



**University
of Antwerp**

Mobility-Online

User guide for degree students

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Introduction

The University of Antwerp uses the Mobility-Online software to facilitate the process of applying for admission to degree programmes.

The admission procedure can be found on the website <http://www.uantwerpen.be/admission>. This user guide will help you to submit a valid application for a study programme at the University of Antwerp.

Mobility-Online guides you through all the steps of the application process and provides feedback by e-mail and via a workflow panel:

Necessary steps	Done	Done on	Done by	Direct access via following link	5 / 16
Start online application	<input checked="" type="checkbox"/>	09.11.2021		Display/Edit application data	
Confirmation e-mail about start online application	<input checked="" type="checkbox"/>	09.11.2021	Automatically generated		?
Online registration	<input checked="" type="checkbox"/>	09.11.2021			?
Additional application details completed	<input checked="" type="checkbox"/>			Complete additional application details	
Personal data completed	<input checked="" type="checkbox"/>	22.10.2020	the Registrar	Complete personal data	?
▶ Colour copy of passport (and residence permit if applicable) uploaded	<input type="checkbox"/>			Upload a colour copy of your passport (and residence permit if applicable)	?
Colour copy of degree uploaded	<input type="checkbox"/>				?
Transcript of records uploaded	<input type="checkbox"/>				?
English language proficiency completed	<input type="checkbox"/>				

Mobility-Online will let you

- 1) register personal information and generate a user account for secure log-in
- 2) upload documents to support your application so that the academic evaluation of your credentials can start
- 3) track the evaluation process by the admission board
- 4) know when to send the legalised, and if applicable translated, hard copies for authenticity verification by post to the registrar's office
- 5) receive the results of the academic evaluation and of the verification of your documents
- 6) download a Letter of Acceptance if your application is approved

Important

If you are using the Mobility-Online application, we assume that you have read and understood all the information available on our admission-webpages <http://www.uantwerpen.be/admission>. If you still have questions about the admission requirements or procedure, please contact us through our international helpdesk <http://www.uantwerpen.be/helpdesk-international> before starting the application.

1. How to start the application and set up a Mobility-Online account

1. Go to our admission website: <https://www.uantwerpen.be/admission>
2. Under “Admission” select the level of the programme you wish to apply for: bachelor, master or advanced master
3. Carefully read the requirements
4. Under “Application procedure” you will find the link to the Mobility-Online application form.
5. Click on the link to start your application.

The screenshot shows the 'Application form of the University of Antwerp'. At the top right is the University of Antwerp logo. Below the header, a yellow bar states: 'All fields marked with (*) must be completed.' The main content area has a blue navigation bar with 'Application Details', 'Open all sub_groups', and 'Close all sub_groups'. Below this, there's a section for 'Type of applicant' with radio buttons for 'Incoming' (selected) and 'Outgoing *'. A yellow disclaimer box states: 'The University of Antwerp collects these data only for the purpose of the application process. These data will not be shared with third parties. More info on our privacy policy: [click here](#)'. Below this is a large text area for 'the information and documents I provide related to my application'. Another yellow disclaimer box states: 'The University of Antwerp only collects this data in the framework of your application. These data will not be shared with third parties. More info on our privacy policy: www.uantwerpen.be/disclaimeren'. At the bottom, there are two buttons: 'Cancel application' and 'Send Application' (which is highlighted with a red border).

6. Fill in all required fields marked with a *. Please note that when you fill in certain fields the page will be refreshed and you may have to wait a second.
7. Proceed with your application by clicking the “Send Application” button. Use the “Cancel application” button to abort your application.
8. After you have clicked on “Send Application”, you will get a message informing you if the action was successful. You will also receive an e-mail with instructions about setting up a Mobility-Online account. Please note that all e-mails sent from Mobility-Online will have noreply@uantwerpen.be as the sender’s address. Check your junk mail folder if you don’t find the Mobility-Online e-mails in your inbox.
9. You will find a link at the bottom of the e-mail you have received. Click on this link to create a Mobility-Online account:
 - a. Enter your date of birth and click on “Continue”

The screenshot shows the 'Online registration for Mobility-Online' form. It's titled 'Step 1 of 2' and has a language dropdown set to 'English'. The instructions state: 'First you have to enter your registration code and your date of birth. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.' Below this, it says 'Please confirm your entries and press the button [Next step]'. There is a text input field for 'Date of birth (dd.mm.yyyy) :'. At the bottom, there's a 'Continue' button and a logo for 'Powered by MOBILITY-ONLINE'.

- b. Choose a user name (Login: use no special characters) and password (the password must contain at least 6 digits, at least one number, at least one upper case letter and no special characters). Click on “Continue” to create your account.

Online registration for Mobility-Online

Step 2 of 2

Now, you can enter your desired login and password (at least 6 characters, at least one upper-case letter, at least one digit, no special characters).
Should your desired login already exist in the database, please try another one.
For the purpose of password security, repeat the chosen password to confirm.
Please proceed by clicking on the button: [Continue].

Login:


Password:

Repeat password:

Continue

c. You will get a message informing you if the action was successful. You can now choose to close the window or to continue to login to Mobility-Online. You will also receive an e-mail with a link for login at another time. Please note that all e-mails sent from Mobility-Online have noreply@uantwerpen.be as the sender's address. Check your junk mail folder if you don't find the Mobility-Online e-mails in your inbox.

Registration successful

 Action successful!

Close Window Login to Mobility-Online

2. How to log in to Mobility-Online

1. After your registration, you can log in with your username and password. You can either use the link at the bottom of the "Confirmation of Registration"-e-mail you have received or the following URL: <https://www.service4mobility.com/europe/LoginServlet>

University of Antwerp

Language: English

Login:

Password:

Close Reset Login Forgot your password?

2. After logging in, please wait until the Mobility-Online page has fully loaded. You will see the application workflow (see example below). Depending on the level of the programme (bachelor, master) you are applying for you will have more steps in your workflow.
3. Use the action links in the column "Direct access via following link" to perform the actions (edit data, upload documents...) necessary to proceed with your application. **When you have completed a workflow step, the corresponding checkbox will be marked.** You can find information and help behind the question mark (either as a tooltip or as a separate page).

Necessary steps	Done	Done on	Done by	Direct access via following link	
Start online application	<input checked="" type="checkbox"/>	09.11.2021		Display/Edit application data	
Confirmation e-mail about start online application	<input checked="" type="checkbox"/>	09.11.2021	Automatically generated		
Online registration	<input checked="" type="checkbox"/>	09.11.2021			
Additional application details completed	<input checked="" type="checkbox"/>			Complete additional application details	
Personal data completed	<input checked="" type="checkbox"/>	22.10.2020	the Registrar	Complete personal data	
Colour copy of passport (and residence permit if applicable) uploaded	<input type="checkbox"/>			Upload a colour copy of your passport (and residence permit if applicable)	
Colour copy of degree uploaded	<input type="checkbox"/>				
Transcript of records uploaded	<input type="checkbox"/>				
English language proficiency completed	<input type="checkbox"/>				

3. Add or edit application data

As long as your application is not being evaluated by the admission board, you can continue to add missing data or edit existing data.

1. To add or edit data, click on the action link of the workflow step in which you want to add or edit something.
2. If all fields are empty, you can complete them (e.g. address details as shown in the screenshot) and save your input by clicking on “Create”.

The screenshot shows a web form with a top navigation bar containing 'Back to the application workflow' and a 'Create' button. A red arrow labeled '2' points to the 'Create' button. Below the navigation bar is a section titled 'Personal details' with fields for 'Last name' and 'First name'. Below that is a section titled 'Correspondence Address' with fields for 'c/o', 'Street and number' (highlighted with a red box and arrow labeled '1'), 'P.O.Box', 'Additional address information', 'Country' (a dropdown menu with '<-- Please select -->'), 'Post code', 'City', 'Telephone number', and 'Mobile phone number'.

3. If data have been entered and saved before, the fields will be greyed out. Click on the button “Forward to update” at the top or bottom of the page in order to edit the previously entered data.

The screenshot shows a section titled 'Declaration' with the following text: 'Have you ever been registered as a student at the University of Antwerp?' followed by radio buttons for 'Yes' and 'No *'. Below this is a checkbox for 'I confirm that the information I have given above is correct to the best of my knowledge.' and another checkbox for 'I hereby authorise AP University College and Linguapolis to verify the information and documents I provide related to my application. AP University College and Linguapolis will not share this information with third parties.' At the bottom of the section are two buttons: 'Cancel' and 'Forward to update' (highlighted with a red box).

4. After adding or editing data, click on “Update” to save the changes.

The screenshot shows a navigation bar with 'Back to the application workflow' and an 'Update' button (highlighted with a red box).

5. You will always get a confirmation that the action was successful. If necessary, click on “Back to the general overview” to return to the workflow.

The screenshot shows a confirmation message: 'Action successful!' followed by 'Record updated'. Below the message is a button labeled 'Back to general overview'.

4. Document management in Mobility-online

Important: always read the information behind the question mark about the type of document that is needed. If you upload the wrong document the admission board will not be able to start the evaluation of your application.

4.1 Uploading a document

1. Click on the action link “Upload...” (in the example: copy of passport).

Necessary steps	Done	Done on	Done by	Direct access via following link	5 / 16
Start online application	<input checked="" type="checkbox"/>	09.11.2021		Display/Edit application data	
Confirmation e-mail about start online application	<input checked="" type="checkbox"/>	09.11.2021	Automatically generated		?
Online registration	<input checked="" type="checkbox"/>	09.11.2021			?
Additional application details completed	<input checked="" type="checkbox"/>			Complete additional application details	
Personal data completed	<input checked="" type="checkbox"/>	22.10.2020	the Registrar	Complete personal data	?
<input checked="" type="checkbox"/> Colour copy of passport (and residence permit if applicable) uploaded	<input type="checkbox"/>			Upload a colour copy of your passport (and residence permit if applicable)	?
Colour copy of degree uploaded	<input type="checkbox"/>				?

2. Browse for your document and click on “Create”.

Cancel Create

Upload name

Owner

File

Cancel Create

3. Wait until you are redirected to your workflow. You will see this step is marked as “Done”.

4.2 Uploading more than 1 document in the same workflow step

You can upload more than 1 document in the same workflow step.

1. Click on the action link “Upload...” of the workflow step for which you need to upload an additional document.

Personal data completed	<input checked="" type="checkbox"/>	22.10.2020		Complete personal data	?
Colour copy of passport (and residence permit if applicable) uploaded	<input checked="" type="checkbox"/>	01.12.2021		Upload a colour copy of your passport (and residence permit if applicable)	?
Colour copy of degree uploaded	<input checked="" type="checkbox"/>	01.12.2021		Upload a colour copy of your degree	?
<input checked="" type="checkbox"/> Transcript of records uploaded	<input type="checkbox"/>			Upload your transcript of records	?
English language proficiency completed	<input type="checkbox"/>				

Click on “Upload/search”

Upload name	Owner	Filename	Created by	Created on	Modified by	Modified on
Copy diploma.1	Derdaele - Bart	degree.pdf	Bachelortest	Dec 1, 2021 12:22:17		
<div> << First < Previous (1 Record found!) Next > Last >> </div>						
<div> Back Upload/search </div>						

2. Add a description and browse for the additional document and click on “Create” to upload it.

Description

There are still **500** characters available

File

Cancel Create

- Click on “Back” to go back to your workflow or click on “Upload/search” to upload another document.

Upload name	Owner	Filename	Created by	Created on	Modified by	Modified on
<input checked="" type="checkbox"/> Copy diploma 1	Derdaele - Bart	degree.pdf	Bachelor test	Dec 1, 2021 12:22:17		
<input checked="" type="checkbox"/> Copy diploma 1	Derdaele - Bart	degree_translation.pdf	Bachelor test	Dec 1, 2021 12:29:01		

AB CDEFGHIJKLMNOPQRSTUVWXYZ

Back Upload/search

3.3 view or delete an uploaded document

You can always view or delete an uploaded document.

- Click on the action link “Upload...” of the workflow step for which you wish to view or delete the uploaded documents

Personal data completed	<input checked="" type="checkbox"/>	22.10.2020		Complete personal data	?
Colour copy of passport (and residence permit if applicable) uploaded	<input checked="" type="checkbox"/>	01.12.2021		Upload a colour copy of your passport (and residence permit if applicable)	?
Colour copy of degree uploaded	<input checked="" type="checkbox"/>	01.12.2021		Upload a colour copy of your degree	?
<input checked="" type="checkbox"/> Transcript of records uploaded	<input type="checkbox"/>			Upload your transcript of records	?
English language proficiency completed	<input type="checkbox"/>				

- Click on the magnifying glass to view an uploaded document. Click on the recycle bin to delete an uploaded document.

Upload name	Owner	Filename	Created by	Created on	Modified by	Modified on
<input checked="" type="checkbox"/> <input type="checkbox"/> Copy diploma 1	Derdaele - Bart	degree.pdf	Bachelor test	Dec 1, 2021 12:22:17		
<input checked="" type="checkbox"/> <input type="checkbox"/> Copy diploma 1	Derdaele - Bart	degree_translation.pdf	Bachelor test	Dec 1, 2021 12:29:01		

AB CDEFGHIJKLMNOPQRSTUVWXYZ

Back Upload/search