



# Mobility Online application guide (for incoming students)

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



Office for Internationalisation - Team Study Abroad  
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## Introduction

Dearest student, thank you for wishing to do a minor abroad at Fontys University. In this guide, you will find step-by-step instructions to help ensure you are correctly applying for your minor abroad.

You have been nominated by your own international office to study at Fontys University of Applied Sciences. Based on this nomination, a contact person from Fontys should have sent you an email with a link to the application form on Mobility Online. If you somehow did not get this email, please contact your own International Office and ask if the nomination went through correctly. Once you receive the email, in which you will find the link to Mobility Online, you can start your application.

**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

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

— Application details
Open all sub groups
Close all sub groups

Type of applicant	<input checked="" type="radio"/> Incomings <input type="radio"/> Outgoings *
Type of person	<input checked="" type="radio"/> Students/Trainees <input type="radio"/> Staff *
Exchange Programme	Study Abroad at a Partner University * <span style="border: 1px solid #0056b3; border-radius: 50%; padding: 2px 5px; font-size: 0.8em;">?</span>
Academic year	2022/2023 * <span style="border: 1px solid #0056b3; border-radius: 50%; padding: 2px 5px; font-size: 0.8em;">?</span>
Start semester	<-- Please select --> * <span style="border: 1px solid #0056b3; border-radius: 50%; padding: 2px 5px; font-size: 0.8em;">?</span>
Number of semesters	<input type="radio"/> 1 <input type="radio"/> 2 *
Is this stay an extension?	<input type="radio"/> Yes <input checked="" type="radio"/> No *

*If you're already studying at Fontys and this is an extension of your stay, please tick the box 'yes'.*

**Type of applicant:** This one is automated to 'Incomings' because you're the one who is coming to Fontys. 'Outgoings' are the Fontys students who are going out to another country 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', because Fontys is a Partner University of your home institution.

**Academic year:** Automated to your current academic year.

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

**Number of semesters:** Select how many semesters you intend to follow at Fontys.

**Is this stay an extension?:** Automated to 'No'. This should only be changed if you're already studying at Fontys and you would like to extend your stay.

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

## Personal details

The next step is to submit your personal details.

— Personal details

Surname as stated in passport	<input type="text"/>	*
Given names as stated in passport	<input type="text"/>	*
E-mail address	<input type="text"/>	* <a href="#">?</a>
Same e-mail address for verification	<input type="text"/>	*
Date of birth (dd.mm.yy)	<input type="text"/>	*
Place of birth	<input type="text"/>	*
Country of birth	<input type="text"/>	*
Gender	<input type="radio"/> Male <input type="radio"/> Female	*
Nationality	<input type="text" value="&lt;-- Please select --&gt;"/>	*

**Surname as stated in passport:** Your surname as stated on your identity documents. Either a passport or ID card.

**Given names as stated in passport:** Your first name and additional ones as stated on your identity documents.

**E-mail address:** We strongly advise you to fill in and use an e-mail address that you check on a regular basis.

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

**Place of birth:** Submit the city or town you were born in.

**Country of birth:** Submit the country you were born in.

**Gender:** Select which gender you identify as.

**Nationality:** Select which nationality you adopted.

## Contact person in case of emergencies

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 at Fontys. This person is usually a parent or any other relative. Please ensure this is the person you want to be informed in case of emergency.

**— Contact person in case of emergencies**

Surname	<input style="width: 90%;" type="text"/> * <span style="border: 1px solid #0056b3; border-radius: 50%; padding: 2px 5px; font-size: 0.8em;">?</span>
First name	<input style="width: 90%;" type="text"/> *
E-mail address	<input style="width: 90%;" type="text"/> *
Street	<input style="width: 90%;" type="text"/>
Postcode	<input style="width: 50%;" type="text"/>
City	<input style="width: 90%;" type="text"/>
Country	<input style="width: 90%;" type="text"/>
Telephone number	<input style="width: 90%;" type="text"/> *
	<i>Please make sure to enter country code, eg +31</i>
Relationship	<input style="width: 90%;" type="text"/> *

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

**First name:** The person's first name.

**E-mail address:** The person's email address.

**Street:** The person's address.

**Postcode:** The person's zip code.

**City:** The person's hometown.

**Country:** The country the person lives in.

**Telephone number:** The person's phone number. Ensure to add the country code in front too.

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

## Sending institution and current studies

This section is an important part of the application, where we ask you for details of your sending (home) institution and your current study. This information is connected to the choices you can study at Fontys.

**— Sending institution and current studies**

Country of your home institution	<input style="width: 100%;" type="text" value=" &lt;-- Please select --&gt; "/> *
Name of your home institution	<input style="width: 100%;" type="text" value=" &lt;-- Please select --&gt; "/> *
Your contact person internationalisation at your home institution	<input style="width: 100%;" type="text" value=" &lt;-- No choice --&gt; "/>
<i>Please choose the contact person in this dropdown menu. If your contact person is not available in the menu, please leave open this field and fill out ALL fields below.</i>	
First name of contact person (if not listed above)	<input style="width: 100%;" type="text"/> *
Family name of contact person (if not listed above)	<input style="width: 100%;" type="text"/> *
Gender of contact person (if not listed above)	<input type="radio"/> Female <input type="radio"/> Male *
E-Mail address of contact person (if not listed above)	<input style="width: 100%;" type="text"/> *
Phone number of contact person (if not listed above)	<input style="width: 100%;" type="text"/> *
Number of academic years completed	<input style="width: 50px;" type="text"/> * <a href="#">?</a>

**Country of your home institution:** Select the country where your home institution is located.

**Name of your home institution:** Select the name of your home institution. Your home institution and the agreement it has with Fontys, will provide you with choices to study at Fontys.

**Your contact person internationalisation at your home institution:** Select the contact person of your home institution. If not present in the list, you may leave it open and manually fill in the details in the questions below.

**First name of contact person (if not listed above):** First name of your contact person.

**Family name of contact person (if not listed above):** The surname of your contact person.

**Gender of contact person (if not listed above):** Select the gender of your contact person.

**E-Mail address of contact person (if not listed above):** Submit the e-mail address of your contact person.

**Phone number of contact person (if not listed above):** Submit the phone number of your contact person.

**Number of academic years completed:** Submit the number of academic years you will have completed when starting to study at Fontys.

## The planned studies at Fontys

Here you have reached the part where you can fill in which exchange program you're applying for.

**— The planned studies at Fontys**

Host country	<input type="text" value="Netherlands"/>
Receiving institution	<input type="text" value="EINDHOV03 - Fontys University of Applied Sci..."/>
Cluster	<input type="text" value="&lt;-- No choice --&gt;"/>
	<i>In case of a Fontys-wide agreement leave it on: 'No choice', in case of a Fontys-school agreement select the specific Fontys School in the drop down menu. If there are more Fontys Schools you can choose and you are not sure which one to choose, please contact your international office.</i>
Semester program	<input type="text" value="&lt;-- Please select --&gt;"/>
	<i>Please contact your international office if you are not sure about the Semester program here.</i>

**Host country:** Automated to 'Netherlands' because Fontys is located in The Netherlands.

**Receiving institution:** Automated to the institution where you will study your minor.

**Cluster:** You may leave this at 'No choice' if your home institution has a [Fontys wide agreement](#). The Cluster you need to choose, depends on the agreement your institution has with Fontys.

**Semester program:** A [Fontys wide agreement](#) or a [cluster agreement](#) is the choice you have when you open the drop down menu at semester program. Your choice has also been defined with your nomination. Please contact your international office if you are unsure which Semester program to choose here.

## Language competence

Submit your language proficiencies.

Language competence	
Mother tongue	<-- Please select --> *
Language of instruction at the home institution	<-- Please select --> *
Foreign language 1	<-- No choice -->
Foreign language 2	<-- No choice -->
Foreign language 3	<-- No choice -->

**Mother tongue:** Your native language.

**Language of instruction at the home institution:** The default language that your home institution uses.

**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

Other comment concerning your application

Terms and conditions

There are still **1000** characters available

\*

*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: <https://fontys.edu/Fontys-Privacy-Statement-1/Fontys-Privacy-Statement.htm>.*

Cancel application

Send application

**Other comment concerning your application:** Leave any comment that you wish for us to know before sending your application.

**Terms and conditions:** This indicates you have checked all the information on the application form and assure that they are up-to-date. You know you're responsible for changes and updates and you have taken notice of the Fontys Privacy Statement.

**Send application:** Click this button once you are ready to submit your application. After sending your application, you will receive an e-mail from a 'No reply SOP' e-mail address, sent to the e-mail address you have given us in the application form. Check your spam mailbox if you cannot locate it in your inbox. In this e-mail you shall find a link to the next step; 'the Workflow', where you will need to submit additional information to complete your application and prepare your enrollment.

If you have any difficulties at any stage, please do not hesitate to send an e-mail to: [studyabroad@fontys.nl](mailto:studyabroad@fontys.nl)

Wishing you the best of luck with your application and we hope to see you at Fontys soon!