Mobility-Online application help for incoming students

After the nomination all incoming part-time students' application is done via Mobility-Online system.

Link for the Mobility-Online application:

https://www.service4mobility.com/europe/BewerbungServlet?identifier=BUDAPES12&kz_bew_art=IN&kz_bew_pers=S&aust_prog=SMS&sprache=en

| Online application | |
|---|---|
| All fields marked with a (*) must be filled in. | |
| Application details | |
| Direction of mobility Type of mobility Exchange programme | Incoming Outgoing * Students Teachers * Erasmus (SMS) * Erasmus (SMP): Erasmus mobility for training Erasmus (SMS): Erasmus mobility for studies International Credit Mobility (SMS): Erasmus mobility for studies from outside Europe |
| Academic year Semester | < Please select> v * |

Please, answer the questionnaire. Take care on small and capital letter. Do not use only capital letters. Capital letters should be used only where officially necessary (e.g. codes, ID number's characters). An example: last name: Smith, first name: John, ID number: 123456AB.

Useful information for frequently asked questions:

- Exchange programs: at our university you could apply only for the followings:
 - Erasmus (SMS): Erasmus mobility for studies OR International Credit Mobility (SMS): Erasmus mobility for studies from outside Europe
- Title: it could be the followings: Dr. (doctor), Jr. (junior), Sr. (senior) or any other title that is written in your ID card
- **Phone number**: please enter your phone number in the following format: 00(area code)123456789
- **Contact person in your home country during your mobility/Relationship**: in what kind of relationship are you with the above mentioned person (e.g. father, mother, sibling, spouse, etc.)

• Number of finished semester(s): in your present study cycle

The system should reload after some questions again. Please, be patient till the reloading goes.



Please, be avare that the application doesn't mean that you finished your whole application process.

You will receive confirmation of registration by e-mail. Click on link in the email a new window will open up. Fill in your Date of birth (DD.MM.YYYY).

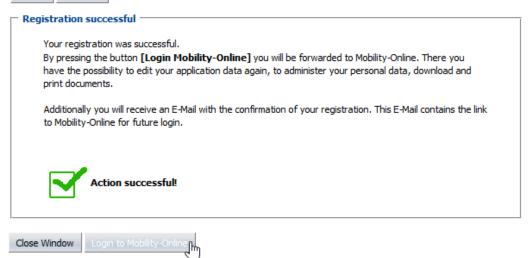
| * | MOBILITY-ONLINE |
|---|---|
| | Online registration for Mobility-Online (Erasmus (SMS)) |
| Step 1 of 2 - Input Registration number | |
| First you have to enter your registration code an the confirmation mail the registration code should | d your date of birth. If this site was executed via the link in be filled out by the system. |
| Please confirm your entries and press the button | [Next step] |
| Registration number 310659010 | * |
| Date of birth (dd.mm.yyyy) | * 24 <u>Todav</u> |
| Cancel Continue | English |

In the right corner you could choose the language of the system for yourself. You could choose among these languages: Catalan, German, English, Spanish, French, Hungarian, Slovak. Please, choose one and click "Continue".

Create a username and a password that has minimum 6 and maximum 12 characters, at least one number, at least one upper case letter and no special characters. For example: passWord1.

| - Chan D of D - Teach User News and Decemend | | | | | |
|--|--|--|--|--|--|
| - Step 2 of 2 - Input User Name and Password | | | | | |
| Now, you can enter your desired login and password (at least 6 characters, at least one upper-case letter, at least one digit, no special characters). | | | | | |
| Should your desired login already exist in the database, please try another one. | | | | | |
| For the purpose of password security, repeat the chosen password to confirm. | | | | | |
| Please proceed by clicking on the button: [Continue]. | | | | | |
| | | | | | |
| | | | | | |
| Login eszter.test | | | | | |
| Password •••••• | | | | | |
| Repeat password | | | | | |
| | | | | | |

Cancel Continue



After login you will see this site:

| Pázmány Péter Cath | olic | University | | | | | | |
|--|--------|--|---------|--------------------------|-------------------------|--------------------------------------|------------------|-----------------------|
| and and a second se | | Application workflow | | | | | | 0 |
| | | Last name/Family name 1 | | | | | Psychology - 020 | |
| | | First name 1 Date of birth (dd.mm.yyyy) 22/08/ | 1988 | | R | Host country eceiving institution | | mány Péter Catholic U |
| | | Country of the home institut United Home institution LOND | Kingdom | miths. College U | | Stay from | | |
| () ⑦ ⊗ | > | Necessary steps | Done | Done on | Done by | Direct acces link | s via following | 9/18 |
| Search | \sim | Before the mobility | | | | | | 9/11 |
| My Application Data | | Online Application | | 05.07.2017 | 11 | Show ap | plication | |
| | | | | | | | | |
| | | Confirmation e-mail of online application | | 05.07.2017 | Automatically ge | enerated | | |
| Change password | | Confirmation e-mail of online application Online Registration | | 05.07.2017 05.07.2017 | Automatically ge 1 1 | enerated | | |

1: You can reload you Application Workflow

2: You an logout.



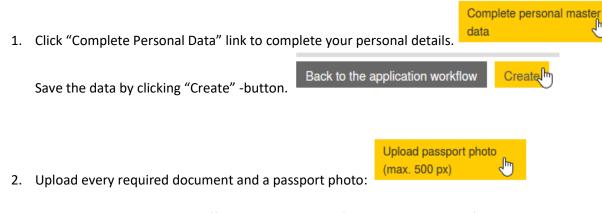
Below "My Application Data" you'll find:

| My Application Data | | | |
|-----------------------|-------------|--|--|
| () () ⊗ | 继 English | | |
| Search | | | |
| Application workflow | | | |
| Edit application | | | |
| Download documents | \$ | | |
| Selection of the used | application | | |

In the middle of the page you'll see all the steps which will be necessary through your mobility period.

| Necessary steps | Done | Done on | Done by | Direct access via following link |
|---|------|------------|-----------------|-------------------------------------|
| Before the mobility | | | | |
| Online Application | | 05.07.2017 | 11 | Show application |
| Confirmation e-mail of online application | | 05.07.2017 | Automatically g | enerated |
| Online Registration | | 05.07.2017 | 11 | |
| Personal master data completed | | | | Complete personal master data |
| Passport photo uploaded | | | | |
| Application form printed | | | | |
| Signed application form uploaded | | | | |
| Application documents complete | | | | |
| Application accepted | | | | Ν |

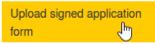
The completed steps are on the left side. You could make the steps ready with the buttons on the right side. Only one step is available at a time. Please, follow the order of required steps.



NOTE: Passport photo is an official portrait photo of you, not the photo of your passport. It could be max. 500 px.

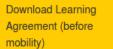


3. Print the application form:



- 4. After you signed it, scan it in pdf format and upload it:
- 5. After uploading the document you should wait for your faculty coordinator's approval.

After approval you will receive the Letter of Acceptance from you faculty coordinator.



Here: you'll be able to download the Learning Agreement (before mobility) part in Word format. You will need to fill it out. You must first look for suitable courses on the Faculty's English page. The Learning Agreement must always be approved by a member of staff (often either academic or administrative – depends on your university's rules) of your home university. Please note that the Learning Agreement is a preliminary plan and must often be made on the basis of the previous year's course information, so changes are possible.

Please, fill out all indicate information. Take the completed document to you home international coordinator to sign it. Upload the signed document to Mobility-Online:



Your coordinator at PPCU will download this document and sign it too. After her signature she will upload the new version of the agreement to the same place to Mobility-Online.

If you have uploaded your documents we'll receive them even though they've not yet been marked as received in Mobility-Online.

During you mobility you'll be able to download the necessary Learning Agreement parts and upload the signed version of them as well. You should follow the steps of the "Before mobility part".

If you have further questions, please, do not hesitate to contact your Faculty Erasmus Coordinator.