Zurich University
of Applied Sciences

**zh
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# Mobility-Online – Applying for an exchange at the ZHAW

Student Mobility for Studies – Exchange Programmes Swiss-European Mobility-Programme (SEMP), Bilateral, Fee-Paying

## Inhalt

# 1. Introduction

The ZHAW Zurich University of Applied Sciences uses „Mobility-Online" as a tool to manage its student exchange programmes. All steps related to your application as well as the administration of your semester abroad will be organised via this application. The "Workflow" will guide you through the entire process and will provide information on the status of your application as well as other administrative matters at any point in time.

# 2. Application procedure

Begin your application process by searching for the exchange possibilities in the portal.
Link to the portal: https://mobility-online.zhaw.ch/portal/incoming/en

## 2.1. Portal

Select your home university, the School (ZHAW department) "School of Engineering", the desired exchange programme and the academic year. Then click on "show exchange details" to see the search result.



The detailed display of exchange possibilities:



Clicking on the paper icon next to the university name calls up detailed information regarding contract and university. Clicking on the green button calls up the online application function. If the button is red, this means that application is currently not possible. In this case, please contact: international.engineering@zhaw.ch

## 2.2. Application form

Enter the required information and submit the form. As your email address it is preferable to give your student email address from the home university (universities are normally less restrictive in sorting potential spam than private providers).

After submitting the form you will receive an email with details on how to set up a user account. After setting it up, you will receive a further email with details on how to log in to Mobility-Online **to complete your application**. You may only submit the application when you have completed all the necessary steps! Please note that you must submit it **by the given deadline**.

## 2.3. Login Mobility-Online

**Always log in to Mobility-Online by entering your details in the upper half of the login page** (even after you begin your stay at the ZHAW):



ZHAW Zürcher Hochschule für Angewandte Wissenschaften | 8401 Winterthur, Gertrudstrasse 15, Schweiz
Tel +41 (0) 58 934 71 71 | info@zhaw.ch | https://www.zhaw.ch/en



**Login ZHAW-Outgoings & -Staff**

Login to Mobility-Online

**Safari Mac OSX 10.7, ...** bitte einstellen | please set
Systemeinstellungen > Allgemein > Rollbalken anzeigen > Immer
System Preferences > General > Show scroll bars > Always

Logging in will call up your workflow with all pending steps. Complete these steps by clicking on the link to the corresponding step on the right. The compulsory steps must be completed in the designated order:

| Necessary steps | Done | Done on | Done by | Direct access via following link |
|---|---|---|---|---|
| **Appliction - Data** | | | | |
| Online Application | ✓ | 08.02.2017 | Cornelia Knellwolf Test | Show/Change application |
| Confirmation e-mail about online application received | ✓ | 08.02.2017 | Automatically generated | |
| Online registration | ✓ | 08.02.2017 | Cornelia Knellwolf Test | |
| Personal details completed | ✓ | 31.01.2017 | Cornelia Knellwolf Test | Complete personal details |
| Emergency contact data added | ☐ | | | Add emergency contact data |
| **Application - Documents** | | | | |
| Passport photo uploaded | ☐ | | | |
| Copy of Passport / ID uploaded | ☐ | | | |
| Confirmation of language proficiency uploaded (if necessary) | ☐ | | | |
| Transcript of Records uploaded | ☐ | | | |
| Insurance Declaration printed | ☐ | | | |
| Further documents uploaded (if necessary) | ☐ | | | |
| Template Learning Agreement printed (optional) | ☐ | | | |
| Learning Agreement uploaded | ☐ | | | |
| Application submitted | ☐ | | | |

### 2.4. Adding personal data

Complete your personal details and add a contact person in case of emergencies. Click on the „forward to update" button to make changes.
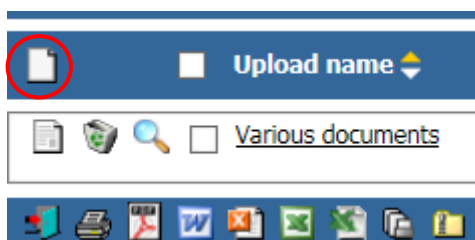
### 2.5. Documents

In your workflow you can download the template of the learning agreement. Please fill in the choice of courses you would like to sign up for and upload the signed learning agreement in the respective step.

A confirmation of your language proficiency (level B2) is required if you want to take courses in a language other than your mother tongue.

You may upload word documents, pdf documents or image files. Make sure that the resolution of pdf documents is good and that scans are high-quality.

If you wish to submit more than one document in one category, you may upload the second (and any following) document by clicking on the paper icon on the top left in the workflow step:



### 2.6. Submitting the application

After entering all your information and uploading the required documents, finish the application by confirming that it is complete and submitting it. You will receive an automatic confirmation by email. It may take some time for the International Relations Office of the ZHAW School to process your application.

## 3. Next steps

Your application will now be perused in form and content. If it is accepted you will receive an email which states that the ZHAW has officially admitted you for your mobility period. Depending on the programme, there will be various further steps; you will receive corresponding instructions per email. You may log in to Mobility-Online at any time to view what information has already been sent, and which step comes next.