



# MOBILITY-ONLINE

## STUDENT MANUAL

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MASTER MIND  
PRIORITY COUNTRY PROGRAMME  
(INCOMING AND OUTGOING STUDENTS)  
THE WASHINGTON CENTER

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# 1 Introduction

## 1.1 Master Mind

The Flemish university or School of Arts to which you have applied organizes preselections for the Master Mind scholarships. If you have been preselected, the Flemish host institution will start the online procedure to apply for a Master Mind scholarship in the Mobility-Online tool.

## 1.2 Priority Country Programme (Incoming)

Your home university or university of applied sciences organizes preselections for the Flemish Priority Country Programme. If you have been preselected, your home institution contacts the Flemish university or university of applied sciences to which you have applied. The Flemish host institution will then start the online procedure to apply for a Priority Country Programme scholarship in the Mobility-Online tool.

## 1.3 Priority Country Programme (Outgoing)

Your home university or university of applied sciences organizes preselections for the Priority Country Programme. If you have been preselected, your home institution will then start the online procedure to apply for a Priority Country Programme scholarship in the Mobility-Online tool.

## 1.4 The Washington Center

Your home university or university of applied sciences organizes preselections for The Washington Center. If you have been preselected, your home institution will then start the online procedure to apply for The Washington Center scholarship in the Mobility-Online tool.

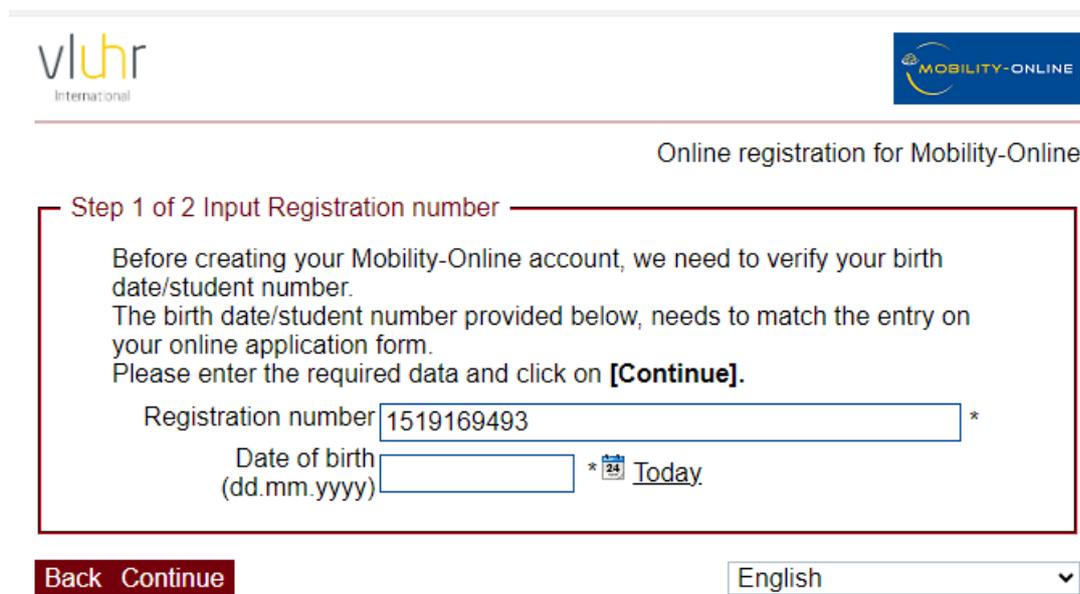
## 2 Registration

After the Flemish institution has started the application procedure in the Mobility-Online tool, you will receive an email asking to register in the online system.

To register, please click on the link in the email.

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

After clicking on the link, following window will appear.



vluhr International

MOBILITY-ONLINE

Online registration for Mobility-Online

Step 1 of 2 Input Registration number

Before creating your Mobility-Online account, we need to verify your birth date/student number.  
The birth date/student number provided below, needs to match the entry on your online application form.  
Please enter the required data and click on **[Continue]**.

Registration number  \*

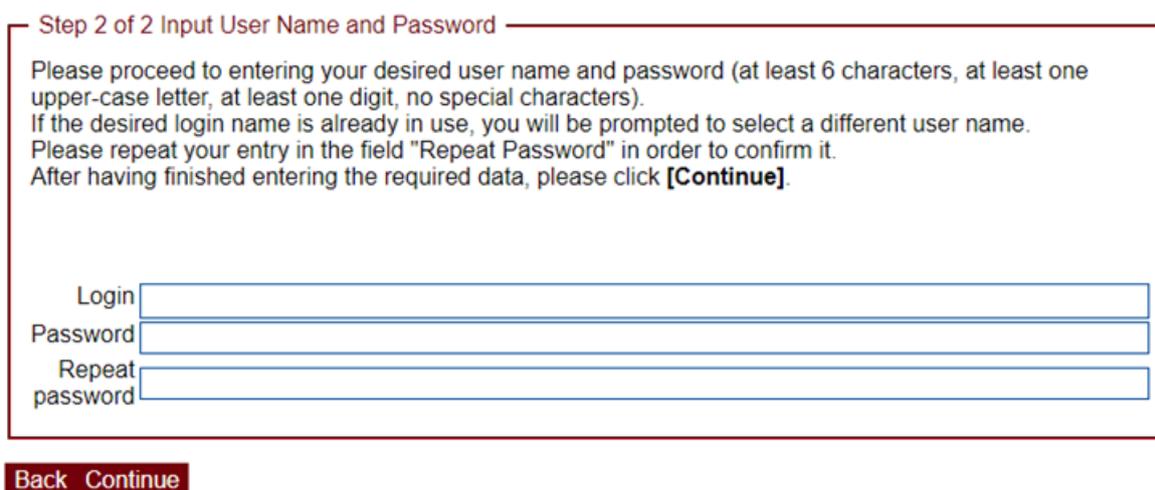
Date of birth  \*  Today

Back Continue

English

To register, you need to enter your date of birth. You can do so by selecting your date of birth in the calendar next to the entry box or by typing it directly in the entry box (format: **dd.mm.yyyy**).

By clicking *Continue*, following window will appear.



Step 2 of 2 Input User Name and Password

Please proceed to entering your desired user name and password (at least 6 characters, at least one upper-case letter, at least one digit, no special characters).  
If the desired login name is already in use, you will be prompted to select a different user name.  
Please repeat your entry in the field "Repeat Password" in order to confirm it.  
After having finished entering the required data, please click **[Continue]**.

Login

Password

Repeat password

Back Continue

This step indicates that you need to create a login and password according to your preferences. Please note that your password consists of at least 6 characters, with at least one uppercase letter and one digit.

### Registration successful

Your registration was successful. Please press the button **[Login Mobility-Online]** and you will be forwarded to Mobility-Online account where you have the possibility to edit your application data, enter your personal data, download and print documents. Additionally you will receive a confirmation email. Please use the login link embedded in your confirmation mail in order to log in in future.



Action successful!

[Close window](#) [Login to Mobility-Online](#)

You are now registered. Click on *Login to Mobility-Online* to open your application. You can also login later by following this link: [www.service4mobility.com/europe/login](http://www.service4mobility.com/europe/login).

## 3 Complete your application

After you have logged in, the Mobility-Online tool opens onto your application procedure. The picture below displays your workflow. This *workflow* shows you all the necessary steps you need to go through to complete your application.

Please note that the workflow can look a little bit different, according to the program you are applying for.

Necessary steps	Done	Done on	Done by	Direct access via following link	2 / 27
<b>Before the mobility - Application and registration</b> 2 / 4					
Confirmation e-mail online application	<input checked="" type="checkbox"/>	22.01.2021	Automatically generated		
Online-Registration	<input checked="" type="checkbox"/>	22.01.2021			
Application completed by student	<input type="checkbox"/>			<a href="#">Click here to complete your application.</a>	
Personal data completed	<input type="checkbox"/>				
<b>Before the mobility - Upload documents</b> 0 / 8					
Passphoto uploaded	<input type="checkbox"/>				
Copy of international passport or national registration card uploaded	<input type="checkbox"/>				
CV uploaded	<input type="checkbox"/>				
Official Transcript of Records uploaded	<input type="checkbox"/>				
Official language test results uploaded	<input type="checkbox"/>				
Letter of motivation uploaded	<input type="checkbox"/>				
Two letters of recommendation uploaded	<input type="checkbox"/>				
Copy of acquired diplomas uploaded	<input type="checkbox"/>				
<b>Before the mobility - Selection process</b> 0 / 2					
<b>Before the Mobility - Departure documents</b> 0 / 3					
<b>Year 1 - Financial part - Part 1/3</b> 0 / 1					
<b>Year 1 - Registration at the university/university college</b> 0 / 1					

You can complete a step by clicking on the *action* [Click here to...](#) in the right column. A step may consist of completing data or uploading a document. You will need to complete the following steps to finish the application procedure:

- Complete your application data: Do not forget to click on: **Click here to update** (mentioned above or below the webpage) before filling in or updating the form. Click on **Update** to save your changes.

[Back](#) [Click here to update](#) [Back](#) [Update](#)

- Complete your personal data: Do not forget to click on: **Click here to update** (mentioned above or below the webpage) before filling in or updating the form. Click on **Update** to save your changes.
- Upload the necessary documents in pdf format
  - All documents are to be written in English.
  - The maximum size allowed for an upload is 5 MB.
  - Please note that the required documents differ according to the program you are applying for. See further in this document which documents are required for the specific programs.
- upload the cooperation agreement (not for Master Mind). This last step has to be completed by the Flemish institution.

A green check mark in your workflow indicates that a step has been completed or updated. The columns **Done on** and **Done by** specify who has completed the step and when it has been completed.

Necessary steps	Done	Done on	Done by	Direct access via following link	8 / 26
<b>Before the mobility - Application and registration</b>					4 / 4
Confirmation e-mail online application	<input checked="" type="checkbox"/>	30.01.2024	Automatically generated		
Online-Registration	<input checked="" type="checkbox"/>	30.01.2024			
Application completed by student	<input checked="" type="checkbox"/>	30.01.2024	Sjantal David	<a href="#">Click here to complete your application.</a>	
Personal data completed	<input checked="" type="checkbox"/>	30.01.2024	Administrator Vlaamse Universiteiten en Hogescholen Raad	<a href="#">Click here to complete personal data.</a>	
<b>Before the mobility - Upload documents</b>					4 / 6
Passphoto uploaded	<input checked="" type="checkbox"/>	30.01.2024	Sjantal David	<a href="#">Click here to upload your passphoto.</a>	
Letter of motivation uploaded	<input checked="" type="checkbox"/>	30.01.2024	Sjantal David	<a href="#">Click here to upload your letter of motivation (including a personal and an academic/professional motivation). You can use your own format. Maximum two A4 pages.</a>	
Official Transcript of Records uploaded	<input checked="" type="checkbox"/>	30.01.2024	Sjantal David	<a href="#">Click here to upload your official Transcript of records of the current and, if applicable, of the previous academic years during your bachelor or master programme. If written in another language than Dutch, French or English, please enclose a certified translation.</a>	
Letter of recommendation uploaded	<input checked="" type="checkbox"/>	30.01.2024	Sjantal David	<a href="#">Click here to upload your letter of recommendation. Make sure that the document is signed by the professor or lecturer from your home institution.</a>	
 Learning/Training Agreement uploaded	<input type="checkbox"/>			<a href="#">Click here to upload your Learning or Training Agreement. Any change in course schedule or internship arrangements should be duly reported to VLUHR for approval.</a>	
Cooperation Agreement uploaded by your home institution	<input type="checkbox"/>				

Once a step is completed, the data you have filled in will automatically be saved. You can change data afterwards by clicking on the action in the right column, i.e. **Direct access via following link**.

You can go to your workflow by clicking **Application workflow** under **My application data** on the left side of your screen.

▶ **My application data**

- Application workflow
- Edit application
- Download documents
- Selection of the used application

▼ My Settings

### 3.1 Master Mind documents

Upload following documents:

- Your profile picture. Please note that the maximum size allowed is 500x500 px.
- A copy of your international passport or national registration card.
- A Curriculum Vitae
  - This includes your American GPA out of 4.0 and if applicable your publications, academic awards, previous scholarships, etc.
  - <https://www.scholaro.com/gpa-calculator/>
- Your Official Transcript of records of the current academic year (first semester).
  - If applicable, please add your Transcript of records of the previous years in your current/latest bachelor and/or master program.
  - If written in another language than Dutch, French or English, a certified translation must be enclosed.
- An English language test result or Letter of exemption provided by the Host university.
- Your Letter of motivation.
  - Your Letter of motivation is maximum 2 A4 pages long and describes a personal and academic/professional motivation.
- Two Letter of recommendations.
  - These Letter of recommendation are written and signed by two of your lecturers, professors or recent employer(s).
- Your copy of acquired diploma(s).
  - If written in another language than Dutch, French or English, a certified translation must be enclosed.

### 3.2 Priority Country Programme (Incoming) documents

Upload following documents:

- Your profile picture: Please note that the maximum size allowed is 500x500 px.
- Your Official Transcript of records of the current academic year (first semester).
  - If applicable, please add your Transcript of records of the previous years in your current/latest bachelor and/or master programme.
  - If written in another language than Dutch, French or English, a certified translation must be enclosed.
- Your Letter of motivation.
  - Your Letter of motivation is maximum 2 A4 pages long and describes a personal and academic/professional motivation.
- Your Letter of recommendation.
  - This Letter of recommendation is written and signed by one of your lecturers or professors.
- Your Learning of Training Agreement.

### 3.3 Priority Country Programme (Outgoing) documents

Upload following documents:

- Your profile picture: Please note that the maximum size allowed is 500x500 px.
- Your Official Transcript of records of the current academic year (first semester).
  - If applicable, please add your Transcript of records of the previous years in your current/latest bachelor and/or master program.
  - If written in another language than Dutch, French or English, a certified translation must be enclosed.

- Your Letter of motivation.
  - Your Letter of motivation is maximum 2 A4 pages long and describes a personal and academic/professional motivation.
- Your Letter of recommendation.
  - This Letter of recommendation is written and signed by one of your lecturers or professors.
- Your Learning of Training Agreement.

### 3.4 The Washington Center documents

Upload following documents:

- Your profile picture: Please note that the maximum size allowed is 500x500 px.
- Your resume: tips for a good American resume [How to Adapt Your CV for an American Company | Grammarly](#)
- Your Official Transcript of records of the current academic year (first semester).
  - If applicable, please add your Transcript of records of the previous years in your current/latest bachelor and/or master program.
  - If written in another language than Dutch, French or English, a certified translation must be enclosed.
- Your Letter of motivation.
  - Your Letter of motivation is maximum 2 A4 pages long and describes a personal and academic/professional motivation.
- Upload your Learning of Training Agreement.

## 4 Selection

After the selection committee has evaluated all the applications, the Flemish institution will inform you about the decision of the selection committee. Afterwards, you will receive an email from the Mobility-Online tool about your selection, your place on the reserve list or about your non-selection.

If you have been selected, the checkbox next to the step **Application finally selected** will be marked green.

Before the mobility - Selection process			
Application finally selected	<input checked="" type="checkbox"/>	30.01.2024	Administrator Vlaamse Universiteiten en Hogescholen Raad
E-mail regarding selection received	<input type="checkbox"/>		

After your selection, you need to complete the next steps of your application.

Please carefully read the Implementation Guidelines that are attached to the selection email. The Implementation Guidelines give an overview of the steps you need to complete during and after your exchange.

Do not hesitate to contact the secretariat of VLUHR by email if you have any further questions:

- Master Mind: [mastermind@vluhr.be](mailto:mastermind@vluhr.be).
- Priority Country Programme and The Washington Center: [international@vluhr.be](mailto:international@vluhr.be)