



**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.....	5
4. Document management in Mobility-online.....	6
4.1 Uploading a document	6
4.2 Uploading more than 1 document in the same workflow step	7
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:

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.

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.

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”

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.

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.

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>

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	Help/info
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 “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 “Upload...” (in the example: copy of passport).

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

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

Allocation of documents

Back Save

Curriculum Vitae uploaded

Upload name

Upload of CV

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 “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	See Progress	Complete personal data	?
Colour copy of passport (and residence permit if applicable) uploaded	<input checked="" type="checkbox"/>	01.12.2021	See Progress	Upload a colour copy of your passport (and residence permit if applicable)	?
Colour copy of degree uploaded	<input checked="" type="checkbox"/>	01.12.2021	See Progress	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 file”

Upload a colour copy of your passport (and residence permit if applicable)

Back Upload File Open/Close all

Add another document

– passepo... (0.43 MB) UPLOAD PASSPORT

File

First uploaded 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.

3.3 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

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

2. Click on “delete” the document you want to delete.

[Back](#) [Upload File](#) [Open/Close all](#)

