Mobility online

Internship/project/research abroad—Students

Information about registration of your Internship in Mobility Online

For TU/e students it is important they have an international experience during their study. To simplify the application process and to make it as clear as possible for you as a student, we use Mobility Online: an online tool to manage the administrative part your internship/project/research online from the very start until you return and finish the activity.

This manual is to guide you through the Mobility Online tool used for the registration and application of courses abroad.

- IMPORTANT: before starting your registration in Mobility Online, you need to carefully read the additional instructions on your department’s digital study guide pages. These instructions contain some department specific information that you need to correctly complete your Mobility Online application.

- To start the Registration and Application process through Mobility Online please use this link https://www.service4mobility.com/europe/BewerbungServlet?identifier=EINDHOV17&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=T_INT&sprache=en

**General Remarks Mobility Online**

1. DO NOT change your password. At TU/e we work with Single Sign On meaning that you should be able to log on with your TU/e account (username) and password.
2. DO NOT cancel your application unless you really want to cancel it. When you are not sure, please contact the Departmental International Office first. Once you have canceled your application, no reset is possible. You will need to start over the entire process.

**General Remarks Workflow**

1. All steps will be taken by the (Departmental) International Office and by yourself. Hence, from now on, you will need to check and update this workflow on a regular basis. In the workflow you will see:
   i. The steps that need to be taken/ which steps are already completed
   ii. Who has completed the step and the date of completion
   iii. Your name, study and date of birth
2. When a step is completed you will see a green check (see printscreen).

3. When a step still needs action, click on the red button describing the action to take (see yellow arrow).

Examples of steps in Workflow

1. This is an example of step taken in the Workflow. Once you hit the underlined action in your workflow the following screen will pop up. As you can see there will be a description (what is expected from you), a question and an answer. After you made your choice hit ‘create’. (see yellow arrow)

2. The screen will refresh itself and will show you when successful “Action Successful!” . To go back to your workflow push ‘Back to the application workflow’. You will return to your workflow overview.

3. And so on! In case you have any questions, please do not hesitate to contact the Internationalization Coordinator of your department.

The workflow
1. To log on please, use this link: from now on you will be able to log in with your TU/e username and password.

2. THIS STEP MIGHT BE SKIPPED IF YOU LOG IN FOR THE SECOND TIME AND THEREAFTER. After you logged on for the first time, you might get a message from SURFconext. Please accept and continue. If asked, select TU/e as institution and press then continue.

3. To start your application you have to fill out the registration form. You will notice that some off the fields are already filled out for you.
Details of planned activity

Type of internship:
- Project
- Internship
- Combination of internship and courses

Approximate start date (intehsip/project) 13.04.2020

Approximate end date (intehship/project) 26.06.2020

Approximate start date (Mobility) 13.04.2020

Approximate end date (Mobility) 13.07.2020

Remarks:
Enter the date of the first day of travel before your internship/project starts.
Enter the date of the end of your mobility (excluding personal travelling/vacation after completing your internship).

Start Internship = 11 weeks
Start Mobility = 3 months in order to obtain a scholarship.

There are still 914 characters available

Internal

I agree with the Privacy Statement

By checking the consent box I agree to the processing of my personal data by Eindhoven University of Technology according to the Privacy Statement.

Cancel registration

Send registration
4. When you log on in Mobility Online, you will see the Workflow. This acts basically as your online checklist for going abroad. Steps taken will be checked by your Departmental Internationalization Coordinator. See print screen:

5. Notice that the second step in your workflow is completed by the Departmental Internationalization Coordinator. He/she will send you a confirmation email first.

6. After receiving the confirmation mail of the Departmental Internationalization Coordinator you need to fill out the proposal form. Everything that you have filled out earlier will appear in light grey in the application form.

*Note* – You first need to hit the button “edit” otherwise it is not possible to fill out the information.
Below you see the Proposal Form that appears when you click Fill out proposal form:
7. As soon as the Departmental Internationalization Coordinator has checked the application, a separate confirmation email will be sent to you.

8. Note that the proposal form must be signed by yourself, your mentor/supervisor and your Departmental Internationalization Coordinator before uploading the document in your workflow in Mobility Online.
9. After completing the proposal form, you can start with the application for a scholarship by answering the scholarship questions.

a. Steps to take **before the mobility**

b. Steps to take **during the mobility**

c. Steps to take **after the mobility**
10. Once you have returned from your internship abroad and have finished all steps of the ‘after the mobility’ part, you will receive an email that you have met all requirements and that the activity ‘Internship abroad’ has finished.