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 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 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:

This manual will help you to work with Mobility Online and to manage your mobility file. Also, take your time to read carefully 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 2018

2. Deadlines for 2ND SEMESTER

Applications: 1 NOVEMBER 2018

**ATTENTION!!**

May 15 is the only application deadlines for the following faculties:

1) **Applied Economics**

   In case of practical trainings in hospitals and research:

2) **Pharmacy/Biomedical/VET Sciences** and
3) **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 a mail 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.
Then, choose a login and password (the password must contain at least 6 characters, including one upper case and one number).

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:
www.service4mobility.com/europe/LoginServlet

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 (Step 1)**

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.

![Application Details](image)

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!**

![Application Workflow](image)

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 indicate the validity of the address.

**ATTENTION!** This 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”.

![UAntwerp Logo](image)
C. Upload a clear passport-type photograph of yourself - the picture will be used for your student card.

Please upload a correct picture: example

Make sure you look straight ahead, and that your face is clearly and fully visible without shady or overexposed places. Do not upload a copy of your passport.
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.uantwerp.be/en/education/from-choosing-a-programme-to-graduat/information-for/international-students/exchange-students/arrival/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 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.

E. Language Certificate, proof of English Knowledge

For more information on our Language Requirements, consult the website of the International Relations Office at www.uantwerp.be/en/education/choosing-a-course-to-graduation/information-for/international-students/exchange-students/admission/language-requirement/.

All exchange students coming to the University of Antwerp (see below for the exceptions) need to prove that their English language skills are already sufficient to communicate and study in Antwerp. Therefore an official language test is mandatory in your application.

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

1. Students only attending courses in Dutch at the University of Antwerp 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:
   o their mother tongue is Dutch.
   o they are (or were) a student in Dutch studies.
   o they have studied before in Flanders or in the Netherlands.
   o they 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:
   o their mother tongue is English.
   o 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.

   If it appears, upon arrival, that your English language level does not correspond to this official declaration, your further stay in Antwerp can be reconsidered.

F. 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

Additional documents (only mandatory for specific students)

5. Portfolio Only mandatory for students of the faculty of design sciences and the European Project Semester
6. CV Only mandatory for students of the European Project Semester
7. Motivation letter Only mandatory for students of the European Project Semester

➤ Read carefully 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 in the course of your study programme. Please upload the Bachelor’s Transcript of Record, and if applicable your Master’s Transcript of Records. Please make sure that this 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:
   o TOEFL IBT Certificate (minimum score: 79-80)
   o Cambridge First Certificate B2
   o IELTS Certificate (minimum score: 6.5)
   o Online linguistic Support language test (minimum level: B2) www.erasmusplusols.eu (only for Erasmus students)

   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 you’re 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 can be found on the website of the International Relations Office at www.uantwerp.be/en/education/choosing-a-course-to-graduation/information-for/international-students/exchange-students/study-information/courses-learning-agreement/
Information about the offered courses can also be found here. 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.

The Learning Agreement needs to be signed by yourself and by the responsible person at your Home Institution.

European students under the Erasmus programme: Please contact your home university for a template of the Learning Agreement
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 taken into account for your application at the University of Antwerp. Only Students applying at the faculty of Design Sciences need to upload a portfolio.

6. and 7: CV and Motivation: EPS students have to upload a recent CV and a motivation letter in English on why they want to take part in the EPS project.

3. Submit all documents (Step 3)

A. Upload your portfolio
   - This step will only be shown to students of the Faculty of Design Sciences
   In this step you can upload your portfolio. This portfolio will be taken into account 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 your CV
   - This step will only be shown to students of the European Project Semester
   Please upload you CV here

C. Upload your motivation letter
   - This step will only be shown to students of the European Project Semester
   Please upload a motivation letter explaining your interest in attending the European Project semester.
D. Upload all other documents (this step is mandatory for all students)

As a last step in the application process you have to upload three documents. Mark the button ‘yes’, when you have completed the upload of all documents. -> Your application is neither finalized nor successful as long as this isn’t done before the deadline. Applications submitted after the deadline will not be processed.

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 name and family correct? Is your address complete? ...
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:

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.

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 have to adjust your Learning Agreement in the ‘Learning Agreement’ completed step of your workflow, print it again, 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
After acceptance, your Learning Agreement will be signed by the University of Antwerp and uploaded again in Mobility-Online. Once it is uploaded by the backoffice, you will receive an email with your fully signed learning agreement attached. You can also download a copy from your workflow:

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 organises 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:

[Register 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.

7. At the start of your stay in Antwerp

7.a Registration at the University of Antwerp
We strongly advice students to arrive a few days before the semester starts in order to handle certain formalities and to attend the Orientation Days.

Orientation days:

1st semester: Thursday 20th and Friday 21st September 2018
2nd semester: Thursday 7th and Friday 8th February 2019

During the Orientation Days we will distribute all necessary documents for your registration as well as your student card and your student login. For those who cannot attend (for exceptional reasons only), 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. 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.

Once the final version of the Changes to the Learning Agreement is signed by all three parties, you have to 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.

8.a Before you leave Belgium, don't forget to deregister from your Residence Permit
If you registered for a residence permit at the beginning of your stay, you have to 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. After you have filled out the questionnaire we can close your workflow file.

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 at the faculty/department/institute at the University of Antwerp.
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 the Fact Sheet. www.uantwerp.be/en/education/choosing-a-course-to-graduation/information-for/international-students/exchange-students/study-information/courses-learning-agreement/

• For all questions about the formalities of (your personal file in) Mobility-Online, the Welcome Package 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@uantwerpen.be.

• For all have questions about visa, the ‘Residence Permit’, please contact residencepermit@uantwerpen.be.

• In case you face technical difficulties with Mobility-Online, please contact incomingstudents@uantwerpen.be.