

## 1. Introduction: Mobility-Online for studies (SMS) INCOMING

The ZHAW Zurich University of Applied Sciences uses „Mobility-Online,“ as a tool to manage its student exchange programmes. All steps related to your application as well as the administration of your semester abroad will be organised via this application. The “Workflow” will guide you through the entire process and will provide information on the status of your application as well as other administrative matters at any point in time.

**Important:** Please note our DEADLINES for your application!

Autumn semester: 30 April

Spring semester: 31 October

## 2. Application procedure

Once the ZHAW LSFM International Relations Office (IRO) has received the official nomination from your home university, we will send you the link for the *search portal*. This link is needed in order to begin your application process by preselecting your exchange possibilities.

### 2.1. Search portal

First, select your *home university*, then the desired exchange programme, academic year and semester. Click on the button and view the search result.


[Preselection exchange possibilities - Incoming - Student](#)

The screenshot shows a search form with the following fields and options:

- Country: <-- Select all -->
- Home institution (\*): <-- Please select -->
- Host institution: ZHAW Zurich University of Applied Sciences
- School (\*): <-- Please select -->
- Type of application:  Incoming  Outgoing
- Type of person:  Student  Teacher / Staff
- Exchange programme (\*): <-- Please select -->
- Study programme: <-- Select all -->
- Academic year (\*): <-- Please select -->
- Semester (\*): <-- Please select -->
- Study level:  Bachelor  Master  PhD

Buttons at the bottom: Close, Reset, Show exchange details

Clicking on the *paper icon* next to the university name, calls up detailed information regarding contract and university. Clicking on the *green button*, calls up the online application function. If the button is red, this means that application is currently not possible.

Partner institution	Home institution	Study programme	Exchange programme
  School of Management and Law	Hogeschool van Amsterdam	International Student Exchange	Student Mobility Studies / SEMP

Showing 1 to 1 of 1 entries

## 2.2. Registration/Application

Enter the required information and submit the form. We kindly ask you to enter your *student email address* of the home university (universities are normally less restrictive in sorting potential spam than private providers). After submitting the form, you will receive an email with the link in order to finalize your registration. Please confirm your entries and press the button *continue*.

## 2.3. Login

As a result, you will receive another email with the *login-link* to the web portal. **Always log in to Mobility-Online by entering your details in the upper half of the login page** (even once you started your exchange semester at the ZHAW LSFM):

ZHAW Zürcher Hochschule für Angewandte Wissenschaften | 8401 Winterthur, Gertrudstrasse 15, Schweiz  
Tel +41 (0) 58 934 71 71 | [info@zhaw.ch](mailto:info@zhaw.ch) | <https://www.zhaw.ch/en>

## 2.4. Workflow

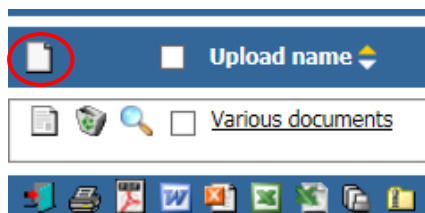
Logging in will call up your **workflow** with all pending steps. Complete these steps by clicking on the *link to the corresponding step* on the right. The compulsory steps must be completed in the designated order. Click on the „Forward to update“ button to make changes.

Necessary steps	Done	Done on	Done by	Direct access via following link
<b>Application - Data</b>				
Online Application	<input checked="" type="checkbox"/>	08.02.2017	Cornelia Knellwolf Test	<a href="#">Show/Change application</a>
Confirmation e-mail about online application received	<input checked="" type="checkbox"/>	08.02.2017	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	08.02.2017	Cornelia Knellwolf Test	
Personal details completed	<input checked="" type="checkbox"/>	31.01.2017	Cornelia Knellwolf Test	<a href="#">Complete personal details</a>
Emergency contact data added	<input type="checkbox"/>			<a href="#">Add emergency contact data</a>
<b>Application - Documents</b>				
Passport photo uploaded	<input type="checkbox"/>			
Copy of Passport / ID uploaded	<input type="checkbox"/>			
Confirmation of language proficiency uploaded (if necessary)	<input type="checkbox"/>			
Transcript of Records uploaded	<input type="checkbox"/>			
Insurance Declaration printed	<input type="checkbox"/>			
Further documents uploaded (if necessary)	<input type="checkbox"/>			
Template Learning Agreement printed (optional)	<input type="checkbox"/>			
Learning Agreement uploaded	<input type="checkbox"/>			
Application submitted	<input type="checkbox"/>			

## 2.4. Documents

Depending on the exchange programme, different documents must be uploaded. Unless specified in the workflow, please refer to the information given by the International Relations Office of the ZHAW LSFM. You may upload word documents, PDF documents or image files. Make sure that the resolution of PDF documents is good and that scans are high quality.

If you wish to submit more than one document in one category, you may upload the second (and any following) document by clicking on *the paper icon* on the top left in the workflow step:



## 2.5. Submitting the application

After entering all of your information and uploading the documents, finish the application by confirming and submitting it. You will receive an automatic confirmation by email. It may take several weeks for the International Relations Office of the ZHAW LSFM to process your application.

## 3. Next steps

Your application will now be perused in form and content. If it is accepted, you will receive an email which states that the ZHAW LSFM has officially admitted you for your mobility period. Depending on the programme, there will be various further steps; you will receive corresponding instructions by email. **You may log in to Mobility-Online at any time to view what information has already been sent and which step comes next.**

## 4. Questions?

Should you have any questions, please contact the International Relations Office IRO:



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