Official Transcript of Records uploaded	<input type="checkbox"/>			
Official language test results uploaded	<input type="checkbox"/>			
Letter of motivation uploaded	<input type="checkbox"/>			
Two letters of recommendation uploaded	<input type="checkbox"/>			
Copy of acquired diplomas uploaded	<input type="checkbox"/>			
<b>Before the mobility - Selection process</b>				0 / 2
<b>Before the Mobility - Departure documents</b>				0 / 3
<b>Year 1 - Financial part - Part 1/3</b>				0 / 1
<b>Year 1 - Registration at the university/university college</b>				0 / 1

You can complete a step by clicking on the *action* ► [Click here to...](#) in the right column. A step may consist of completing data or uploading a document. You will need to complete the following steps to finish the application procedure:

- Complete your application data: *Don't forget to click on: [Click here to update](#) (mentioned above or below the webpage) before filling out or update the form. Click on Update to save your changes.*
- Complete your personal data: *Don't forget to click on: [Click here to update](#) (mentioned above or below the webpage) before filling out or update the form. Click on Update to save your changes.*
- Upload your passphoto: *Please note that the maximum size allowed is 500x500 px.*
- Upload copy of your international passport or national registration card: *Please note that the maximum size allowed for an upload is 5 MB.*
- A Curriculum Vitae (including your American GPA out of 4.0 and if applicable your publications, academic awards, previous scholarships, etc.)  
<https://www.scholaro.com/gpa-calculator/>
- Upload your Official Transcript of records of the current academic year (first semester): *If applicable, please add your Transcript of records of the previous years in your current/latest bachelor and/or master programme. If written in another language than Dutch, French or English, a certified translation must be enclosed. Please note that the maximum size allowed for an upload is 5 MB.*
- English language test results or Letter of exemption provided by the Host university: *Please note that the maximum size allowed for an upload is 5 MB.*

- Upload your Letter of motivation: *Your Letter of motivation is maximum 2 A4 pages long and describes a personal and academic/professional motivation. Please note that the maximum size allowed for an upload is 5 MB.*
- Upload two Letter of recommendations: *These Letter of recommendation are written and signed by two of your lecturers, professors or recent employer(s). Please note that the maximum size allowed for an upload is 5 MB.*
- Upload your Copy of acquired diploma(s). *If written in another language than Dutch, French or English, a certified translation must be enclosed. Please note that the maximum size allowed for an upload is 5 MB.*

All documents are to be written in English.

A green check mark in your workflow indicates that a step has been completed or updated. The columns *Done on* and *Done by* specify who has completed the step and when it has been completed.

Once a step is completed, the data you have filled out will automatically be saved. These updates are also saved when logging out. You can change data afterwards by clicking on the *action* in the right column.

### 3. SELECTION

After the selection committee has evaluated all the applications, the Flemish host institution will inform you about the decision of the selection committee. Afterwards, you will receive an email from the Mobility-Online tool about your selection or about your non-selection.

If you have been selected, the checkbox next to the step Application finally selected will be marked green. You will now be able to complete the last steps of your application before you start your studies in Flanders. You will be notified of these steps and the steps you will have to complete during and after your exchange to Flanders in the Implementation Guidelines that will be attached to your email about your selection. Please read these Implementation Guidelines carefully.

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If you have any further questions, you can contact the secretariat of VLUHR by email: [mastermind@vluhr.be](mailto:mastermind@vluhr.be).