

APPLICATION GUIDELINES FOR INCOMING ERASMUS STUDENTS

ERASMUS+ MOBILITY for STUDY

2018 – 2019



1. Finding an exchange possibility
2. Apply and complete the online application
3. Create/register your account
4. Complete your personal data
5. Upload the required documents
6. What is next?

1. Finding an exchange possibility

To search for student mobility possibilities please click [here](#).

You can search a field of study through the use of (some of) the available filters (country, study field,...).

- Do not select **Continent**
- Select your **country**
- Select **home institution**
- The **exchange programme** is “Erasmus+ for studies”
- Select your **study field**
- **Academic year** is 2018 – 2019

EXCHANGE POSSIBILITIES
PARTNER INSTITUTIONS

EASY ADMINISTRATION
EFFICIENT ORGANISATION

This portal enables you to search for available exchange possibilities according to selected criteria.

Preselection exchange possibilities

Continent	<-- Select all -->
Country	<-- Select all -->
Home institution	<-- Select all -->
Host institution	ERASMUSHOGESCHOOL BRUSSEL
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	<-- Select all -->
Study field	<-- Select all -->
Academic year	<-- Select all -->
Study level	<input type="radio"/> Bachelor <input type="radio"/> Master <input type="radio"/> PhD

Based on the selected restrictions **301** Exchange possibilities are available.

Now click on the box **show exchange details** to see the fields of study matching your search criteria. Student mobility possibilities marked with a **green button** are open for application, while those with a **red button** are not accepting applications on this moment.

Example:

Partner institution	Partner no.	Home country	Home institution	Inst.no	Study field	Exchange program
 Koninklijk Conservatorium Brussel	KCB	Poland	 Academy of Music in Krakow	KRAKOW09	Music and Musicology	Erasmus+ for studies

Navigation: First Previous (1 Record found!) Next Last

2. Apply and complete the online application open between 15.02.2018 & 31.05.2018

To apply for student mobility please click on the **green button** next to your choice (see example above).

You will be directed to the online application form (see example below). Please fill in all the mandatory fields marked with a red asterisk (*). To continue, click on the button **Send application**.

After sending the application, you will receive an e-mail **confirming** that your application was received correctly. Please click on the link at the end of this e-mail in order to **continue registering** your application on the Erasmus University College Mobility-Online database.

Please check if you have entered your correct email address

Example:

Application for a student exchange

All fields marked with a (*) must be filled in.

Data concerning the application

Type of applicant	<input checked="" type="radio"/> Incomings <input type="radio"/> Outgoings
Type of person	<input checked="" type="radio"/> Students <input type="radio"/> Teachers
Exchange Programme	Erasmus+ for studies
Academic year	2018/2019 *

Personal data

Last name	<input type="text"/> *
First name	<input type="text"/> *
e-Mail Address	<input type="text"/> * 
Same e-mail-address for verification	<input type="text"/> *
Date of birth (dd.mm.yy)	<input type="text"/> *
Sex	<input type="radio"/> Male <input type="radio"/> Female *
Nationality	<-- Please select --> *
Country of birth	<-- Please select --> *
Place of birth	<input type="text"/> *

Data about contact person in case of emergency

Last name	<input type="text"/>
First name	<input type="text"/>
E-Mail Address	<input type="text"/>

I have sufficient knowledge to follow lectures	<input type="radio"/> Yes <input checked="" type="radio"/> No *
I would have sufficient knowledge to follow lectures if I had some extra preparation	<input type="radio"/> Yes <input checked="" type="radio"/> No *

Cancel application


powered by

Send application

Click once at Send Application and wait till your screen is renewed. You'll get a message in your mailbox.

3. Create/register your account

A. Date of Birth

The link in the **Confirmation of application** e-mail will ask to fill in your date of birth.

Step 1 of 2 - Input Registration number not yet executed

Registration number: xxxxxxxxxxxx

Date of birth: - -

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 **[Continue]**

B. Login and Password

Click on the **continue** button. You will be directed to the online registration form.

To **create your applicant account**, choose a login name and password. Enter them in the dedicated fields and click on the **Continue** button.

Please note that for security reasons your password must be six symbols long and contain at least one digit and one upper case letter.

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

Login:

Password:

Repeat password:

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 **[Continue]**

Save or remember your username and password as you will need these for future login during the application process

Upon **successful** registration you will receive an automatically generated e-mail **confirming your registration**. To continue your registration, click on **'Direct entry to Online portal'** to start completing your online application form.

If you wish to finalize your online application at a later stage¹, you can access your account via the link in the **Confirmation of registration** e-mail via your login and password. This e-mail also contains important information regarding the next steps to the application, so please take your time to read it carefully.

¹ No later than 31.05.2018

4. Complete your personal data

When consulting your online mobility account, an overview of the necessary steps to complete your application will be visible.

Click on **Complete personal data** to fill in personal data regarding your contact details. Please fill in all mandatory fields and click on **Create** to proceed with your application.

Erasmushogeschool Brussel

MOBIILITY-ONLINE

Wednesday, February 2, 2011 aa pp [Reload Workplace] [Reload Application Workflow]

My Application Data My Settings FAQ Feedback News Help Logout

Necessary steps	Done	Done on	Done by	Direct access via following link
Online-Application	<input checked="" type="checkbox"/>	02.02.2011	aa pp	Display/Edit Application Data
Confirmation e-mail online application	<input checked="" type="checkbox"/>	02.02.2011	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	02.02.2011	aa pp	
Personal data completed	<input type="checkbox"/>			Complete personal data
Passport photo for the application uploaded	<input type="checkbox"/>			
Academic records uploaded	<input type="checkbox"/>			

5. Upload the required documents

After your personal data have been registered, click on **Back to the application workflow** to return to the workflow. Go through the remaining steps of your application.

Erasmushogeschool Brussel

MOBIILITY-ONLINE

Thursday, February 23, 2012 [Reload Workplace] [Reload Application Workflow]

My Application Data My Settings FAQ Feedback News Help Logout

My Application Data

- Show application work-flow
- Edit application
- Download documents
- Selection of the used application
- Delete applications

Action successful!
Action successful! Your personal data has been stored successfully. Now you have to upload a passport photograph and your academic records. Afterwards print out your application form and send it with your attached documents to us.

[Back to the application workflow](#)

In order to complete the application, it is recommended to complete each step in the given order.

A. Passport

Please upload:

- A passport photo (maximum size of the picture is 300x300 pixels and 1Mb disk space);
- Your academic records (preferably in English)
- Music students also need to upload a c.v., motivation letter & recommendation letter.

Erasmushogeschool Brussel MOBILITY-ONLINE

Thursday, February 23, 2012 [Reload Workplace] [Reload Application Workflow]

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Show application work-flow

Erasmus student exchange - Incoming

Personal details

Last name	<input type="text"/>	Study field	<input type="text"/>
First name	<input type="text"/>	Host country	<input type="text" value="Belgium"/>
Date of birth	<input type="text"/>	Host institution	<input type="text" value="ERASMUSHOGESCHOOL BRUSSEL"/>
Home country	<input type="text"/>	Stay from	<input type="text"/>
Home institution	<input type="text"/>	Stay until	<input type="text"/>

Necessary steps	Done	Done on	Done by	Direct access via following link
Online-Application	<input checked="" type="checkbox"/>	23.02.2012	<input type="text"/>	Display/Edit Application Data
Confirmation e-mail online application	<input checked="" type="checkbox"/>	23.02.2012	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	23.02.2012	<input type="text"/>	Complete personal data
Personal data completed	<input checked="" type="checkbox"/>	23.02.2012	<input type="text"/>	Upload passport photo for the application
Passport photo for the application uploaded	<input checked="" type="checkbox"/>	23.02.2012	<input type="text"/>	Upload academic records
Academic records uploaded	<input type="checkbox"/>			
Application Form printed	<input type="checkbox"/>			
Learning Agreement completed	<input type="checkbox"/>			

B. Complete

Once your passport photo and academic records are uploaded finish the workflow. You will be able to complete the Learning Agreement for studies by clicking on **'Complete Learning Agreement'**.

Erasmushogeschool Brussel MOBILITY-ONLINE

Wednesday, February 2, 2011 [Reload Workplace] [Reload Application Workflow]

aa pp FAQ Feedback News Help Logout

My Application Data

- Show application work-flow
- Edit application
- Download documents
- Selection of the used application
- Delete applications

Necessary steps	Done	Done on	Done by	Direct access via following link
Online-Application	<input checked="" type="checkbox"/>	02.02.2011	aa pp	Display/Edit Application Data
Confirmation e-mail online application	<input checked="" type="checkbox"/>	02.02.2011	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	02.02.2011	aa pp	Complete personal data
Personal data completed	<input checked="" type="checkbox"/>	02.02.2011	aa pp	Upload passport photo for the application
Passport photo for the application uploaded	<input checked="" type="checkbox"/>	02.02.2011	aa pp	Upload academic records
Academic records uploaded	<input checked="" type="checkbox"/>	02.02.2011	aa pp	Complete Learning Agreement
Learning Agreement completed	<input type="checkbox"/>			
Learning Agreement signed by Faculty	<input type="checkbox"/>			
Learning Agreement signed by IO (International Office)	<input type="checkbox"/>			

Start preparing your Learning Agreement as soon as possible since it may take some time to finalize.

C. Website

As a next step, please consult the [website](#) carefully. You will find information on the following elements:

- (1) An overview of mobility programs and course offerings;
 - a. Any additional prerequisites that may be in place are mentioned
- (2) The academic calendar of each study program;
- (3) Contact details of the academic and administrative coordinators.
- (4) Practical info
- (5) Student support services (welcome activities, accommodation ...)

Note that there are two coordinators for each program. The academic coordinator will counsel you in matters such as choosing the right course for you, while the administrative coordinator will process your application. Johan De Sterke (johan.de.sterke@ehb.be) is the administrative coordinator for all study programs.

Click on the icon next to **No courses found! Please select the left icon to enter a new course.**

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MOBILITY-ONLINE

Thursday, February 23, 2012 [Reload Workplace] [Reload Application Workflow]

My Application Data

My Application Data

- Show application work-flow
- Edit application
- Download documents
- Selection of the used application
- Delete applications

Edit learning agreement

Last name: First name:

Home institution: ERASMUSHOGESCHOOL BRUSSEL Country of the home institution:

Country of host institution: Belgium

Course unit title at the host institution	Course no./host	ECTS Credits
No courses found! Please select left icon to enter a new course.		
		Sum of ECTS credits: 0,00

Back to the application workflow

For **each course** you will have to fill in the mandatory fields, marked in white. You also need to add the equivalent courses from your home university that will be replaced by the courses you choose at Erasmus University College. This is an important indication for the academic Erasmus coordinator at EhB in order to give advice on available courses. The field 'course unit code at the host institution' does not need to be filled out.

When you are done, click on **Create**. You can add more courses by clicking on **Enter next record**.

Example:

Erasmushogeschool Brussel

MOBILITY-ONLINE

Thursday, February 23, 2012 [Reload Workplace] [Reload Application Workflow]

My Application Data

My Application Data

- Show application work-flow
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- Delete applications

Edit learning agreement

Host institution: ERASMUSHOGESCHOOL BRUSSEL

Study area: Applied Linguistics

Study field: Translation, Interpretation - 09.4

Course unit code at the host institution:

Course unit title at the host institution:

Number of ECTS Credits at the host institution: There are still 255 Characters available

Course unit code at the home institution:

Course unit title at the home institution:

Number of ECTS Credits at the home institution: There are still 255 Characters available

Cancel Create

When you have finished adding all courses, you can return to the workflow by clicking on the **Reload Application Workflow** button on the top right side of the screen.

6. What's next?

- A. **Print** out the learning agreement for studies;
- B. Have it **signed** by the international coordinator of your home institution;
- C. Sign the document yourself;
- D. **Upload** the agreement on the Mobility Online platform.

Afterwards, your application will be:

- E. **Reviewed** by the mobility coordinator of the faculty you have applied for;
- F. **Checked** by the international office of the EhB;
- G. An upload **of the duly signed learning agreement** for studies will be available in Mobility Online.

Once your application has been accepted by the EhB, you will receive an e-mail **confirming** your enrollment as an incoming student under the Erasmus+ mobility program.

You will be automatically informed on housing possibilities and the registration procedure. On our [website](#) you can find more practical information such as:

- Traveling to Brussels
- To-do's in and around Brussels
- The orientation day for international students
- ...

Only after the start of the academic term will you be able to **make changes** to your learning agreement. This will only be possible during the **first month** of your stay. From that moment on, the agreement in place cannot be modified anymore.

We look forward to welcoming you in Brussels!