



Mobility Online application guide (for outgoing students)

A guide on how to apply for your minor on Mobility Online



Office for Internationalisation - Team Study Abroad
December 2021

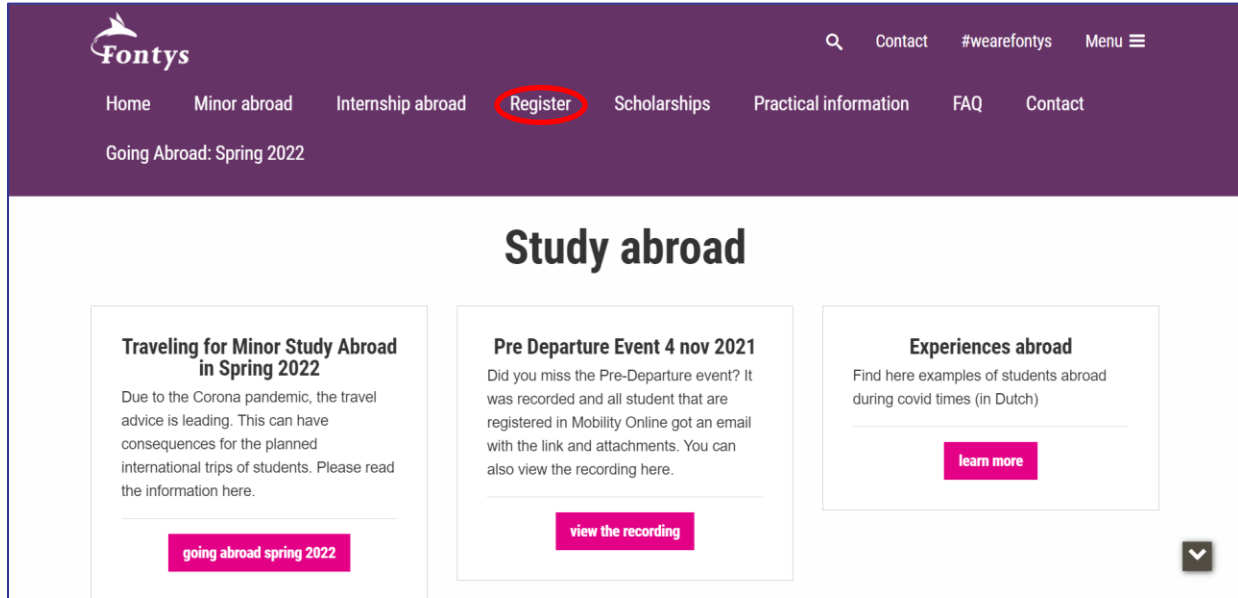


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Introduction

Dearest student, in this guide, you will find step-by-step instructions to help ensure you are correctly applying for your minor abroad. To apply, you must first find Mobility Online. You can do so by visiting [Study Abroad](#) and proceeding to the ‘Register’ page, as listed in the purple option menu.



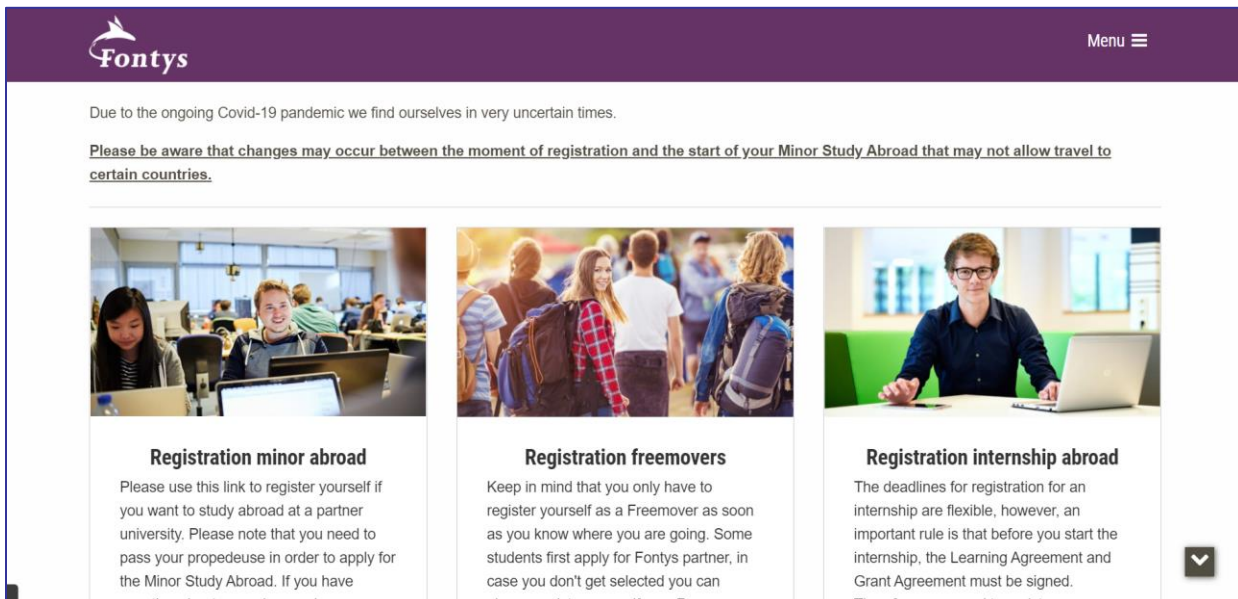
Fontys University of Applied Sciences navigation menu: Home, Minor abroad, Internship abroad, **Register**, Scholarships, Practical information, FAQ, Contact.

Page title: Going Abroad: Spring 2022

Study abroad

- Traveling for Minor Study Abroad in Spring 2022**
Due to the Corona pandemic, the travel advice is leading. This can have consequences for the planned international trips of students. Please read the information here.
[going abroad spring 2022](#)
- Pre Departure Event 4 nov 2021**
Did you miss the Pre-Departure event? It was recorded and all student that are registered in Mobility Online got an email with the link and attachments. You can also view the recording here.
[view the recording](#)
- Experiences abroad**
Find here examples of students abroad during covid times (in Dutch)
[learn more](#)

Once on the ‘Register’ page, scroll down and select the option you want to register for. In your case, this would be the ‘Registration minor abroad’. Selecting this, will forward you to Mobility Online.



Fontys University of Applied Sciences navigation menu: Menu

Due to the ongoing Covid-19 pandemic we find ourselves in very uncertain times.

Please be aware that changes may occur between the moment of registration and the start of your Minor Study Abroad that may not allow travel to certain countries.

- Registration minor abroad**
Please use this link to register yourself if you want to study abroad at a partner university. Please note that you need to pass your propedeuse in order to apply for the Minor Study Abroad. If you have question about propedeuse, please
[learn more](#)
- Registration freemovers**
Keep in mind that you only have to register yourself as a Freemover as soon as you know where you are going. Some students first apply for Fontys partner, in case you don't get selected you can always register yourself as a Freemover.
[learn more](#)
- Registration internship abroad**
The deadlines for registration for an internship are flexible, however, an important rule is that before you start the internship, the Learning Agreement and Grant Agreement must be signed. Therefore, you need to register your
[learn more](#)

Application details

These are the first set of details you must fill in for your application. Let's break it down.

Side note: Be on the lookout for these icons next to certain questions:



Hoovering your mouse on these icons will open a pop up that further explains the questions.

— Application details [Open all sub groups](#) [Close all sub groups](#)

Type of applicant	<input type="radio"/> Incomings <input checked="" type="radio"/> Outgoings *
Type of person	<input checked="" type="radio"/> Students/Trainees <input type="radio"/> Staff *
Exchange Programme	<div style="border: 1px solid #ccc; padding: 2px;">Study Abroad at a Partner University</div> * <div style="background-color: #ffff00; padding: 5px; margin-top: 5px;"> Please carefully read the following message: You are about to register for the Fall 2021 minor study abroad selection. Due to the ongoing Covid-19 pandemic we find ourselves in very uncertain times. Please be aware that changes may occur between the moment of registration and the start of the Spring 2021 semester that may not allow travel to certain countries. </div>
Academic year	<div style="border: 1px solid #ccc; padding: 2px;">2022/2023</div> * <div style="background-color: #ffff00; padding: 5px; margin-top: 5px;"> Please don't select another exchange programme! You have to start with 'Study abroad at a partner university'. </div>
Start semester	<div style="border: 1px solid #ccc; padding: 2px;">Fall 2022</div> * <div style="background-color: #ffff00; padding: 5px; margin-top: 5px;"> Please make sure you fill out the correct academic year and the correct start semester! Incorrect year/semester might result in the rejection of your (Erasmus) application. </div>
Number of semesters	<input type="radio"/> 1 <input type="radio"/> 2 *

Type of applicant: This one is automated to **'Outgoings'** because you're the one who is going out to another university in another country. **'Incomings'** are the exchange students who come to Fontys for their minor abroad.

Type of person: Automated to **'Students'**, because you're a student.

Exchange Programme: Automated to **'Study Abroad at a Partner University'**, you will study at a Fontys Wide-partner University or a Fontys Cluster Partner University.

Academic year: Automated to your current academic year.

Start semester: Automated to the very semester that is applicable for your minor. Either **'Fall'** or **'Spring'**.


Number of semesters: Important to know here is that a semester is longer than the periods you have at Fontys. One semester is roughly the equivalent to two periods at Fontys. So for your minor, you should select 1.

Although most of these details are automatically filled in for you, please check if they are correct.

Personal data

The next step is to submit your personal data.

— Personal data

Student number	<input type="text"/> *
<i>Your Fontys student number consists of 7 integers, other entries are not accepted!</i>	
Last name	<input type="text"/> *
First name	<input type="text"/> *
Initials	<input type="text"/>
E-mail address	<input type="text"/> * 
Same e-mail address for verification	<input type="text"/> *
Date of birth (dd.mm.yyyy)	<input type="text"/> *
Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Undefined *
Nationality	<-- Please select --> *

Student number: This is the number found on the back of your Fontys school card.

Last name: Your surname.

First name: Your first name.

Initials: The first letter of your names.

E-mail address: We strongly advise you to fill in and use your Fontys e-mail address. This way we can be sure the emails we send you will not end up in your spam box.

Date of birth: Submit your date of birth in numbers only.





Gender: Select which gender you identify as.

Nationality: Select from which country you are.

Data concerning the study

After filling in your personal data, you can proceed to fill in that of your study.

— Data concerning the study

Country of the sending institution	<input type="text" value="Netherlands"/>
Home institution	<input type="text" value="EINDHOV03 - Fontys University of Applied Sci..."/>
Fontys Cluster	<input type="text" value="<-- Please select -->"/>  *
Fontys Clusters (for Cluster specific partner universities)	<input type="text" value="<-- No choice -->"/>
Bachelor Program	<input type="text" value="<-- Please select -->"/> * 
Bachelor Program of own School	<input type="text" value="<-- Please select -->"/> * 
Number of academic years completed	<input type="text" value=""/> * 

Please select your Fontys Cluster in the following field in order to have access to the Cluster specific partner universities. In the first application round, you can only select your own Fontys cluster partners or Fontys wide partners, you are not allowed to apply at partner universities of other Fontys Clusters!

In case your cluster does not have any partner universities you don't need to fill this field. In case you would like to apply for a partner university of another Fontys Cluster in the second application round (so not your own Fontys Cluster), please select that specific Fontys Cluster in order to have access to the partners of that cluster. Please note that before you apply for a partner of another Fontys Cluster you need to contact the Coordinator Internationalisation of that specific Fontys cluster.

Country of the sending institution: Fontys is located in the Netherlands.

Home institution: This has a standard entry – EINDHOV03 – Fontys University of Applied Sciences.

Fontys Cluster: [IMPORTANT] You will have been informed by your Fontys School which Cluster your school is part of. This is the Cluster you need to fill out here. The cluster you select has to be connected to your bachelor program or the correct choice will not appear for you.

Once you have chosen the cluster, as well as all options of this Cluster; all Fontys Wide-partners and Cluster partners will appear. For the latter, you must follow the instructions of your program, unlike with Fontys-Wide partners where you can choose all.

So, you are allowed to choose Fontys Wide-partners but there might be a restriction to which partners of the Cluster you can choose, due to them being part of respective clusters.

Check the information given by your Fontys school / program.

Fontys Clusters (for Cluster specific partner universities): Select the same cluster again.

Bachelor Program: Select which study program you are currently following within your cluster.

Bachelor Program of own School: Select which study program you are currently following at Fontys. It's the same answer as you have selected above.

Number of academic years completed: Fill in how many years you have completed at this very moment. Which in most cases would be 2.

Level of Study	<-- Please select --> * ?
Fontys school to which you belong	<-- Please select --> * ?
Is your stay a minor abroad?	<input type="radio"/> Yes <input checked="" type="radio"/> No *
Did you receive one or more Erasmus Grants for study abroad and/or internship (including zero-grants) during your study at Fontys before?	<input type="radio"/> Yes <input type="radio"/> No *
Why do you want to study abroad?	<input type="text"/> *
	There are still 1000 characters available
What is the added value of a study abroad for your studies at Fontys and your competences?	<input type="text"/> *
	There are still 1000 characters available

Level of Study: You can select between ‘**First cycle**’ (Bachelor) and ‘**Second cycle**’ (Master). You should select the first cycle as you’re studying a Bachelor program.

Fontys school to which you belong: Select the Fontys school where you follow your study program.

Is your stay a minor abroad? With a Minor Abroad, most students will get the opportunity to stay in the country of the host university. If you got the opportunity, click on ‘**Yes**’.

Did you receive one or more Erasmus Grants for study abroad and/or internship during your study at Fontys before? You have to inform us if you have received an Erasmus Scholarship when studying at Fontys. This is necessary because there is a limit of scholarships you are eligible for.

Why do you want to study abroad?: Explain your core reasons as to why you want to do an international minor.

What is the added value of a study abroad for your studies at Fontys and your competences?: Elaborate on how a minor abroad could benefit your studies and your own skills and qualities.

Data concerning the stay abroad

This section will demand some creative writing on your part. As this is where you decide in which country and university you want to study. Your motivation will determine mostly whether you will get nominated for any of your choices. Although some schools may have additional requirements.

— Data concerning the stay abroad

Country of Destination (1. choice)

Host Institution for Studying Abroad (1. choice)

Why do you choose this university?

There are still **1000** characters available

Country of Destination (2. choice)

Host Institution for Studying Abroad (2. choice)

Why do you choose this university?

There are still **1000** characters available

Country of Destination (3. choice)

Host Institution for Studying Abroad (3. choice)

Why do you choose this university?

There are still **1000** characters available

Country of Destination (1. choice): Select your number one most desired country of destination.

Host Institution for Studying Abroad (1. choice): Select the university you want to study at the most.

Why do you choose this university?: Elaborate on why you want to study at a particular university in a particular country. Use logical and practical reasons as well as intrinsic desires to further enhance your chances of becoming nominated for your first choice.

2. choice: Submit your second choice in case you do not get nominated for your first one. There is a reasonable chance of that happening when your first choice is categorized as 'highly competitive', so please submit a second destination and university that you would consider.

3. choice: Submit your third choice, just in case.

Contact details in case of emergency

At this part, you must leave contact details of the person we can reach out to, if there ever is an emergency situation while you are studying abroad. This person is usually a parent or any other family member. Please ensure this is the person you want to be informed in case of emergency.

— Contact details in case of emergency

Last name	<input type="text"/> *
<i>Please provide the contact details of the person Fontys can contact in case of an emergency when you are abroad.</i>	
First name	<input type="text"/> *
Relationship	<input type="text"/> *
Phone number	<input type="text"/> *
Email address	<input type="text"/> *

Last name: Surname of the person you want us to contact in emergency situations.

First name: The person's first name.

Relationship: What is this person to you? E.g.: Father, mother, grandfather, caretaker.

Phone number: The person's phone number.

Email address: The person's email address.

Language competence

Submit your language proficiencies.

Language competence

Mother tongue	<input type="text" value="Please select"/> *
Foreign language 1	<input type="text" value="Please select"/> *
Level of language proficiency 1	<input type="radio"/> Beginner <input type="radio"/> Intermediate <input type="radio"/> Advanced *
Foreign language 2	<input type="text" value="No choice"/>
Foreign language 3	<input type="text" value="No choice"/>

Mother tongue: Your native language.

Foreign language 1: Any foreign language that you speak.

Level of language proficiency 1: Decide how well you have mastered this foreign language.

Foreign language 2: Any additional language you speak.

Foreign language 3: Any additional language you speak.

Other information

The final part where you check your application form to see if you have missed anything or want to make any changes. Lastly, you can either cancel or send your application.

Other information

Terms and conditions	<input type="checkbox"/> *
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I have checked all the information on the application form and assure that they are up-to-date. If changes occur, I am responsible for updating my data in Mobility-Online.

I have taken notice of the [Fontys Privacy Statement](#)

Cancel application

Send application

Terms and conditions: Select the checkmark to confirm you have correctly filled in all necessary information and that you have read the Fontys Privacy Statement.

Send application: Click this button once you are ready to submit your application. After sending your application, you shall receive an email from Mobility Online with a link to the next step: **‘the workflow’**, where you must fill in further details regarding your minor abroad.