vluhr
International

STUDENT MANUAL

MOBILITY-ONLINE

PRIORITY COUNTRY PROGRAMME

0. INTRODUCTION

Your home university or university of applied sciences (later referred to as *home institution*) organizes pre-selections for the Flemish Priority Country Programme. If you have been preselected, your home institution contacts the Flemish university or university college (later referred to as *host institution*) to which you have applied. The Flemish host institution will then start the online procedure to apply for a Priority Country Programme 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 | This number will be generated automatically. | *
Date of birth (dd.mm.yyyy) | | *

Cancel Continue   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.

Click on *Continue*.

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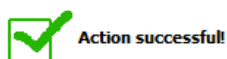
You are now registered. Click on *Login to Mobility-Online* to open your application.

Login to Mobility-Online

You can also log in later by following this link: 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.

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 passport photo: *Please note that the maximum size allowed is 500x500 px.*

- 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.*

- 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 your Letter of recommendation: *This Letter of recommendation is written and signed by one of your lecturers or professors. Please note that the maximum size allowed for an upload is 5 MB.*

- Upload your Learning of Training Agreement: *Please note that the maximum size allowed for an upload is 5 MB.*

The last step will be completed by the Flemish Host institution:
- *Upload Cooperation Agreement.*

All documents are to be written in English, with exception of the official Transcript of records. If the Transcript of Records written in another language than Dutch, French or English, enclose a certified translation.

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 lasts 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.

If you have any further questions, you can contact the secretariat of VLUHR by email: international@vluhr.be.