

1. Introduction: Mobility-Online – Applying for an exchange at the ZHAW for Student Mobility for Training - 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 stay 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.

2. Application procedure

The application process consists of **two steps**: **1) you fill in the application form** **2) you add the information as requested in your workflow in Mobility-Online** (personal details, emergency contact, documents, etc.).

2.1. Application form

Enter the required information and submit the form. As your email address it is preferable to give your **student email address from the home university** (universities are normally less restrictive in sorting potential spam than private providers).

After submitting the form you will receive an email which details how to set up a user account. After that, you will receive a further email with details on how to log in to Mobility-Online **to complete your application**. You may only submit the application when you have completed all the necessary steps! Please note that you must submit it **by the given deadline**.

2.2. Login

Always log in to Mobility-Online by entering your details in the upper half of the login page (even after you begin your stay at the ZHAW):

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

Login ZHAW-Outgoings & -Staff

zhaw
Login to Mobility-Online

Safari Mac OS X 10.7, ... bitte einstellen | please set
Systemeinstellungen > Allgemein > Rollbalken anzeigen > Immer
System Preferences > General > Show scroll bars > Always

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!**

Necessary steps	Done	Done on	Done by	Direct access via following link
Application - Data				
Application withdrawn	<input type="checkbox"/>			Definitely withdraw application
Online Application	<input checked="" type="checkbox"/>	12.04.2017	Cornelia Knellwolf	Show/Change application
Confirmation e-mail about online application received	<input checked="" type="checkbox"/>	12.04.2017	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	12.04.2017	Cornelia Knellwolf	
Personal details completed	<input checked="" type="checkbox"/>	22.07.2016	Cornelia Knellwolf	Complete personal details
Emergency contact data added	<input checked="" type="checkbox"/>	12.04.2017	Cornelia Knellwolf	Add emergency contact data
Application - Documents				
Passport photo uploaded	<input checked="" type="checkbox"/>	12.04.2017	Cornelia Knellwolf	Upload passport photo

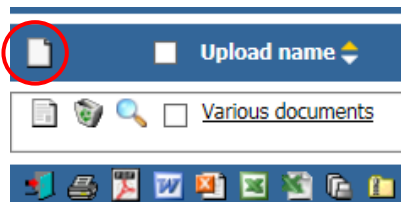
2.3. Adding data

Complete your personal details and add a contact person in case of emergencies. Click on the „Forward to update“ button to make changes.

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 that it is complete 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 has officially admitted you for your mobility period. Depending on the programme, there will be various further steps; you will receive corresponding instructions per 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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