



Welcome to apply for the
Erasmus Student Mobility
Lifelong Learning Programme (LLP)
2011-2012

Instructions for application

Erasmus Incoming students



Steps:

1. Search for your study field
2. Fill in the online application form
3. Create your applicant account (register)
4. Complete your personal data
5. Fill in the Learning Agreement
6. Upload the required documents

1. Search for an exchange possibility

To search for an LLP exchange possibility please click the link below or copy it to your browser

https://www.service4mobility.com/europe/MobilitySearchServlet?kz_bew_art=IN&aust_prog_id=669&kz_bew_pers=S&identifier=brussel01&studj_id=139&readNew=1&readCol=kon_id&kon_id=7039

You will then be able to search for your study field using the available filters (faculty within the VUB, study field, country). Click on **Show exchange details** to see the study fields matching your search criteria. Exchanges marked with a green LED light  are open for applications, while those marked with a red LED light  are not accepting applications at this time.

Preselection exchange possibilities

Continent	Europe	▼	
Country	<-- No choice -->	▼	
Home institution	<-- No choice -->	▼	
Host institution	VRIJE UNIVERSITEIT BRUSSEL		
Faculty	<-- No choice -->	▼	
Type of application	<input checked="" type="radio"/> Incoming <input type="radio"/> Outgoing		
Type of person	<input checked="" type="radio"/> Student <input type="radio"/> Teacher		
Exchange program	Erasmus LLP - Student Mobility		▼
Study field	<-- No choice -->	▼	
Academic year	2010/2011	▼	

Based on the selected restrictions **394** Exchange possibilities are available.

Cancel

Show exchange details

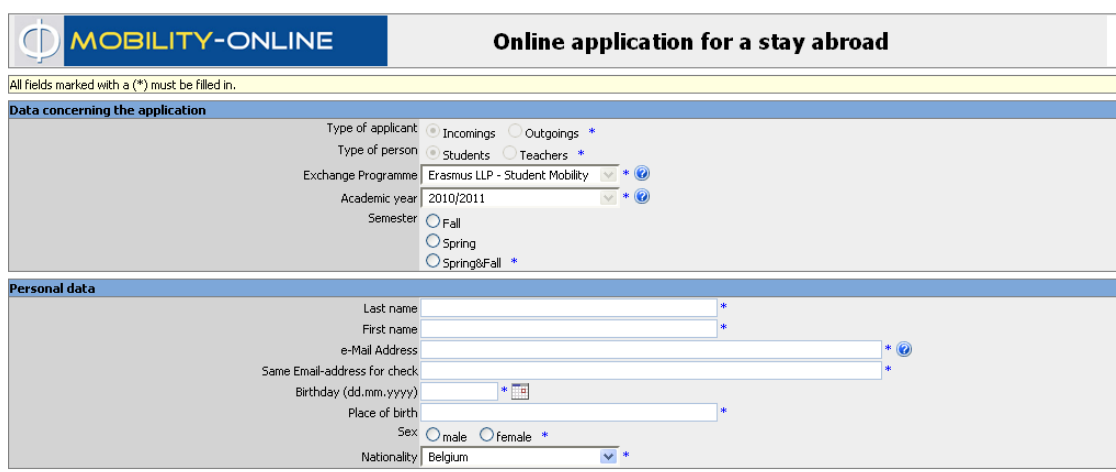
2. Fill in the online application form

To apply for an exchange please click on the green LED  next to your choice (see example below).

Partner institution	Partner no.	Home country	Home institution
 Faculty of Engineering Sciences (IR)	IR	Romania	Universitatea 'Babes-Bolyai' din Cluj-Napoca
 Faculty of Science and Bio-engineering Sciences (WE)	WE	Romania	Universitatea 'Babes-Bolyai' din Cluj-Napoca
 Faculty of Science and Bio-engineering Sciences (WE)	WE	Romania	Universitatea 'Babes-Bolyai' din Cluj-Napoca
3 exchange possibilities found!			

This will open up an online application form (see example below). Please fill in all the mandatory fields and then click on **Send Application**. All fields marked with a star (*) are mandatory.

Remember to check that you filled in the correct email address.



You will then receive an email with the subject line “Confirmation of Application”. At the end of this email you will find a link that you need to follow to continue your application. **Please click the link to first register your application on the VUB online mobility database.**

Dear Ms. Test,

Thank you for completing the first part of your online- application.

In order to further process your application please register in MOBIILITY-ONLINE via the attached link **at the end of this mail.**

Keep in mind that the deadline for the paper application for the Winter Semester is 15 May 2010. You will get more information about the content of the paper application in the following e-mail.

Please inform the Erasmus Coordinator at your home university that he/she must send us a formal nomination of your Erasmus exchange via erasmus.incoming@vub.ac.be otherwise you cannot be accepted.

Best regards,
The Erasmus Team

International Relations & Mobility Office
Vrije Universiteit Brussel - B BRUSSEL01
postal address
Pleinlaan 2 - 1050 Brussels, Belgium
visiting address
Vrijwilligerslaan 40 - 1040 Brussels, Belgium

E erasmus.incoming@vub.ac.be
<http://www.vub.ac.be/english/infofor/prospectivestudents/erasmus.html>

T: +32 2 880 12 80
F: +32 2 880 12 81

[To register on Mobility-Online, please click on this link](#)

3. Create your applicant account (register)

When clicking the link in the “Confirmation of Application” email you will be first asked to confirm your date of birth.

MOBILITY-ONLINE Online registration for Mobility-Online (Erasmus LLP - Student Mobility) Vrije Universiteit Brussel

Step 1 of 2 - Input Registration number done

Registration number: 1106849020
Date of birth: 10.11.1985

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 **[Next step]**

Step 2 of 2 - Input User Name and Password not yet executed

Now you have to choose your user name and your password. If the username already exists please try another one. Due to password security you have to enter the password twice.
Please confirm your entries and press the button **[Next step]**

Login: _____
Password: _____
Repeat password: _____

Cancel Continue

You can then choose a login name and password for your applicant account. Type these in the dedicated fields and then click on [Continue](#). **Save or remember your username and password since you will need these for future login during the application period.**

Upon successful registration you will see the following view while you will also receive an automatic email with the subject line “Confirmation of Registration”. If you would like to continue your registration now you can click on [Direct entry to Online portal](#) to start filling in your online application file.

If you wish to finalize your online application later on (preferably not later than **30 April 2010**) you can use the link in the “Confirmation of Registration” email to access your account. This email contains important information regarding the next steps of the application so please take your time to read it carefully.

MOBILITY-ONLINE Online registration for Mobility-Online (Erasmus LLP - Student Mobility) Vrije Universiteit Brussel

Step 1 of 2 - Input Registration number done

Registration number: 1106849020
Date of birth: 10.11.1985

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 **[Next step]**

Step 2 of 2 - Input User Name and Password done

Now you have to choose your user name and your password. If the username already exists please try another one. Due to password security you have to enter the password twice.
Please confirm your entries and press the button **[Next step]**

Login: teststudent
Password: ●●●●●●
Repeat password: ●●●●●●

Registration successful

Registration successful

Your registration was successful.
By pressing the button **[Direct entry to the web portal]** you will be forwarded to Mobility-Online. There you have the possibility to edit your application data again, to administer your personal data, download and print documents.
Additionally you will receive an E-Mail with the confirmation of your registration. This E-Mail contains the link to Mobility-Online for future login.

Close Window Direct entry to Online portal

4. Complete your personal data

The first time you access your online mobility account (the one that you have created in step 2 as described above) you will see an overview of the steps that you need to follow to complete your application (see picture below).

Personal details		Erasmus LLP - Student Mobility - Incoming			
Last name	Test	Study field	Electronic Engineering, Telecommunications		
First name	Student	Host country	Belgium		
Date of birth	10.11.1985	Host institution	VRIJJE UNIVERSITEIT BRUSSEL		
Home country	Romania	Stay from	01.09.2010		
Home institution	The	Stay until	01.07.2010		

Necessary steps	Done	Done on	Done by	Direct access via following link
Online-Application	<input checked="" type="checkbox"/>	Mar 11, 2010	Student Test	Display/Edit Application Data
Confirmation e-mail online application	<input checked="" type="checkbox"/>	Mar 11, 2010	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	Mar 11, 2010	Student Test	
Personal data completed	<input type="checkbox"/>			Complete personal data
Learning Agreement completed	<input type="checkbox"/>			
Passport photo uploaded	<input type="checkbox"/>			
Valid ID-card or passport uploaded	<input type="checkbox"/>			
Health insurance uploaded	<input type="checkbox"/>			
Letter of Motivation uploaded	<input type="checkbox"/>			
Transcript of Records before mobility uploaded	<input type="checkbox"/>			
Other relevant documents uploaded	<input type="checkbox"/>			
Application formally checked and allocated by the coordinator	<input type="checkbox"/>			
Application Form printed	<input type="checkbox"/>			
Learning Agreement printed	<input type="checkbox"/>			
Agreed documents signed and complete	<input type="checkbox"/>			

Click on [Complete personal data](#) to fill in some personal data regarding your contact details. Please fill in all mandatory fields and click on [Create](#) to proceed with your application.

Edit personal data		Insert
Personal details		
Last name	Test	
First name	Student	
Title		
Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female	
Date of birth	10.11.1985	
E-Mail address		
Nationality	Romania	
Communication language	English	

Next you will see the following view.

Action successful!
Action successful! Your personal data has been stored successfully. Now you have to upload the required documents and complete the rest of the application workflow.
Back to the application workflow

Click on [Back to the application workflow](#) to return to the workflow and complete the remaining steps of your application.

All the necessary steps you need to do in the first stage of the online application are above the first horizontal line (see picture below). You are required to follow each step in the given order.

5. Fill in the Learning Agreement

Next you will be asked to complete the learning agreement. To do so please click on the link

▶ [Complete Learning Agreement](#) in the application workflow.


Please start preparing your Learning Agreement as soon as possible since it may take some time to compose an accurate Learning Agreement.

Personal details		Erasmus LLP - Student Mobility - Incoming		
Last name	Test	Study field	Electronic Engineering, Telecommunications	
First name	Student	Host country	Belgium	
Date of birth	10.11.1985	Host institution	VRIJE UNIVERSITEIT BRUSSEL	
Home country	Romania	Stay from	01.09.2010	
Home institution	The	Stay until	01.07.2010	

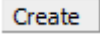
Necessary steps	Done	Done on	Done by	Direct access via following link
Online-Application	<input checked="" type="checkbox"/>	Mar 11, 2010	Student Test	▶ Display/Edit Application Data
Confirmation e-mail online application	<input checked="" type="checkbox"/>	Mar 11, 2010	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	Mar 11, 2010	Student Test	
Personal data completed	<input checked="" type="checkbox"/>	Mar 11, 2010	Student Test	▶ Complete personal data
Learning Agreement completed	<input type="checkbox"/>			▶ Complete Learning Agreement
Passport photo uploaded	<input type="checkbox"/>			
Valid ID-card or passport uploaded	<input type="checkbox"/>			
Health insurance uploaded	<input type="checkbox"/>			
Letter of Motivation uploaded	<input type="checkbox"/>			
Transcript of Records before mobility uploaded	<input type="checkbox"/>			
Other relevant documents uploaded	<input type="checkbox"/>			
Application formally checked and allocated by the coordinator	<input type="checkbox"/>			
Application Form printed	<input type="checkbox"/>			
Learning Agreement printed	<input type="checkbox"/>			
Agreed documents signed and complete	<input type="checkbox"/>			

You will then see this view:

Edit Learning Agreement				
Last name	Test	First name	Student	
Home institution	Universitatea 'Babes-Bolyai' din Cluj-Napoca	Country of the home institution	Romania	
Host institution	VRIJE UNIVERSITEIT BRUSSEL	Country of host institution	Belgium	
Course unit title at the host institution	Course no./host	Course unit title at the home institution	Course no./home	ECTS Credits
<input type="checkbox"/> No courses found! Please select left icon to enter a new course.				Sum of ECTS credits: 0,00
<input type="button" value="Cancel"/>				

Click in the  icon to add a course. For each course you will have to fill in at least the mandatory fields (marked in white colour).



You also need to add the equivalent courses you should normally have followed at your home university. These courses are an indication of the courses you need to follow at the Vrije Universiteit Brussel. With this information the Academic Erasmus Coordinator at the Vrije Universiteit Brussel will be able to give you advice about the available courses.

When you are done click on . An example is shown below.

You can now add more courses by clicking on .

When you have finished adding all courses you can return to the workflow by clicking on the

 button on the top right side of the screen.

Course unit title at the host institution	Course no./host	Course unit title at the home institution	Course no./home	ECTS Credits
 System engineering	111		0	6,00
 Enter further courses...				
1 Course(s)				Sum of ECTS credits: 6,00

6. Upload required and relevant documents

Now please upload a passport picture. **Please note that the maximum size of the picture is 500x500 pixels, and 1Mb disk space!**

Personal details		Erasmus LLP - Student Mobility - Incoming		
Last name	Test	Study field	Electronic Engineering, Telecommunications	
First name	Student	Host country	Belgium	
Date of birth	10.11.1985	Host institution	VRIJJE UNIVERSITEIT BRUSSEL	
Home country	Romania	Stay from	01.09.2010	
Home institution	The	Stay until	01.07.2010	

Necessary steps	Done	Done on	Done by	Direct access via following link
Online-Application	<input checked="" type="checkbox"/>	Mar 11, 2010	Student Test	Display/Edit Application Data
Confirmation e-mail online application	<input checked="" type="checkbox"/>	Mar 11, 2010	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	Mar 11, 2010	Student Test	
Personal data completed	<input checked="" type="checkbox"/>	Mar 11, 2010	Student Test	Complete personal data
Learning Agreement completed	<input checked="" type="checkbox"/>	Mar 11, 2010	Student Test	Complete Learning Agreement
Passport photo uploaded	<input type="checkbox"/>			Upload passport photo for the application
Valid ID-card or passport uploaded	<input type="checkbox"/>			
Health insurance uploaded	<input type="checkbox"/>			
Letter of Motivation uploaded	<input type="checkbox"/>			
Transcript of Records before mobility uploaded	<input type="checkbox"/>			
Other relevant documents uploaded	<input type="checkbox"/>			
Application formally checked and allocated by the coordinator	<input type="checkbox"/>			
Application Form printed	<input type="checkbox"/>			
Learning Agreement printed	<input type="checkbox"/>			
Agreed documents signed and complete	<input type="checkbox"/>			

Return to the general overview of the workflow and upload a scanned copy of your ID cards or passport, health insurance, letter of motivation, transcript of records before mobility (preferably in English).

Afterwards you may upload other documents that you may find relevant for your application (e.g. language test scores). This step is optional.

The first main step of your application is now complete. Next, once the deadline for application has closed the International Relations office will inform you **via email** if your **online** application has been accepted by the home institution (VUB). The same email will give you details on what you need to do next to complete your **paper** application (which will require signatures and stamps from your faculty and departmental coordinators).