



**University
of Antwerp**

Welcome to the University of Antwerp

(B ANTWERP01)

Manual for incoming students placement

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1 Introduction

The University of Antwerp is happy to welcome you as an exchange student for your placement. We hope that your stay in Antwerp will be a fruitful period both 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 workflow* 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 login, 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	10 / 17
Start online application	✓	21.01.2021		Display/Edit application data	?
Confirmation e-mail about start online application	✓	21.01.2021			?
Online registration	✓	21.01.2021			?
Additional application details completed	✓			Complete additional application details	?
Personal data completed	✓	21.01.2021		Complete personal data	?
Profile picture for the application uploaded	✓	21.01.2021		Upload your "profile picture" to create your student card	
<div style="border: 1px solid black; 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://photoutils.com</p><p style="text-align: right;">Action to be taken</p><p style="text-align: right;">Help</p></div>					
Request for housing completed	✓	21.01.2021		Request housing	?
Application documents uploaded	✓	09.02.2021		Upload application documents	?
Training Agreement uploaded	✓	09.02.2021		Upload Learning Agreement for Traineeships	?

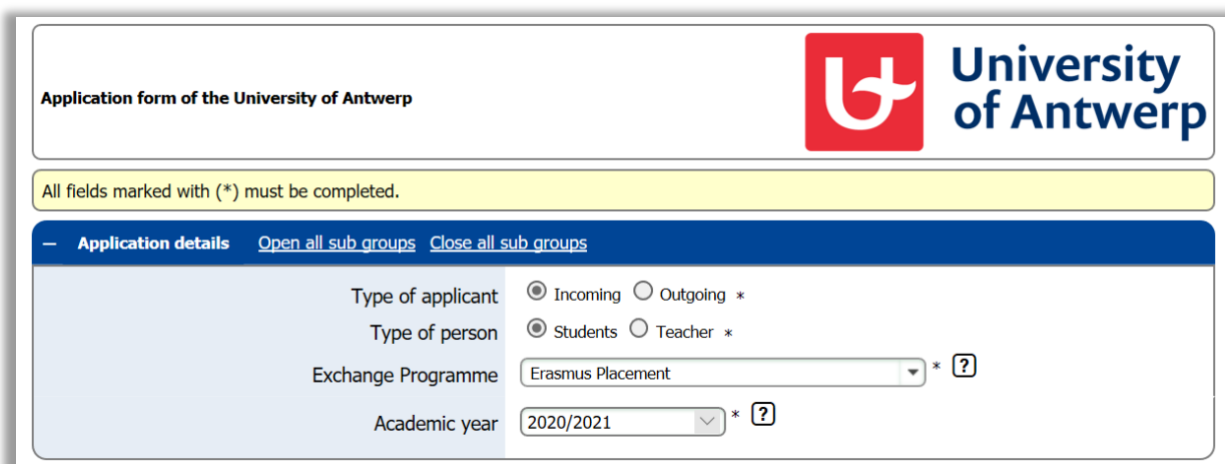
Workflow

This manual will help you to work with Mobility-Online and to manage your mobility file. Also, read carefully all e-mails you will receive 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 www.uantwerp.be/internationalexchange.

2 The application at the University of Antwerp

2a. The Application Form



Application form of the University of Antwerp

All fields marked with (*) must be completed.

Application details [Open all sub groups](#) [Close all sub groups](#)

Type of applicant Incoming Outgoing *

Type of person Students Teacher *

Exchange Programme Erasmus Placement * ?

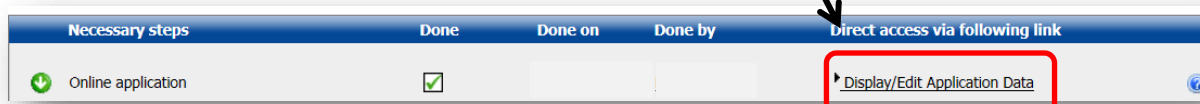
Academic year 2020/2021 * ?

You have received a link by email. When you click on this link, it sends you to the online application form that you need to fill out. Completing the application form is the first step in your application file.

You fill in the requested information correctly and completely. **Please do not enter names using CAPITAL LETTERS only as every name will have to be corrected by us afterwards.** When you are ready you should **click on the button "Send Application"**.

Send Application

Important: - You can always modify the application, via the button 'display/edit application data' in your workflow.



Necessary steps	Done	Done on	Done by	Direct access via following link
Online application	<input checked="" type="checkbox"/>			Display/Edit Application Data

This data will be used for your registration at the University of Antwerp, make sure that this information is correct!! **Please do not enter names using CAPITAL LETTERS only as every name will have to be corrected by us afterwards.**

2b. Completing your application

Your application is only successfully submitted if **all** of the following steps are completed and correct.

There are 7 steps in the procedure:

	Application details completed	<input checked="" type="checkbox"/>		Complete application details
1	Personal data completed	<input checked="" type="checkbox"/>		Complete personal data
2	Passport photo for the application uploaded	<input type="checkbox"/>		Upload "passport type" photo for the application
3	Request for housing accommodation completed	<input type="checkbox"/>		
4	'Language Certificate' printed	<input type="checkbox"/>		
5	Application documents uploaded	<input type="checkbox"/>		
6	Training Agreement uploaded	<input type="checkbox"/>		
7	LAST STEP OF YOUR APPLICATION: Your application is complete	<input type="checkbox"/>		

1.1.1.1 Add your contact details

<input checked="" type="checkbox"/>	Personal data completed	<input checked="" type="checkbox"/>		Complete personal data
-------------------------------------	-------------------------	-------------------------------------	--	--

Your correspondence address will only be used to send information relevant to your application at the University of Antwerp. Please indicate the validity of the address.

Double check if:

- your name and family name is correct (do NOT enter names using CAPITAL LETTERS only)
- your place of birth is completed with the city of your birth (not your country)
- your address is complete: street and number, postal code and city, country

1.1.1.2 Upload a clear "passport type" photograph of yourself

<input checked="" type="checkbox"/>	Passport photo for the application uploaded	<input checked="" type="checkbox"/>		Upload "passport type" photo for the application
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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:

1.1.1.3 Request support for finding student accommodation

➔ Not applicable for a stay longer than 6 months.

 Request for housing accommodation completed (not applicable for an entire academic year) [Request housing accommodation](#)

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.uantwerp.be/internationalexchange/housing

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

Please, note that only students staying in Antwerp for 6 months are eligible for support in finding student accommodation. Students staying in Antwerp for longer than 6 months will not be able to find this step in Mobility-Online.

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.

1.1.1.4 Proof of English Knowledge

For more information on our Language Requirements, consult [the website of the International Relations Office](#).

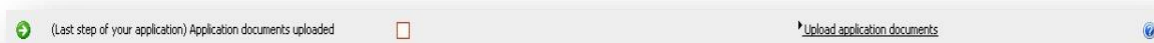
All exchange students coming to the University of Antwerp need to prove that their English language skills are sufficient to communicate during their placement in Antwerp. Therefore an official language test is mandatory in your application. **(check link above)**.

Only **two categories** of students do not need to prove their English language skills:

- 1) Students only attending courses (or internship) in Dutch **and at the same time** well competent in Dutch. Students are considered to be well competent in Dutch if one (or more) of the following statements apply to their situation:
 - their mother tongue is Dutch
 - they are (or were) a student in Dutch studies
 - they have studied before in Flanders or in the Netherlands
 - come to the University of Antwerp within the framework of Erasmus Belgica
- 2) Students with a proven competence in English. Students are (only) considered to be well competent in English if one (or more) of the following statements apply to their situation:
 - their mother tongue is English.
 - they have studied before in an English speaking country.

Although these students do not need to prove their level of English, they still have to upload a letter in which they declare not having to prove their level of English because one of the reasons mentioned above.

1.1.1.5 Upload of documents



You have to upload 3 documents (see explanation on next page). -> **Your application can not be processed as long as this isn't done correctly.**

Back to the application workflow Submit

Use this step to upload all the required application documents. Submit your complete application file (including the upload of all required documents) by marking 'yes' in the next step of your workflow.

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 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"/>
Do you have any additional comments?	<input type="text"/>
If applicable, use this step to upload any additional document you would like to share	<input type="text"/>

Back to the application workflow Submit

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 with the list of facilities you receive at home. In case you are an elite athlete you can do the same.

There are still 500 characters available

Please, give a clear name to your file.

Important information for your application documents:

- 1) **Your *Transcript of Records (in English)***. This is an official document to be requested from the student administration of your Home Institution. It lists all courses attended and marks obtained in the course of your study programme. Upload both your bachelor's and master's Transcript of Records if applicable. 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) **A *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 7), 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) **A *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.

1.1.1.6 Upload your training agreement

Training Agreement uploaded



09.02.2021

[Upload Learning Agreement for Traineeships](#)

You should upload your training agreement here. Contact your home university for a template or you can also find a template [on the website of the European Commission](#).

This document should be signed by yourself, the responsible person at your home institution and the responsible person at the University of Antwerp.

Registration as a student at the University of Antwerp includes accident and third party liability insurance, **during educational and recreational activities in university buildings, during transfers to and from the university and during excursions approved by the university.**

1.1.1.7 Mark your application as complete:

LAST STEP OF YOUR APPLICATION: Your application is complete

09.02.2021

[Mark your application as 'complete'](#)

With this step you confirm that you have finished the application, and that your application is now in the hands of the International Relations Offices who will do a formal check of your application.

Your application is not finalized nor successful as long as it is not complete and correct.

3 Acceptance at the University of Antwerp

3.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	<input checked="" type="checkbox"/>
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3.b. The acceptance and approved Training Agreement

The decision about your final acceptance will be taken by the faculty/department/institute involved. The international coordinator will check your Training Agreement and Language Certificate. You will receive an automatic e-mail once you are accepted. The following steps will be marked in your *workflow*.

Application formally checked by the International Relations Office	<input checked="" type="checkbox"/>	
Your application has received a positive recommendation	<input checked="" type="checkbox"/>	
Acceptance letter printed	<input checked="" type="checkbox"/>	Print your acceptance letter here (optional)
Your application and the Training Agreement is approved by the University of Antwerp	<input checked="" type="checkbox"/>	

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

- You will receive an e-mail with remarks.
- 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 have to adjust your Training Agreement, print it again, have it signed again, and upload the updated Training Agreement in Mobility-Online.

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

3.c. Acceptance letter

Once you are accepted, you can print out your acceptance letter from the workflow in Mobility Online. In case you require a visa to study in Belgium, you will also receive an official Invitation Letter via regular mail, which you will need for the visa procedure (therefor make sure that your correspondence address is correctly filled out or your invitation letter will be send to the wrong address). **Check how long the [visa procedure](#) will take and apply in time! -> we advice you not to enter with a tourist visa.**

Acceptance letter printed	<input checked="" type="checkbox"/>	Print your acceptance letter here (optional)
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4 Before your arrival in Antwerp

4.a. Orientation Days

The University of Antwerp [organizes Orientation Days for all exchange/placement students at the beginning of each semester.](#)

Please log in to your personal file in Mobility-Online and register for the Orientation Days by completing the questionnaire (also if you cannot attend!):

Registered (or not) for the Orientation Days

[Register for the Orientation Days](#)

Attending the Orientation Days is strongly recommended: we provide you important information about studying and living in Antwerp and this is a perfect moment to socialize with all international students. More information about the programme will be provided by e-mail. If you cannot attend because of the period of your internship, the international coordinator at the faculty will provide you with your welcome packet upon your arrival. Of course you are also welcome to visit or contact the International Relations Office if you have questions about your stay in Antwerp.

Contact info:

Address: Gratiekapelstraat 10, 2000 Antwerpen

Opening hours: Monday – Friday from 9.00h – 13.00h /Closed on Wednesday

You can [book an appointment online](#) or contact incomingstudents@uantwerpen.be.

4.b. E-mail before arrival

A few weeks before your estimated 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 and a student guide with all the info you need to start at the UAntwerp.

E-mail before your arrival in Antwerp

5 At the start of your stay in Antwerp

Registration at the University of Antwerp

We advise all students to arrive a few days prior to the start of their internship in order to handle certain formalities and to attend the Orientation Days (if possible).

During the Orientation days we will distribute your student card and your student login. But again in case you cannot attend, the international coordinator at the faculty will provide you with your welcome packet upon your arrival. And you can always [come by the International Office](#) if you have questions about your stay.

6 At the end of your stay in Antwerp

A few weeks before your departure from Antwerp, you will receive an automatic e-mail about the formalities at the end of your placement period in Antwerp.

E-mail before your departure out of Antwerp

6. a Evaluation questionnaire

Please, log in to Mobility-Online and complete the evaluation questionnaire. We can only close your file once this questionnaire has been completed. We appreciate your feedback.

Evaluation questionnaire completed



6. b Formalities of your Home Institution

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

7 Questions/remarks?

More information can be found:

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

In case you have additional questions about:

- Your Training Agreement, your 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 the website.](#)
- The formalities of (your personal file in) Mobility-Online, or if you would like to receive (additional) general information, please contact incomingstudents@uantwerpen.be
- Accommodation in Antwerp, please contact internationalstudenthousing@uantwerpen.be
- The visa, the 'Residence Permit', please contact residencepermit@uantwerpen.be
- In case you face technical difficulties with Mobility-Online, please contact incomingstudents@uantwerpen.be

