

- International Relations Office
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**MOBILITY-ONLINE**

# Manual Mobility-Online for incoming students

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## Content

1	Steps before you come to KdG .....	3
1.1	Receive nomination e-mail.....	3
1.2	Registration into Mobility Online .....	3
1.3	Receive a confirmation of registration e-mail.....	4
1.4	Log in at Mobility Online .....	4
1.5	Complete the application details .....	5
1.6	Fill out the personal data form.....	7
1.7	Uploading necessary documents .....	7
1.8	Confirming that you uploaded all documents.....	8
1.9	Additional documents .....	9
1.10	Approval of application .....	9
1.11	The Learning agreement .....	10
1.11.1	Creating a Learning Agreement step by step .....	10
1.12	Arrival information .....	14
1.13	Transcript of records .....	14
1.14	Complete arrival information.....	15
1.15	Insurance information.....	15
1.16	Confirm stay abroad.....	16
1.17	Welcome information .....	17
2	Steps when you arrive at KdG .....	17
2.1	Changes to your Learning Agreement (Optional) .....	17
2.1.1	Enter changes to your Learning Agreement .....	17
2.1.2	Upload signed changes to the Learning Agreement .....	18
3	Steps concerning departure .....	18
3.1	Departure date.....	18
3.2	Confirmation of stay and Transcript of Records .....	19
3.3	Evaluation questionnaire .....	19

## 1 STEPS BEFORE YOU COME TO KDG

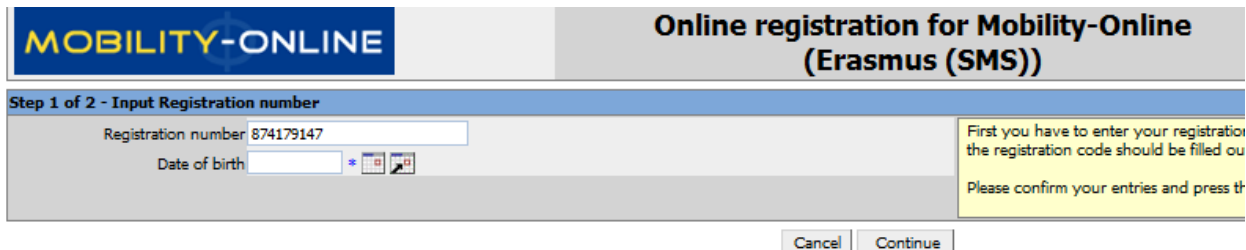
### 1.1 Receive nomination e-mail

Your home institution will provide us with your data for nomination at our university college. Based on this data, your first contact with KdG is an e-mail confirming your nomination. Click on the link at the end of the e-mail to register yourself in Mobility Online.

### 1.2 Registration into Mobility Online

- ✓ Click on link in e-mail.

The first screen you will see is:



**MOBILITY-ONLINE** Online registration for Mobility-Online (Erasmus (SMS))

Step 1 of 2 - Input Registration number

Registration number 874179147

Date of birth [calendar icon]

First you have to enter your registration code should be filled out. Please confirm your entries and press the Continue button.

Cancel Continue

- ✓ Input your date of birth.

Afterwards a second step will appear.

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MOBILITY-ONLINE

**Online registration for Mobi  
(Erasmus (SMS))**

**Step 1 of 2 - Input Registration number**

Registration number

Date of birth

**Step 2 of 2 - Input User Name and Password**

Login

Password

Repeat password

- ✓ Choose a login and password (the password should be at least 6 digits, one number, at least one upper case letter and no special characters).

Please remember this login and password, since you will be needing this throughout the entire process.

### 1.3 Receive a confirmation of registration e-mail

You will receive an e-mail if your registration in Mobility Online was successful. In the e-mail, there will be a link to log in at mobility online. Please save this e-mail, this is your direct link to Mobility-Online.

### 1.4 Log in at Mobility Online

MOBILITY-ONLINE

Language

Login

Password

[Forgot your password?](#)

KAREL DE GROTE HOGESCHOOL | 2018 Belgium, Brusselstraat 45  
 Tel +32 3 613 13 00 | [info@kdg.be](mailto:info@kdg.be)

- ✓ Enter your password

Note: If you have forgotten your password, you can click on the button *Forget your password?*. Afterwards you will receive an e-mail containing your password.

Once you have logged on to Mobility-Online, you can see your workflow. This is the entire process you will need to follow throughout your exchange.

This is an example of your workflow:

All the steps of the process

	Done	Done on	Done by	Direct access via following
<input checked="" type="checkbox"/> Confirmation e-mail nomination by home institution	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/> Online registration	<input checked="" type="checkbox"/>	17.08.2012	Model Test	
<input checked="" type="checkbox"/> Application details completed	<input type="checkbox"/>			<a href="#">Complete application details</a>
<input type="checkbox"/> Personal data completed	<input type="checkbox"/>			
<input type="checkbox"/> Passport photo uploaded	<input type="checkbox"/>			
<input type="checkbox"/> Motivation letter uploaded	<input type="checkbox"/>			
<input type="checkbox"/> Proof of English language proficiency uploaded	<input type="checkbox"/>			
<input type="checkbox"/> Applications documents finalized	<input type="checkbox"/>			
<input type="checkbox"/> Additional documents uploaded [optional]	<input type="checkbox"/>			
<input type="checkbox"/> Application formally checked by KdG - rejected	<input type="checkbox"/>			
<input type="checkbox"/> Application formally checked by KdG - approved	<input type="checkbox"/>			
<input type="checkbox"/> Application form printed	<input type="checkbox"/>			

On the left-hand side, you will see all the steps in the process.

On the right-hand side, you can access these steps, just click on the link to go the step. You will also be able to find other information: when a step is completed (the date) and by whom (Done by).

In the middle, you will find check boxes, this way you can see if a step is completed  or not .

### 1.5 Complete the application details

The first step you will need to complete in your workflow is completing the application details.

- ✓ To the **right** of the screen are the **actions** you need to take. You can click on the action to complete it and go to the next step. Click on "complete application details".

<input checked="" type="checkbox"/> Application details completed	<input type="checkbox"/>	<a href="#">Complete application details</a>
---	--------------------------	--

- ✓ You now get a form that you will need to fill out. To activate the fields, **click on the button** on the left at the end of the page, "**Forward to update**". If you do not click on this button, you will not be able to modify the fields.

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Stay from (not including language course)   
 Stay to

**Your language skills**

Language: English

Proficiency English:  A1  A2  B1  B2  C1  C2

Other language-1: <-- No choice -->

Proficiency other language-1:  A1  A2  B1  B2  C1  C2

Other language-2: <-- No choice -->

Proficiency other language-2:  A1  A2  B1  B2  C1  C2

Other language-3: <-- No choice -->

Proficiency other language-3:  A1  A2  B1  B2  C1  C2

**Other information**

Other comment concerning your application:

I declare that the details I have outlined in this application are to the best of my knowledge an accurate statement.

Extension of stay abroad:  Yes  No

**Your language skills**

Language: English \*

Proficiency English:  A1  A2  B1  B2  C1  C2 \*

Please check [Language Skills Self Assessment](#)

Other language-1: <-- No choice --> ⓘ

Proficiency other language-1:  A1  A2  B1  B2  C1  C2

Other language-2: <-- No choice --> ⓘ

Proficiency other language-2:  A1  A2  B1  B2  C1  C2

Other language-3: <-- No choice --> ⓘ

Proficiency other language-3:  A1  A2  B1  B2  C1  C2

**Other information**

Other comment concerning your application:

I declare that the details I have outlined in this application are to the best of my knowledge an accurate statement.

Extension of stay abroad:  Yes  No

✓ Once you have filled out the form, click on "Update".

If you filled out everything correctly, you will get this screen:

**Action successful!**  
 Record updated

## 1.6 Fill out the personal data form

Necessary steps	Done	Done on	Done by	Direct access via following link
Confirmation e-mail nomination by home institution	<input checked="" type="checkbox"/>			
Online registration	<input checked="" type="checkbox"/>	17.08.2012	Model Test	
Application details completed	<input checked="" type="checkbox"/>	17.08.2012	Model Test	<a href="#">Complete application details</a>
Personal data completed	<input type="checkbox"/>			<a href="#">Complete personal data</a>
Passport photo uploaded	<input type="checkbox"/>			

- ✓ Click on the link on the right side of your workflow

**Permanent address details**

Street

Country

Post code

City

Telephone number (e.g. +32(0)123456789)

Mobile phone number

- ✓ Click on the "forward to update" button to fill out the form (you will always need to press this button if you want to edit a form in Mobility Online)

- ✓ Once every box is completed, press "Update personal details".  
 If you would press on the "Back to the application workflow" button, your changes will not be recorded and you will have to repeat the step.

Keep in mind that you can always edit the details later on.

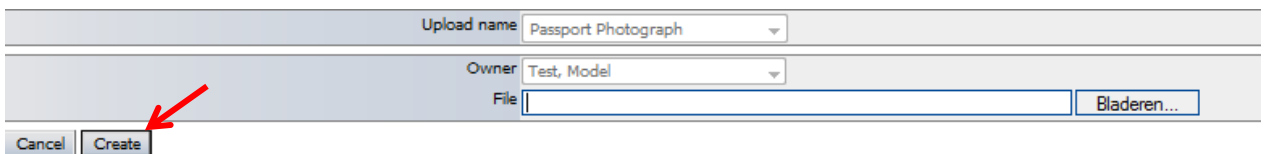
## 1.7 Uploading necessary documents

Personal data completed	<input checked="" type="checkbox"/>	17.08.2012	Model Test	<a href="#">Complete personal data</a>
Passport photo uploaded	<input type="checkbox"/>			<a href="#">Upload passport photo for the application</a>
Motivation letter uploaded	<input type="checkbox"/>			<a href="#">Upload motivation letter</a>
Proof of English language proficiency uploaded	<input type="checkbox"/>			<a href="#">Upload proof of English language proficiency</a>
Applications documents finalized	<input type="checkbox"/>			<a href="#">Indicate here that all necessary uploads are done and ready to submit</a>
Additional documents uploaded [optional]	<input type="checkbox"/>			

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- ✓ Depending on the study program you wish to follow, you will need to upload certain documents. In the example, there are 3 documents needed: a passport photo, a motivation letter and a proof of English proficiency.
- ✓ You can upload the documents by clicking on the link to the right. It doesn't matter in which order you upload the documents.

■ The first document: a passport photo



Upload name: Passport Photograph

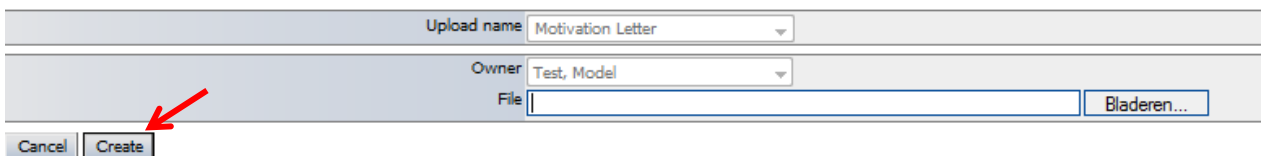
Owner: Test, Model

File:  Bladeren...

Cancel Create

- ✓ Click on the button "Bladeren..." to search for your document. Then click on "Create".

■ The second document: a motivation letter



Upload name: Motivation Letter

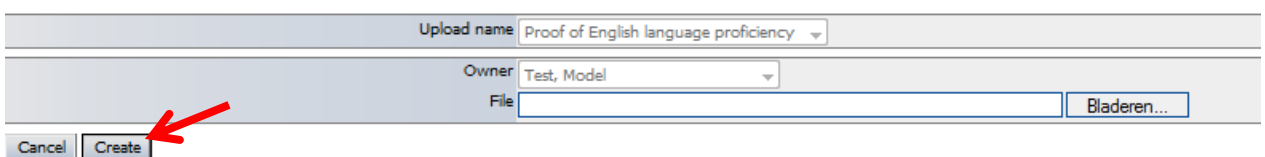
Owner: Test, Model

File:  Bladeren...

Cancel Create

- ✓ Click on the button "Bladeren..." to select the document, then click on "create".

■ The third document: proof of English language proficiency



Upload name: Proof of English language proficiency

Owner: Test, Model

File:  Bladeren...

Cancel Create

- ✓ Click on the button "Bladeren..." to select the file, then click on "Create"

Note: you might have to upload other documents, this is just an example for a specific study program.

## 1.8 Confirming that you uploaded all documents

Once you've uploaded all documents, you need to indicate that you have done so. **Only** do this if **every required document** is uploaded.



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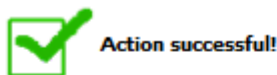
	Proof of English language proficiency uploaded	<input checked="" type="checkbox"/>	17.08.2012	<a href="#">Model Test</a>	<a href="#">Upload proof of English language proficiency</a>
	Applications documents finalized	<input type="checkbox"/>			<a href="#">Indicate here that all necessary uploads are done and ready to submit</a>
	Additional documents uploaded [optional]	<input type="checkbox"/>			

✓ Click on the right to indicate that you are done uploading.

I hereby confirm that I have uploaded all required documents

[Back to the application workflow](#) [Create](#)

✓ Select the box and click on "Create"



**Confirmation of uploaded documents (workflow model - Erasmus (SMS))**

Please confirm that you have uploaded all required documents

I hereby confirm that I have uploaded all required documents

[Return to workflow](#)

On the top, it will indicate if the action was successful.

✓ Click on "Return to workflow" to go back to your workflow.

### 1.9 Additional documents

	Additional documents uploaded [optional]	<input type="checkbox"/>	<a href="#">Upload additional documents [optional]</a>
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If you would like to update additional documents, you can do so now. You don't have to upload anything extra, this is an optional step, you can leave this blank if you want.

✓ Proceed in the same way that is indicated above to upload a new document.

### 1.10 Approval of application

Once you have done all the previous steps, Karel de Grote University College is going to check all your application details. You need to wait until you get an e-mail that indicates

- International Relations Office

if your application is approved or if something is still missing. Please also check any attached documents!

Once you received an e-mail that states that your application is approved, you can move to the next step, creating a Learning agreement. **In this e-mail there is also some arrival information and information about registration at the immigration office.**

**IMPORTANT!**: You need to discuss first the courses of your Learning agreement with your home departmental coordinator AND with the KdG departmental coordinator, over e-mail or phone, to avoid delay in Mobility Online.

In other words, make sure that the courses you select in Mobility Online are already discussed both at home and at KdG.

### 1.11 The Learning agreement

Creating a learning agreement involves a couple of steps. Here's the general outline:

1. Create a Learning Agreement by selecting the courses you want to attend
2. Submit the Learning Agreement
3. Wait for notification by email that KdG has approved\* and signed the Learning agreement
4. Print the Learning Agreement and sign it yourself + have it signed by your home institution for approval
5. Upload the signed (by all!) Learning Agreement
6. Wait until KdG approves the uploaded and completely signed Learning Agreement


*\*In case of rejection by KdG, you will receive an email notification with the reason of rejection.*

View of these steps in your workflow:

Learning Agreement created	<input type="checkbox"/>
Learning Agreement submitted	<input type="checkbox"/>
Learning Agreement signed and uploaded by KdG	<input type="checkbox"/>
Signed and uploaded Learning Agreement (by KdG) printed	<input type="checkbox"/>
Signed Learning Agreement (by all parties) uploaded	<input type="checkbox"/>
Learning Agreement completed	<input type="checkbox"/>

#### 1.11.1 Creating a Learning Agreement step by step

- Step 1: selecting the courses you wish to follow at KdG

 Learning Agreement created	<input type="checkbox"/>	<a href="#">Create Learning Agreement</a>
Learning Agreement submitted	<input type="checkbox"/>	

- ✓ Click on the right, "Create learning agreement" (remember, you can only do this if KdG has approved your application).


- International Relations Office

Course unit title at the host institution	Course no./host
<input type="checkbox"/> No courses found! Please select left icon to enter a new course.	
<input type="button" value="Back to the application workflow"/>	

- ✓ To select courses, click on the blank page , next to "no courses found".

Now you are able to search for the courses you would like to follow.

Host institution	KAREL DE GROTE HOGESCHOOL, KATHOLIEKE HOGESCHOOL ANTWERPEN
Study area	Commercial Science and Business Administration (H&B)
Study field	International Business Course - IBC
Course unit code at the host institution	<input type="text"/>
Course unit title at the host institution	<input type="text"/>
There are still 255 Characters available	
Number of ECTS Credits at the host institution	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Create"/>	

- ✓ To find a course, click on the page with the hourglass . You will get a list of all courses available for you.

Your list will look like this:

<input type="checkbox"/>	2012/2013	Autumn 2012	International Business Course	Network strategies in mainport	LOG005.121351	Course Regular	3,00
<input type="checkbox"/>	2012/2013	Autumn 2012	International Business Course	Product and brand management for industrial goods	MAR005.121351	Course Intensive	3,00
<input type="checkbox"/>	2012/2013	Autumn 2012	International Business Course	Production and sales process analysis	LOG007.121351	Course Intensive	3,00
<input type="checkbox"/>	2012/2013	Autumn 2012	International Business Course	Risk Management	MGT001.121351	Course Intensive	3,00
<input type="checkbox"/>	2012/2013	Autumn 2012	International Business Course	Trust and teamwork	HRM002.121351	Course Regular	3,00
<input type="checkbox"/>	2012/2013	Spring 2013	International Business Course	Advertising campaigns	MAR006.121352	Course Intensive	3,00
<input type="checkbox"/>	2012/2013	Spring 2013	International Business Course	Banking game	FIN003.121352	Course Intensive	3,00
<input type="checkbox"/>	2012/2013	Spring 2013	International Business Course	Business English 2	COM004.121352	Course Regular	3,00
<input type="checkbox"/>	2012/2013	Spring 2013	International Business Course	Business game	MAR012.121352	Course Regular	3,00

**Watch out:** if you want to select a course, you need to **select the correct semester**, Spring or Autumn. Most courses are given in both semesters, please choose the correct semester. You can find the semester in the second column. If you would like some more information about the course, click on the year at the left side of the page.

- ✓ To select a course, tick the box on the left of the page.

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If you tick a box, you will automatically be redirected to the previous page.

Course unit code at the host institution	MAR011.121352
Course unit title at the host institution	Consumer behaviour
Number of ECTS Credits at the host institution	3,00

There are still 255 Characters available

Cancel **Create**

- ✓ Press "Create" to add the course to you Learning Agreement

**Action successful!**  
 Record created

Back to general overview    Enter next record

- ✓ If you wish to add a new course, press "Enter next record".
- ✓ If you have completed your learning agreement, go back to general overview.

Note: You do not need to compile the learning agreement at once, you can come back and add more courses.

- ✓ You will need to repeat the previous steps to compile your entire Learning Agreement.

■ Step 2: Submitting your Learning Agreement

Only if you have completed your entire Learning Agreement, you may submit it to KdG.

	Learning Agreement created	<input checked="" type="checkbox"/>	17.08.2012	<a href="#">Model Test</a>	<a href="#">Create Learning Agreement</a>
	Learning Agreement submitted	<input type="checkbox"/>			<a href="#">Submit Learning Agreement</a>
	Learning Agreement signed and uploaded by KdG	<input type="checkbox"/>			

- ✓ Press "Submit Learning Agreement" on the right.


Original Learning Agreement needed for home institution  No  Yes

I hereby confirm that I have finalized my Learning Agreement

Back to the application workflow    **Create**

- ✓ Tick the box to confirm that you are finished and click on "Create".

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 **Action successful!**

**Confirmation of submitted Learning Agreement (workflow model - Erasmus (SMS) )**

Please confirm that you have finalized your Learning Agreement

Original Learning Agreement needed for home institution  No  Yes

I hereby confirm that I have finalized my Learning Agreement



On the left side of the page, you can see if your action was successful or not.

- ✓ Click "Cancel" to go back to your workflow.

- Step 3 : Wait until KdG has approved and signed the learning agreement

Once KdG received your Learning Agreement, they will check it and then sign it. If they have completed these steps, you will be able to move further in your workflow and be able to print the signed agreement. You will receive an e-mail once this is done.

- Step 4: Print the Learning Agreement and sign it yourself + have it signed by your home institution for approval

Once KdG has approved your agreement, you will receive an e-mail with the signed Learning Agreement attached and you will be able to print the signed learning agreement in your workflow, the next steps for you to follow are:

- ✓ Print the Learning Agreement
- ✓ Sign the Learning Agreement yourself
- ✓ Go to your home institution and let them sign the Learning Agreement for their approval

To print the Learning Agreement:


 Signed and uploaded Learning Agreement (by KdG) printed  12.09.2012 Annemarie De Smedt [Print signed Learning Agreement](#) 

- ✓ Click on "Print signed Learning Agreement"

You will get a link to the agreement:


Upload name: Learning Agreement (signed by KdG) ▾

Owner: model, workflow ▾

File: LearningAgreementKdGIncomingtestupload.pdf 


File size (in MB): 0,07

- International Relations Office


- ✓ To print the document, click on the sign  , next to the file name.
- ✓ To go back to the workflow, click on "Cancel"

#### ■ Step 5: Upload the signed Learning Agreement

Once the Learning Agreement is signed by all parties, you will need to upload it again in Mobility Online.

	Signed and uploaded Learning Agreement (by KdG) printed	<input checked="" type="checkbox"/>	17.08.2012	<a href="#">null null</a>	<a href="#">Print signed Learning Agreement</a>
	Signed Learning Agreement (by all parties) uploaded	<input type="checkbox"/>			<a href="#">Upload signed Learning Agreement</a> 
	Learning Agreement approved by KdG	<input type="checkbox"/>			

- ✓ Click on "Upload signed Learning Agreement" on the right.


Upload name	Learning Agreement (signed by partner) ▾
Owner	Test, Model ▾
File	<input type="text"/> <a href="#">Bladeren...</a>
<input type="button" value="Cancel"/> <input type="button" value="Create"/> 	

- ✓ Click on the button "Bladeren..." to select the document, then click on "Create".

#### ■ Step 6: Wait until KdG approves the uploaded and completely signed Learning Agreement

You have now completed your Learning Agreement. The only thing left to do is wait until KdG approves your Learning Agreement.


You will also be able to see this in your workflow:

	Learning Agreement completed	<input checked="" type="checkbox"/>
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### 1.12 Arrival information

Once you have completed all the previous steps, KdG will send you an e-mail containing information about your arrival (part of this info has already been received in the approval e-mail). This will be a couple of weeks before you come to Belgium.

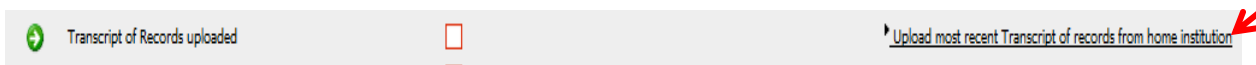
Step visible in your workflow:

	E-mail with arrival information received	<input checked="" type="checkbox"/>
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### 1.13 Transcript of records

In the following step, you will need to upload your Transcript of Records.

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- ✓ Click on "Upload most recent Transcript of records from home institution" on the right of the screen.

Upload name: Transcript of Records

Owner: Test, Model

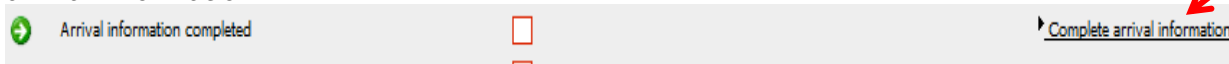
File:  Bladeren...

Cancel Create

- ✓ Click on the button "Bladeren..." to select the document.
- ✓ Click on "Create" to upload .

### 1.14 Complete arrival information

After uploading the transcript of records, you can immediately proceed to completing the arrival information.



- ✓ Click right to go to the form

Arrival date: 15.08.2014

Street (Belgian address): Graspolderlaan 5

ZIP code (Belgian address): 2660

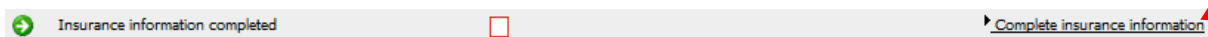
City (Belgian address): Hoboken

Back to the application workflow Edit

- ✓ Complete the information and click on "Create"
- ✓ If all the information is **correct**, click on "Cancel"
- ✓ If you want to change something, click "forward to update"

### 1.15 Insurance information

After completing the previous step, you can directly continue to completing the insurance information.



- ✓ Click right to go to the form



- International Relations Office



**Insurance information (workflow model - Erasmus (SMS))**

Please complete the insurance information

Insurance number

Insurance company name

Insurance period (from)   

Insurance period (till)   

Third party insurance  Yes  No

Health insurance  Yes  No

- ✓ Complete the form and click on "Create"



Action successful!

**Insurance information (workflow model - Erasmus (SMS))**

Please complete the insurance information

Insurance number

Insurance company name

Insurance period (from)

Insurance period (till)


Third party insurance

Health insurance

- ✓ To go back to the workflow, click "Cancel"
- ✓ To change the information, click "Forward to update"

### 1.16 Confirm stay abroad

When you are certain that you will come to KdG, you can confirm your stay abroad.

Definitive status of stay abroad confirmed  [Confirm definitive status of stay abroad](#) 

- ✓ Click right to go to the form to confirm



- International Relations Office

I hereby confirm that I will arrive at KdG at the specified date and will attend the courses specified in my uploaded learning agreement  Yes  No

[Back to the application workflow](#) [Create](#)

- ✓ Choose "Yes" to confirm your stay at KdG
- ✓ Choose "No" to cancel your stay at KdG
- ✓ If you have indicated your choice, click "Create"

### 1.17 Welcome information

Once your exchange is confirmed by the international office, you will receive an e-mail with welcome information.

## 2 STEPS WHEN YOU ARRIVE AT KDG

### 2.1 Changes to your Learning Agreement (Optional)

#### 2.1.1 Enter changes to your Learning Agreement

Before you make any changes, discuss them with your departmental coordinator at KdG. Afterwards you need to enter these changes into Mobility-Online. We recommend entering the changes together with the departmental coordinator. In doing so, the changes can be confirmed immediately and you will receive them signed by KdG (as an upload in Mobility Online).

In your workflow you will be asked if changes to the Learning Agreement are necessary or not.

Decision regarding Learning Agreement Changes taken	<input checked="" type="checkbox"/>	07.10.2014	Katrien Peeters	Take decision regarding Learning Agreement Changes
---	-------------------------------------	------------	-----------------	--

If you choose yes, you will be able to change your courses.

Learning Agreement changes	<input checked="" type="checkbox"/>	12.10.2014	Bing Han	Enter changes to Learning Agreement
----------------------------	-------------------------------------	------------	----------	-------------------------------------

You will get an overview of the courses in your Learning Agreement.

Example:

Course unit title at the host institution	Course no./host	ECTS Credits Added	Deleted	
Banking game	FIN003.121351	3,00	No	No
Advertising campaigns	MAR006.121351	3,00	No	No
Consumer behaviour	MAR011.121351	3,00	No	No
<a href="#">Enter further courses...</a>				
3 Course(s)		Sum of ECTS credits:	9,00	

[Back to the application workflow](#)

- ✓ If you would like to delete a course, you can click on the button, in front of the name of the course.
- ✓ If you want to add a course, click on "Enter further courses..."

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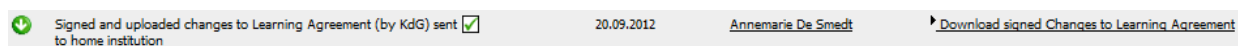
The procedure for entering further courses is the same as when you compiled your Learning Agreement the first time, for a detailed description of actions, go to point [1.11.1 Creating a Learning Agreement step by step](#).

Once you have finished your new Learning Agreement, click on "Back to the application workflow".

After this step, KdG is going to check your Learning Agreement and submit it for you. (you don't have to do this yourself)

Once KdG has approved your changes to the Learning agreement, they will upload a signed version so you are able to print it and sign it yourself. You will receive a notification e-mail about this.

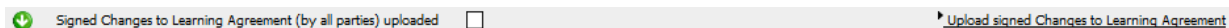
Once your Learning Agreement is ready for you, you will receive an e-mail with the changed Learning Agreement in attachment and you will be able to download this in your workflow:



You can now print your Learning Agreement and send it to your home institution for signing. Once it is signed, you must upload it again.

### 2.1.2 Upload signed changes to the Learning Agreement

To upload the signed changes to the Learning Agreement, go to the next step in your workflow.



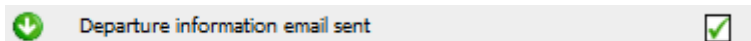
✓ Click on "Upload signed Changes to Learning Agreement".

To upload a document, proceed as before.

All steps are completed until the end of your exchange period.

## 3 STEPS CONCERNING DEPARTURE

A couple of weeks before your departure, you will receive a departure e-mail from KdG.



After you received this e-mail, you will need to complete a couple of steps in your workflow.

### 3.1 Departure date

- You need to add a departure date

- International Relations Office

Please complete the departure information

Add departure date

[Back to the application workflow](#) [Edit](#)

### 3.2 Confirmation of stay and Transcript of Records

After this step, KdG will make your Confirmation of stay available so you can print it and give it to your home institution.

Confirmation of stay released by KdG	<input checked="" type="checkbox"/>	23.01.2015	Katrien Peeters
Confirmation of stay available	<input checked="" type="checkbox"/>	10.02.2015	<a href="#">See confirmation of stay</a>

Once you have completed your semester and your grades are available, you are going to be able to download your transcript of records.

Transcript of records available	<input checked="" type="checkbox"/>	12.02.2015	<a href="#">Download transcript of records</a>
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### 3.3 Evaluation questionnaire

- The final step is completing the evaluation questionnaire

Evaluation questionnaire completed	<input type="checkbox"/>	<a href="#">Complete questionnaire</a>
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Please complete the questionnaire and confirm at the bottom:

Evaluation Questionnaire  Yes  No

[Back to the application workflow](#) [Create](#)

Once your records are complete, your exchange is closed.