



**University
of Antwerp**

Welcome to the University of Antwerp

(B ANTWERP01)

Manual for incoming exchange students

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1. Introduction

The University of Antwerp is happy to welcome you as an exchange student. We hope that your stay in Antwerp will be a fruitful period for your study as for yourself!

Mobility Online is the mobility management system of the University of Antwerp. It is used for the application and for the follow-up of your mobility file. The online application is user friendly and self-explanatory and, in the meantime, you will be informed by e-mail (from noreply@uantwerpen.be) to guide you through the procedure step by step.

Mobility-Online works with a unique personal login and password. Once you log in, your *workflow* will appear. You can only proceed in your *workflow* by completing certain steps. The back-office will also complete a few steps for you, which will be indicated in your *workflow*. When logging out, all completed steps in your *workflow* are saved by the system.

General structure:

Necessary steps	Done	Done on	Done by	Direct access via following link	3 / 18
Start online application	<input checked="" type="checkbox"/>	24.02.2021		Display/Edit application data	?
Confirmation e-mail about start online application	<input checked="" type="checkbox"/>	24.02.2021			?
Online registration	<input checked="" type="checkbox"/>	24.02.2021			?
<input type="checkbox"/> Additional application details completed	<input type="checkbox"/>			Complete additional application details	?
Personal data completed	<input type="checkbox"/>				?
Profile picture for the application uploaded	<input type="checkbox"/>				?
<div style="background-color: #ffffcc; padding: 10px;"><p>Upload here a clear photograph of yourself.</p><ul style="list-style-type: none">file format: jpg or jpegorientation: portrait (no square or landscape) and passport sizesize: max 1 MB<p>Please observe the following so your photo is not rejected:</p><ul style="list-style-type: none">the face should be the main part (this is at least 2/3rds) of the photothe eyes and face should be clearly visible (frontal view)too much facial shadow should be avoidedthe background should not contain other objects or interfere with your face (use a plain background)the photo should have enough contrast and not be under- or overexposedthe photo should not be out of focus, optically distorted or contain unnatural featuresdo not use a photo which was stamped or has text or lines on it (e.g. from a passport)avoid that the photo is surrounded by too much white space (crop the photo)<p>If you have to modify a photo (e.g. to adjust the size or format) you can always use one of the free online photo editors such as https://phototools.com</p><p style="text-align: right;">Action to be taken</p><p style="text-align: right;">Help</p></div>					
Request for housing completed	<input type="checkbox"/>				?
'Learning Agreement' printed	<input type="checkbox"/>				?
Last step of your application: Application documents uploaded	<input type="checkbox"/>				?

Workflow

This manual will help you to work with Mobility-Online and to manage your mobility file. Also, take your time to carefully read all e-mails you will receive from 'noreply@uantwerpen.be' and the help texts available next to each step in the workflow. Please do also check your spam mail in case you haven't received any mails.

All practical information about studying and living in Antwerp can be found on the website of the International Relations Office of the University of Antwerp at <http://www.uantwerpen.be/internationalexchange>.

2. Make sure to complete your application before the application deadline!

IMPORTANT! Have a careful look at the application deadlines below and respect the deadlines. Applications submitted after the deadline will not be processed.

1. Deadlines for 1ST SEMESTER

Applications: 15 MAY

2. Deadlines for 2ND SEMESTER

Applications: 1 NOVEMBER

ATTENTION!!

In case of practical trainings in hospitals and research, May 15 is the only application deadlines for the following faculties:

- 1) Pharmacy/Biomedical/VET Sciences and
- 2) Medicine & Health Sciences

➔ If applied for at a later stage, positions might be filled up.

3. The registration in Mobility Online

You start your application with your registration in Mobility Online.

You will receive an email confirming your nomination at the University of Antwerp. At the bottom of this e-mail, you can find an URL. Click on this link to register yourself in Mobility-Online.

First, enter your Date of Birth (your date of birth has been provided to us by your exchange coordinator during the nomination process). If your date of birth is not accepted, please contact incomingstudents@uantwerpen.be.

Step 1 of 2 - Input Registration number

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.

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

Registration number	<input type="text" value="1340429617"/>	*
Date of birth (dd.mm.yyyy)	<input type="text"/>	* 

Then, choose a login and password (the password must contain at least 6 characters, including one upper case and one number).

The screenshot shows a registration form with the following text and fields:

Step 2 of 2 - Input User Name and Password

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]**.

Fields:

- Login:
- Password:
- Repeat password:

Buttons:

After successful registration, you will receive an automatic e-mail from 'noreply@uantwerpen.be' with the URL for future login.

4. The application at the University of Antwerp

4.a How to log in

After your registration, you can log in again with your username and password. Use the link at the bottom of the last e-mail you have received or log in via the following URL:

<https://mobilityonline.uantwerpen.be/mobility/LoginServlet>

The screenshot shows the login page for the University of Antwerp Mobility-Online. It features the university logo and the text 'University of Antwerp' and 'MOBILITY-ONLINE'. Below the logos, there is a language dropdown menu set to 'English', and two input fields for 'Login' and 'Password'. At the bottom, there are buttons for 'Close', 'Reset', 'Login', and a link for 'Forgot your password?'.

4.b Completing your application

Your application is only successfully submitted if **all following steps** are completed **before the deadline**

Complete the application process in these three steps:

- Step 1: [Give general info](#)
- Step 2: [Collect all required documents](#)
- Step 3: [Submit all required documents](#)

1. GENERAL INFORMATION (STEP1)

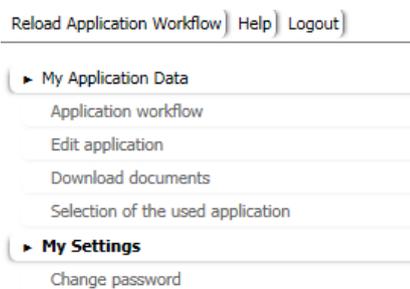
	✔	Online application	✔	15.01.2015		▸ Display/Edit Application Data	ⓘ
	✔	Confirmation e-mail online application	✔	15.01.2015			ⓘ
	✔	Online registration	✔	15.01.2015			ⓘ
A	✔	Application details completed	✔	25.02.2015		▸ Complete application details	ⓘ
B	✔	Personal data completed	✔	15.09.2014		▸ Complete personal data	ⓘ
C	✔	Passport photo for the application uploaded	✔	25.02.2015		▸ Upload "passport type" photo for the application	ⓘ
D	✔	Request for housing accommodation completed	✔	25.02.2015		▸ Request housing accommodation	ⓘ
E	✔	Application details completed	✔			▸ Complete application details	
	➔	Study Data Completed	☐			▸ Complete study data	

A. Complete application details

Click on the 'Complete application details' button in the first unmarked step of your *workflow*. This will open your application form. You should first click on the 'forward to update' button at the bottom of the application form so that you can start filling out the form.



Complete all mandatory fields and submit the application form by pressing the 'update' button at the bottom of the application form. **Make sure you complete your name, family name and address in the correct fields! Please do not enter names using CAPITAL LETTERS only as every name will have to be corrected by us afterwards.**



You can always turn back to your workflow overview by clicking on the tab "reload application workflow" or "application workflow".

You can always change your personal data by clicking on the button "edit application"

B. Complete personal data

Your Correspondence Address will only be used to send information regarding your application at the University of Antwerp. Please complete your address correct (street + number in the same field) and indicate the validity of the address.

ATTENTION! Your application and personal data will be used for your registration at the University of Antwerp and consequently for your official transcript of record at the end of your exchange period. Make sure that this information is correct!! During the application you can always adjust your personal data by using the 1st step "Display/Edit application data".

- C. Upload a clear passport-type photograph of yourself -> the picture will be used for your student card.



Please upload a correct picture:

Your photo **must** meet the following specifications:

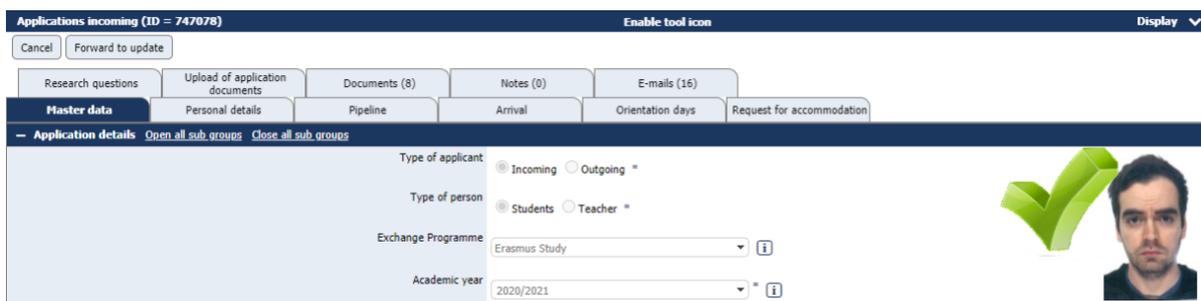
- file format: .jpg or .jpeg
- orientation: **portrait** (no square or landscape) and passport size
- size: max 1 MB

Please observe the following so your photo is not rejected:

- the face should be the main part (this is at least 2/3rds) of the photo
- the eyes and face should be clearly visible (frontal view)
- too much facial shadow should be avoided
- the background should not contain other objects or interfere with your face (use a plain background)
- the photo should have enough contrast and not be under- or overexposed
- the photo should not be out of focus, optically distorted or contain unnatural features
- do not use a photo which was stamped or has text or lines on it (e.g. from a passport)
- avoid that the photo is surrounded by too much white space (crop the photo)

If you have to modify a photo (e.g. to adjust the size or format) you can always use one of the free online photo editors such as <https://photoutils.com>

This is an example of a good picture:



D. Request support in finding student accommodation (only for semester stays)

By completing the questionnaire, you request support for finding student accommodation. More information about Student Accommodation in Antwerp can be found on the website at www.uantwerpen.be/en/life-in-antwerp/housing/

Further details can be requested from the International Student Housing Office of the University of Antwerp, internationalstudenthousing@uantwerp.be

Please, note that only students staying in Antwerp for maximum one semester are eligible for support in finding student accommodation. Students staying in Antwerp for an entire academic year will not be able to find this step in Mobility-Online but will receive an information mail concerning housing later on.

The average price for a student room with common bathroom and kitchen is 390 EUR/month, in most cases costs like internet, water, gas, electricity and heating are not included.

The average price for a studio is 450 EUR/month, in most cases cost like internet, water, gas electricity and heating are not included.

E. Complete study data (This step will only be shown to students of the following faculties: 'Medicine and health sciences', 'Science', 'Pharmaceutical, Biomedical and Veterinary Sciences')

If you want to pursue an internship at the UAntwerp, please answer these questions. We cannot guarantee a position if we are not informed in time. The number of positions in the hospitals and labs is limited.

2. COLLECT ALL REQUIRED DOCUMENTS (STEP 2)

What documents do I need to complete my application?

→ An overview:

Required documents for all students

1. Transcript of records
2. Proof of English language skills, official Language test
3. Learning Agreement
4. Copy of your passport or identity card

→ Carefully read the explanation of the necessary documents

1. **Transcript of records:** This is an official document to be requested from the student administration of your Home Institution. It lists all courses attended and marks obtained during your study programme. Please upload both your bachelor's and Master's Transcript of Record if applicable and **make sure that your transcript is in English. If your university can't provide an English version, you can translate the document yourself and have the document signed and stamped by your university.**
2. **Proof of English Knowledge:** [Upload one of the following test results formulated in our language requirements](#)

Students who do not need to prove their English language skills (see page 10), should upload here a WORD or PDF file with a short declaration about their personal situation and why they do not need to upload the Certificate of English Knowledge.

3. **Learning Agreement:** The course selection should be agreed well before your arrival in Antwerp, both by the University of Antwerp as by the Home Institution. The Learning Agreement is used to conclude the agreed study programme. It is a contract between you, your Home Institution, and the University of Antwerp. More information about the Learning Agreement and ECTS, as well as information about the offered courses can be found [on the website of the International Relations Office](#). Please, be aware that if you select courses from a different field of study/department than your own, an explicit consent is compulsory. This option is limited to two courses.

→ **European students under the Erasmus Programme:** We will only be working with the Digital Learning Agreement, and we will only accept a paper version of the Learning agreement if there is no other option available. Check with your home university on how to start up the digital learning agreement. This can either be via [the OLA tool](#) or any other technical solution in place at your home university.

→ **Non-European students:** You can print out the template in one of the previous steps.

4. Copy of your **passport or identity card:** We need a clear scan from your passport photo page or identity card so that we can verify your details.
5. **Portfolio:** The portfolio will be considered for your application at the University of Antwerp. **Only Students applying at the faculty of Design Sciences need to upload a portfolio.**

3. SUBMIT ALL DOCUMENTS (STEP 3)

A	Portfolio Uploaded	<input type="checkbox"/>		Upload Portfolio	?
B	Last step of your application: Application documents uploaded	<input checked="" type="checkbox"/>	10.01.2020	Upload application documents	?

A. Upload your portfolio (This step is only visible to students of the Faculty of Design Sciences)

In this step you can upload your portfolio. Your portfolio will be considered for your application to the University of Antwerp. Students in the field of Conservation and restoration or Urban planning don't need to upload a portfolio, a CV will do for these students.

B. Upload all other documents (this step is mandatory for all students)

As a last step in the application process, you must upload 3 documents. **Mark the button 'yes' when you have completed the upload of all documents. -> Your application is neither finalized nor successful if this isn't done before the deadline. Applications submitted after the deadline will not be processed.**

Upload your (official) Transcript of Records (Bachelor level)	<input type="text"/>
If applicable, upload the Transcript of Records (Master level)	<input type="text"/>
If applicable, upload a third file for your (official) Transcript of Records	<input type="text"/>
If applicable, upload a fourth file for your (official) Transcript of Records	<input type="text"/>
Upload your Language Certificate	<input type="text"/>
Upload your Learning Agreement	<input type="text"/>
We strongly advise you to use the Digital Learning Agreement and to avoid using the paper version of the learning agreement. If this is technically not feasible yet for your home university you should contact the International Coordinator of your home university to request the Erasmus+ Learning Agreement template. For more info check the website .	
Upload a copy of your passport or identity card	<input type="text"/>
Upload the second part of your passport (if applicable)	<input type="text"/>
Upload special facilities document (if applicable)	<input type="text"/>
Students with a functional impairment can request special facilities to facilitate their studies at UAntwerp. If you want to apply for these facilities you should upload a letter from your home university to receive at home. In case you are an elite athlete you can do the same.	
Do you have any additional comments?	<input type="text"/>
There are still 500 characters available	
If applicable, use this step to upload any additional document you would like to share	<input type="text"/>
Please, give a clear name to your file.	
Is the upload of ALL requested documents completed?	<input type="radio"/> Yes <input checked="" type="radio"/> Not yet

Your application is complete, when all the required documents have been uploaded correctly.

If your application is not complete before the deadline, your application will not be processed.

Please double check on your personal data, is your first and last name correct? Is your address complete? No names using CAPITAL LETTERS only, ...

5. Acceptance as an exchange student at the University of Antwerp

5.a Formal check of your application

After submission of your application file the International Relations Office will do the formal check of your mobility file. If your application is submitted correctly, this will be marked in your *workflow*:

Application formally checked by the International Relations Office



In case your application is not submitted correctly, the International Relations Office will contact you and inform you about what needs to be adjusted. They will give you a deadline to make this last correction.

5.b The Acceptance

The decision about your acceptance will be taken by the faculty/department/institute involved. The international coordinator will check your Learning Agreement and Language Certificate. You will receive

an automatic e-mail once you are accepted (please be aware that this acceptance process can take a while). The following steps will be marked in your *workflow*.

Your application has received a positive recommendation	<input checked="" type="checkbox"/>	20.05.2019	Nele Devloo	
Acceptance letter printed	<input type="checkbox"/>			Print your acceptance letter here (optional)
Your application and the Learning Agreement is approved by the University of Antwerp	<input checked="" type="checkbox"/>	20.05.2019	Nele Devloo	



In case the faculty/department/institute requires changes to the Learning Agreement before you can be accepted:

- You will receive an e-mail with remarks on the course selection made.
- You should discuss the proposed changes with your coordinator at the Home Institution.
- As soon as an agreement has been reached between all three parties (yourself, University of Antwerp, Home Institution), you must adjust your Learning Agreement, have it signed, and upload the updated Learning Agreement in Mobility-Online.

!! It is important to **check your e-mails** regularly during this period.

5.c The approved Learning Agreement

Erasmus students: After acceptance, your Digital Learning Agreement will be signed by the international coordinator of your faculty at the University of Antwerp. You can find the fully signed Digital Learning Agreement in the [OLA tool](#) or in any other inhouse solution offered by your home university.

All other students: After acceptance, your Learning Agreement will be signed by the international coordinator of your faculty at the University of Antwerp and uploaded again in Mobility-Online. Once it is uploaded by the back office, you will receive an email with your fully signed learning agreement attached. You can also download a copy from your *workflow*. In case you didn't receive your fully signed Learning agreement you can contact [the international coordinator of your faculty at the University of Antwerp](#).

5.d The Acceptance Letter

Once you are accepted as an exchange student, you can print out your signed acceptance letter from your workflow in Mobility Online. In case you require a visa to study in Belgium, you will also receive an official Invitation Letter, which you will need for [the visa procedure](#). **Check how long the visa procedure will take and apply in time.**

6. Before your arrival in Antwerp

6.a Orientation days

The University of Antwerp organizes Orientation Days for all exchange students. Please log in to your personal file in Mobility-Online and register for the Orientation Days by completing the questionnaire:

 Registered (or not) for the Orientation Days [*Register \(or not\) for the Orientation Days](#)

Attending the Orientation Days is strongly recommended: we provide you with important documents, information about studying and living in Antwerp and this is a perfect moment to socialize with all other international students. For more information about the Orientation Days, [please have a look here](#).

6.b E-mail before arrival

A few weeks before your arrival in Antwerp, you will receive an automatic e-mail with a reminder of the formalities at the beginning of your study period in Antwerp.

 E-mail before your arrival in Antwerp

7. At the start of your stay in Antwerp

7.a Registration at the University of Antwerp

We strongly advise students to arrive a few days before the semester starts to handle certain formalities and to attend the Orientation Days.

During the Orientation Days we will distribute your student card and your student login, necessary to. For those who cannot attend (for exceptional reasons only), please let us know beforehand and you can always come by the International Office to collect all necessary documents.

7.b Changes to Learning Agreement

If necessary, changes to the Learning Agreement can be made upon arrival, during the first 2 weeks of the semester. Making changes to a learning agreement means that you delete courses and/or add new courses that were not mentioned on the original Learning Agreement.

It is advisable to make an appointment with [the international coordinator of your faculty/department/institute in Antwerp](#) in order to make the necessary arrangements.

Erasmus students: Changes to the Digital Learning Agreement should be made online. This can either be done using the [OLA tool](#) or any other inhouse solution offered by your home university. Once the changes have been made and are signed by yourself and your home university, the faculty member at UAntwerp will sign the changes online.

All other students: Once the final version of the Changes to the Learning Agreement is signed by all three parties, you must upload the document in your *workflow* in Mobility-Online. If not uploaded, the Transcript of Records after your stay cannot be issued.

8. At the end of your stay in Antwerp

One or two weeks before your departure from Antwerp, you will receive an automatic e-mail about the formalities at the end of your study period in Antwerp.

E-mail before your departure out of Antwerp



8.a Before you leave Belgium, don't forget to deregister from your Residence Permit (if applicable)

If you registered for a residence permit at the beginning of your stay, you must deregister yourself as a resident of Antwerp upon departure or a few days earlier. [Please follow this procedure.](#)

8.b Evaluation questionnaire

Please, log in to Mobility-Online and **complete the evaluation questionnaire**. We appreciate your feedback. Only after you have filled out the questionnaire your workflow file can be closed.

Evaluation questionnaire completed



8.c Transcript of Records

The Transcript of Records with the obtained scores at the University of Antwerp **will be sent to your exchange coordinator by the faculty/department/institute** within one month after the end of the semester.

8.d Formalities of your home institution

Make sure that, before you return to your Home Institution, you have completed all formalities for your Home Institution: **The Certificate of Attendance** needs to be signed [by the international coordinator of your faculty at the University of Antwerp](#), a few days before your departure.

9. Questions/Remarks?

More information can be found:

- on the website (www.uantwerpen.be/internationalexchange)
- the e-mails you receive during the process
- in the help texts in Mobility-Online (click on the icon)



In case you have additional questions:

- For all questions about the Learning Agreement, the acceptance as exchange student or other questions about academic matters, please contact the appropriate coordinator at the University of Antwerp.
→ [A list of all coordinators can be found on our website](#)

- For all questions about the formalities of (your personal file in) Mobility-Online, preparation of your arrival, or if you would like to receive (additional) general information, please contact incomingstudents@uantwerpen.be.
- For all have questions about accommodation in Antwerp, please contact internationalstudenthousing@uantwerp.be.
- For all have questions about the 'Residence Permit', please contact residencepermit@uantwerpen.be.
- In case you face technical difficulties with Mobility-Online, please contact incomingstudents@uantwerpen.be.