



**University  
of Antwerp**

# Mobility-Online

*User guide for degree students*

## Contents

Introduction.....	2
1.    How to start the application and set up a Mobility-Online account.....	3
2.    How to log in to Mobility-Online.....	5
3.    Add or edit application data.....	6
4.    Document management in Mobility-online.....	7
4.1    Uploading a document .....	7
4.2    Uploading more than 1 document in the same workflow step .....	8
4.3    view or delete an uploaded document .....	8

## 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:

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 (if online verification of your degree is not possible)
- 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 fully 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.

**Application form of the University of Antwerp**  
for program Bachelor Degree

All fields marked with (\*) must be completed.

**Application Details**

Type of applicant \*

Incoming  Outgoing

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](#)

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 form and send the form by clicking the “Send Application” button. Use the “Cancel application” button to abort your application.

All fields marked with (\*) must be completed.

**Declaration**

Have you ever been registered as a student in a Belgian institute? \*

yes  no

I confirm that the information I have given above is correct. \*

I hereby authorise the University of Antwerp to verify the information and documents I provide related to my 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 this 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”

Online registration for Mobility-Online  
for program Bachelor Degree More info

Universiteit  
Antwerpen

Step 1 of 2

To confirm your registration you'll need to create a Mobility-Online login account and password.  
First you have to enter your registration code and your date of birth.  
*p.s. 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]

Date of birth (dd.mm.yyyy)

powered by MOBILITY-ONLINE

Continue

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  
for program Bachelor Degree More info

Universiteit  
Antwerpen

Step 2 of 2

Please enter your desired 'Login' and 'Password'.  
Be sure you meet these requirements:  

- Login must be at least 3 characters
- Password must be at least 8 characters and contain at least 1 upper-case letter, 1 digit and no special characters.

Please proceed by clicking on the button: [Continue].

Login

Password

Repeat password

powered by MOBILITY-ONLINE

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](mailto: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.

***IMPORTANT: Our security policy does not allow us to reset or e-mail passwords. Reset your own password anytime by using the answer to the security question. Make sure your answer to the security question is truthful so you will remember this in case you can't remember your password.***

***Should you lose both your password and the answer to the security question, we are not obliged to help.***

## 2. How to log in to Mobility-Online

- 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://mobilityonline.uantwerpen.be/mobility/login>

- 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, advanced master,...) you are applying for you will have more steps in your workflow.
- Use the links (5) 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 (3).** You can find information and help behind the question mark (7, either as a tooltip or as a separate page).

- 1: Overview of necessary steps (uploads, questionnaires, data input, ...)
- 2: Completed steps have a green tick
- 3: Incomplete steps have a red tickbox
- 4: information who and when the step was completed
- 5: Action link to complete (or edit) the step. The link is only available after completing the previous step in the workflow.
- 6: Overview of progress of all the steps
- 7: More information about the step

### 3. Add or edit application data

**Important:** You can only edit existing data and uploads as long as your application file is not complete and submitted in the “declaration”-step (the last step in your application workflow on your part). As soon as you press the “submit” button in this “Declaration”-step, you won’t be able to edit, delete or add information or documents.

If the admission board sends you an e-mail stating there is a document missing or they need extra information, you have to upload this information in the “missing information”-step that will appear in your work flow.

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 “Save”.

Personenstammdaten

Back to the application workflow | Save

Personal details

Last name: Adan

First name: Ibrahim

Legal Address

c/o:

Street and number:

P.O.Box:

Additional address information:

Country: <-- Please select -->

Post code:

City:

Telephone number:

Mobile phone number:

Back to the application workflow | Save

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

Personenstammdaten

Back to the application workflow | Edit

Personal details

Last name:

First name:

Legal Address

c/o:

Street and number:

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

Back to the application workflow | Update

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

Action successful!  
Record updated

[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 in the workflow step “Upload...” (in the example below: CV).

– Complete your application file

✓ Online registration	15.10.2024	<a href="#">Complete personal data</a>
✓ Personal data completed	22.10.2020, the Registrar	<a href="#">Upload a colour copy of your passport (and residence permit if applicable)</a>
✓ Colour copy of passport (and residence permit if applicable) uploaded	16.10.2024, the Registrar	<a href="#">Upload your Curriculum Vitae</a>
<input checked="" type="checkbox"/> Curriculum Vitae uploaded		
<input type="checkbox"/> Motivation Letter uploaded		

Applicants for the Master Mind scholarship need to complete an extra survey and upload 2 letters of recommendation here. Please note that your **complete application file** needs to be submitted **before 1 February 2024** to be eligible for the master

2. Browse for or drop your document and click on “Save”.

Allocation of documents

[Back](#) [Save](#)

Curriculum Vitae uploaded

Upload name

File

1   
Drag your files here  
Or [search files](#)

[Back](#) [Save](#) 2

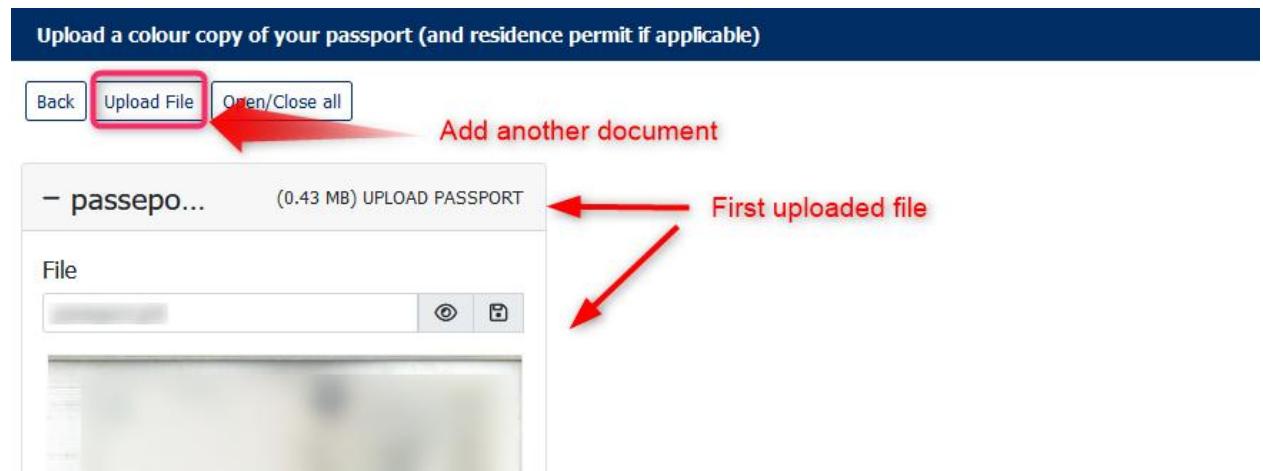
3. Wait until you are redirected to your workflow. You will see this step is marked as completed with a green tick.

## 4.2 Uploading more than 1 document in the same workflow step

You can upload, if necessary, 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.

Click on “Upload file”



2. Browse for or drop the additional document and click on “save” to upload it.
3. Click on “Back” to go back to your workflow or click on “Upload file” to upload another document.
- 4.

## 4.3 view or delete an uploaded document

You can always view or delete an uploaded document.

1. Click on the action link “Upload...” of the workflow step for which you wish to view or delete the uploaded documents.
2. Click on “delete”-button below the document you want to delete.

