


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	<input checked="" type="radio"/> Incoming <input type="radio"/> Outgoing *
Type of mobility	<input checked="" type="radio"/> Students <input type="radio"/> Teachers *
Exchange programme	Erasmus (SMS) * <i>Erasmus (SMP): Erasmus mobility for training</i> <i>Erasmus (SMS): Erasmus mobility for studies</i> <i>International Credit Mobility (SMS): Erasmus mobility for studies from outside Europe</i>
Academic year	<-- Please select --> *
Semester	<-- Please select --> *

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.

Send application

After you're ready with all questions, send your application form with this button:

Action successful!

Thank you for your application! Your data has been saved successfully. You will receive an e-mail in a few minutes, containing all necessary information for further steps.

You will receive this message:

Please, be aware 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 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]**

Registration number 310659010 *

Date of birth (dd.mm.yyyy) *  Today

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.

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	<input type="text" value="eszter.test"/>
Password	<input type="password" value="••••••"/>
Repeat password	<input type="password" value="••••••"/>

Registration successful

Your registration was successful.

By pressing the button **[Login Mobility-Online]** 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.



Action successful!

After login you will see this site:

Pázmány Péter Catholic University

Application workflow

Last name/Family name	1	Field of studies	Psychology - 020
First name	1	Host country	Hungary
Date of birth (dd.mm.yyyy)	22/08/1988	Receiving institution	BUDAPES12 - Pázmány Péter Catholic U...
Country of the home institut...	United Kingdom	Stay from	01/02/2017
Home institution	LONDON012 - Goldsmiths, College Univ...	Stay to	29/06/2017

Necessary steps	Done	Done on	Done by	Direct access via following link	9 / 18
Before the mobility 9 / 11					
Online Application	<input type="checkbox"/>	05.07.2017	1 1	Show application	
Confirmation e-mail of online application	<input type="checkbox"/>	05.07.2017	Automatically generated		
Online Registration	<input type="checkbox"/>	05.07.2017	1 1		
Personal master data completed	<input type="checkbox"/>	05.07.2017	1 1	Complete personal master data	

1: You can reload you Application Workflow

2: You an logout.

1 2 English

Search

My Application Data >

Change password

Below "My Application Data" you'll find:

< My Application Data

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	<input checked="" type="checkbox"/>	05.07.2017	1 1	Show application
Confirmation e-mail of online application	<input checked="" type="checkbox"/>	05.07.2017	Automatically generated	
Online Registration	<input checked="" type="checkbox"/>	05.07.2017	1 1	
Personal master data completed	<input type="checkbox"/>			Complete personal master data
Passport photo uploaded	<input type="checkbox"/>			
Application form printed	<input type="checkbox"/>			
Signed application form uploaded	<input type="checkbox"/>			
Application documents complete	<input type="checkbox"/>			
Application accepted				

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.

1. Click "Complete Personal Data" link to complete your personal details.


Complete personal master data 

Save the data by clicking "Create" -button.

Back to the application workflow

Create 

2. Upload every required document and a passport photo:


Upload passport photo
(max. 500 px) 

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:


Print application form 

Check the data on the printed document and sign it.

Upload signed 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.

Download Learning Agreement (before mobility) 

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:

Upload Learning Agreement (before the mobility) signed by all parties 

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.