

### **Mobility Online: How to nominate your students for exchange to University of Strathclyde**

1. Go to [University of Strathclyde Exchange log in page](#)
2. Enter your login and password that you will receive by email from the Recruitment & International Office.
3. On the left hand column, click on 'my mobility online' to expand the folder.
4. Click on, 'create new nomination'.
5. 'Nomination for Exchange Students' form should appear.
6. Complete the following details:
  - Academic Year for the exchange (select from drop down)
  - Semester the exchange will take place (select from drop down)
  - Family name of nominated student
  - First name of nominated student
  - Gender
  - Date of birth
  - Email Address
7. Once completed, click on 'create nomination'.
8. Repeat this process (from point 4) for each subsequent nomination.

We will send an email to confirm your applicant's nomination has been approved.

### **Checking the progress of nominated students applications**

If you require to check the status of any of your nominated students throughout the application process, this can be done in the following way:

1. On the left hand column, click on 'my mobility online' to expand the folder.
2. Click on 'my applications'.
3. A list of all applicants should appear.
4. Click on the name of the applicant to show details.
5. The application will appear with 3 tabs on the top. Click on 'pipeline'.
6. The pipeline for the student will appear and you will be able to view what stage they are in the process.

Relevant Screenshots  
Log in page



MOBILITY-ONLINE login x MOBILITY-ONLINE x

https://www.service4mobility.com/europe/LoginServlet?org\_id=66&sprache=en&loginType=1&identifier=GLASGOW02

Apps Pages - CalendarList... New Tab The University of Str... Erasmus Reports Chimamanda Adich... Cinema Slavica Wolf & Moon About Us

 **MOBILITY-ONLINE**

Language

Login

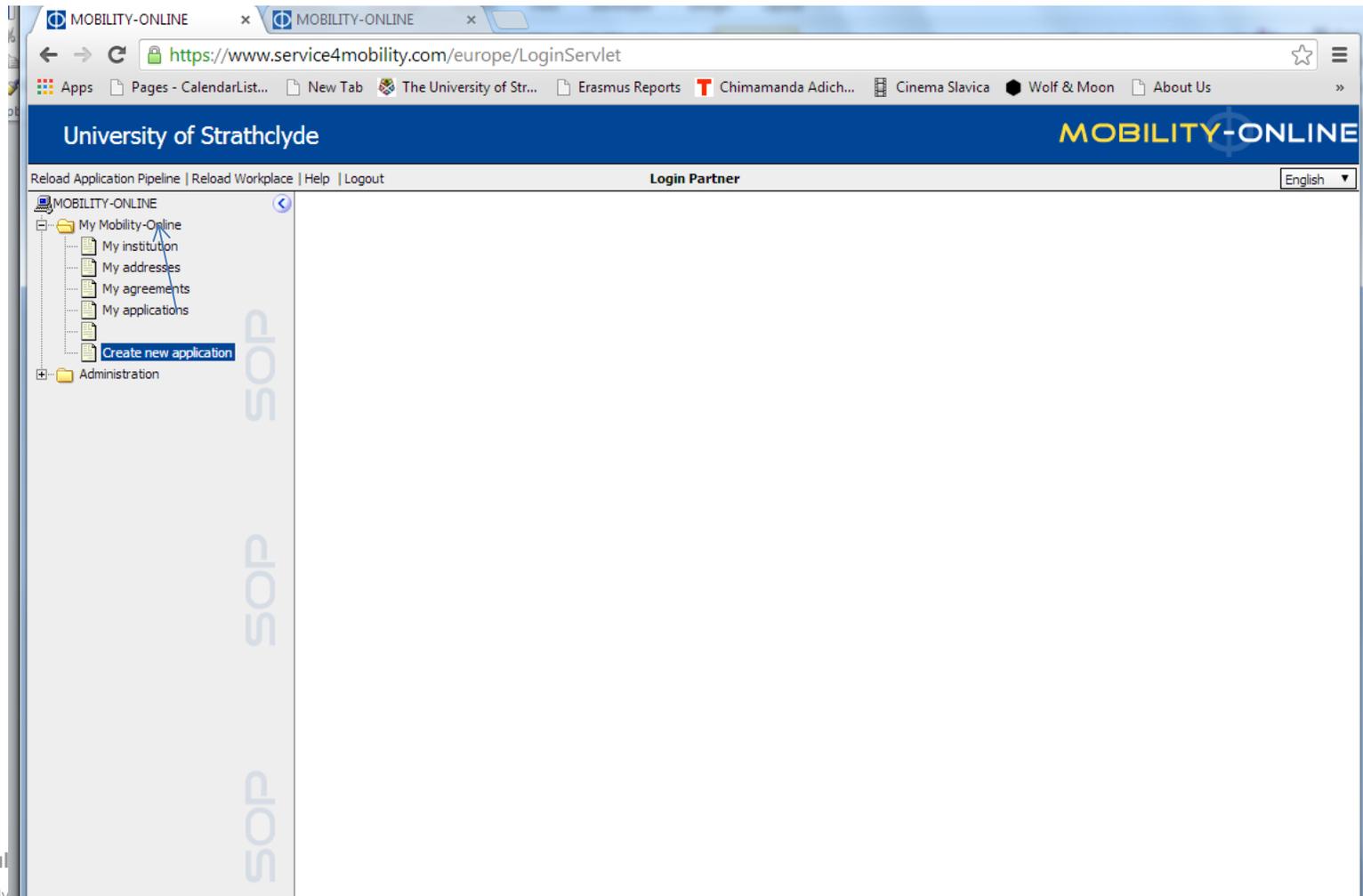
Password

The University of Strathclyde | G1 1XQ Glasgow, 16 Richmond St  
Tel +44 141 552 4400 | [student-counselling@strath.ac.uk](mailto:student-counselling@strath.ac.uk) | <https://www.strath.ac.uk/>

The place of useful learning

The University of Strathclyde is a charitable

1. My mobility online & 'create new application'



2. 'Nomination for Exchange Students' form

The screenshot shows a web browser window with the URL <https://www.service4mobility.com/europe/LoginServlet>. The page header includes the University of Strathclyde logo and the MOBILITY-ONLINE logo. The navigation bar contains links for 'Reload Application Pipeline', 'Reload Workplace', 'Help', and 'Logout', along with a 'Login Partner' field and a language dropdown set to 'English'.

The left sidebar contains a tree view with the following items:

- MOBILITY-ONLINE
  - My Mobility-Online
    - My institution
    - My addresses
    - My agreements
    - My applications
    - Create new application
  - Administration

The main content area is titled 'Application for exchange students' and contains the following sections:

**Application details**

All fields marked with a (\*) must be filled in.

Type of applicant:  Incomings  Outgoings  
Type of person:  Students  Teachers  
Internal Exchange Programme: Internal Exchange Programme (dropdown)  
Exchange Programme: International Exchange (dropdown)  
Academic year: 2014/2015 (dropdown)  
Semester: <-- Please select --> (dropdown)

**Personal details**

Last name: [text input]  
First name: [text input]  
Gender:  Male  Female  
Date of birth: [text input]  
E-Mail address: [text input]

**Sending institution**

Country of the sending institution: USA (dropdown)  
Sending institution: CALPOL01 - California State Polytechnic University Pomona (dropdown)

**Receiving institution**

Country of the receiving institution: Great Britain (dropdown)  
Receiving institution: GLASGOW02 - UNIVERSITY OF STRATHCLYDE (dropdown)

Buttons: Cancel application, Create application (indicated by a blue arrow)

Footer: Info, Box Refresh

### 3. Check status of applications

The screenshot shows the University of Strathclyde MOBILITY-ONLINE portal. The user is logged in as a 'Login Partner'. The left sidebar contains a navigation menu with 'My applications' highlighted. The main content area displays a table of applications with columns for Last name, First name, Degree, Date of birth, Program, Programme of study, Home.Inst., Host.Inst., Academic year, Stay from, and Stay until. The table lists five test applications.

**MOBILITY-ONLINE**

University of Strathclyde

Reload Application Pipeline | Reload Workplace | Help | Logout

Login Partner English

My applications [Display all](#)

Last name First name Exchange program Programme of study Academic year Semester

Find

	Last name, First name, Degree	Date of birth	Program	Programme of study	Home.Inst.	Host.Inst.	Academic year	Stay from	Stay until
✉	Allison, Test2	18/02/1987	International Exchange		CALPOL01	GLASGOW02	2015/2016	01/09/2015	31/12/2015
✉	Handley, Craig,	05/10/1994	International Exchange		CALPOL01	GLASGOW02	2014/2015	01/09/2014	31/12/2014
✉	Karen, Test1	20/02/1985	International Exchange		CALPOL01	GLASGOW02	2014/2015	01/09/2014	31/12/2014
✉	Kate, Test3	16/04/1989	International Exchange		CALPOL01	GLASGOW02	2015/2016	01/01/2016	31/05/2016
✉	TestIE01, Karsten,	02/01/1980	International Exchange		CALPOL01	HUM - School of Humanities	2014/2015	01/09/2014	31/12/2014

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First Previous (1 - 5 of 5) Next Last

Info Box Refresh

https://www.service4mobility.com/europe/BearBewerbungServlet4...

## 4. Student Application

MOBILITY-ONLINE x MOBILITY-ONLINE x

https://www.service4mobility.com/europe/LoginServlet

Apps Pages - CalendarList... New Tab The University of Str... Erasmus Reports Chimamanda Adich... Cinema Slavica Wolf & Moon About Us

University of Strathclyde MOBILITY-ONLINE

Reload Application Pipeline | Reload Workplace | Help | Logout Login Partner English

MOBILITY-ONLINE

- My Mobility-Online
  - My institution
  - My addresses
  - My agreements
  - My applications
  - Create new application
- Administration

**My applications** Display

Cancel

Master data Personal details (1) Pipeline

**Application details**

Type of applicant  Incomings  Outgoings \*

Type of person  Students  Teachers \*

Exchange Programme International Exchange \*

Exchange Programme subgroup <-- No choice -->

Academic year 2014/2015 \*

Semester Autumn 2014 \*

**Personal details**

Last name Handley \*

First name Craig \*

Gender  Male  Female \*

Date of birth (dd.mm.yy) 05/10/1994 \*

Country of birth <-- Please select --> \*

Nationality <-- Please select --> \*

E-mail address a.handley@strath.ac.uk \*

**Sending institution and current studies**

Country of the home institution USA \*

Home institution CALPOL01 - California State Polytechnic University Pomona

Main subject area \*

Level of study  Bachelor  Master  PhD \*

**The planned studies**

Host country Great Britain

Receiving institution GLASGOW02 - UNIVERSITY OF STRATHCLYDE

Primary Faculty <-- No choice -->

Info Box Refresh

https://www.service4mobility.com/europe/DispOnePipelineServlet?actionMode=display&selectionMode=all&fromMenu=1&prog=bew\_pipeline&newWindow=0&isChangeReiter=1&isOwnBackURL=0&pri...

## 5. Student pipeline

MOBILITY-ONLINE

University of Strathclyde

MOBILITY-ONLINE

Reload Application Pipeline | Reload Workplace | Help | Logout

Login Partner

English

MOBILITY-ONLINE

- My Mobility-Online
  - My institution
  - My addresses
  - My agreements
  - My applications
  - Create new application
- Administration

2014/2015

International Exchange

**Incoming**

<ul style="list-style-type: none"> <li>➤ Applications nominated by partner - Not yet approved</li> <li>✗ Applications approved - Not yet registered</li> <li>✗ Applications registered - Provisional curriculum not yet submitted</li> <li>✗ Provisional curriculum submitted - Documents not yet checked &amp; applicant not yet allocated to Department/School</li> </ul>	<ul style="list-style-type: none"> <li>➤ Approve nomination</li> <li>No entries found!</li> <li>No entries found!</li> <li>No entries found!</li> </ul>
<ul style="list-style-type: none"> <li>✗ Documents checked &amp; applicant allocated to Department/School - Provisional curriculum not yet checked</li> <li>✗ Documents checked &amp; applicant allocated to Department/School - Provisional curriculum not yet checked</li> <li>✗ Provisional curriculum rejected - Not yet resubmitted</li> </ul>	<ul style="list-style-type: none"> <li>No entries found!</li> <li>No entries found!</li> <li>No entries found!</li> </ul>

Info Box Refresh