



2022-2023 EXCHANGE APPLICATION INSTRUCTIONS FOR STUDENTS

Deadlines for applicants to submit their completed applications:

Graduate Studies (all faculties): March 4, 2022

Undergraduate Studies: April 1, 2022

Exchange Semester: Fall (Sept-Dec), Full year (Sept-April),
Winter (Jan-April)

* We **DO NOT** have a separate deadline for winter term *





01 Create your login

Before you can start your exchange application, you should have received the below email with the registration link.

Click on the registration link to create your login for [Mobility Online](#) before you can start your application.

If you didn't get this email, please contact our office at inbound.exchange@utoronto.ca.

Confirmation of Application



inbound.exchange@utoronto.ca

To: UofT- Inbound Exchange

MO testing emails

Dear TestUTSC1 TestUTSC1 (DOB: 01.01.2000),

Congratulations, you have been nominated!

Before you begin, please make sure that you have the following:

- "Student Nomination Instruction" document from your exchange office or download it from our [website](#).
- Open your [institution page](#) from our website so you know what is required as part of your exchange application.
- review the [Frequently Asked Questions](#) section on our website.

To continue your application to the University of Toronto, please register in our Mobility Online system via the [link at the end of this email](#). You will need to create a login name and a password.

Should you have any questions concerning the application process, please contact us and include screenshots at inbound.exchange@utoronto.ca

We look forward to hearing from you again.

Regards,
Inbound Exchange Team

Centre for International Experience | University of Toronto | Cumberland House |
33 St. George Street, 2nd Floor, Room 201 | Toronto, Ontario | M5S 2E3 Canada |
Phone: 416.946.3138 | Fax: 416.978.4090

CIE: Experience the World.

This email may contain confidential and/or privileged information for the sole use of the intended recipient. Any review or distribution by others is strictly prohibited unless explicitly specified.

To register on Mobility-Online, please click on this link

If your e-mail client does not show the link in the correct way please copy or enter the following address into the address bar of your browser:

https://studentmobility.utoronto.ca/mobility/RegisServlet?bew_reg_nr=1410145393&kz_bew_art=IN&kz_bew_pers=S&aust_prog_id=3008&spr_id=579





Once you **click on the registration link** you will be able to complete the remainder of the registration process:

☐ **Enter your Date of Birth**

- ☐ *your Date of Birth will also appear in your “Confirmation of Application” email in the previous slide*
- ☐ *click “Continue”*

☐ **Create your login name**

- ☐ *If your login name is already used by someone, you will see an error message "Login already exists." You will need to create another one.*

☐ **Remember to save your login and password**

- ☐ *You can also find your login name in the “Confirmation of Registration” email after you create it*

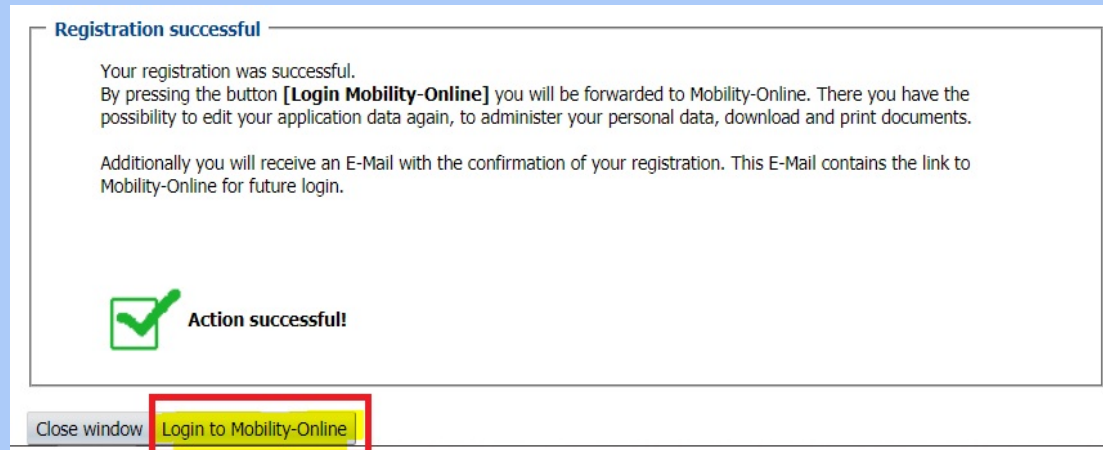
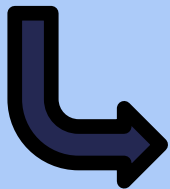
☐ **Click “Continue”**





If you have completed your registration correctly, you will see this screen:

Click to start
application





02 Complete your Application

Start your application at the “Review and complete personal details.”

You only need to complete the “IN Student Application” section of the application portal (green box.)

Show application workflow ⓘ

Please see the workflow below for all the steps needed to complete your application. To complete the next step, please click on the link available in the right column of the step. Each step will have a status (green: complete / red: required and incomplete / black: optional and incomplete). If the step is complete, it will indicate who has completed the step and on what date.

▼

Last name (please u... Smith	Sending institution ETHZurich - ETH Zurich (The S...	Academic year 2021/2022
First name (and Mid... John	Faculty Faculty of Arts and Science - ...	Exchange Programme Exch - Full Year
Date of birth (dd.mm... 01.01.2000		Term

>	Necessary steps	Done	Done on	Done by	Direct access via following link	3 / 10
	Student nominated by home institution	✓	18.01.2021			
	Student received email confirmation of nomination	✓	18.01.2021	Automatically generated		
	Registration of student account complete	✓	18.01.2021			
▼	IN Student Application					0 / 5
▶	Student personal details	<input type="checkbox"/>		Start here	Review and complete personal details	
	Application form for program	<input type="checkbox"/>				
	Document: Statement of Intent	<input type="checkbox"/>				
	Document: Description of courses previously taken	<input type="checkbox"/>				
	Terms and Conditions	<input type="checkbox"/>				
▼	IN Arrival					0 / 2
	Student arrived	<input type="checkbox"/>				
	Experience finalized	<input type="checkbox"/>				



Click “Click Here to Update” to update your personal details.

Please use **English letters only and **DO NOT** use any special characters (e.g. é, ï, ü, and ß) because University of Toronto’s internal systems does not recognize special characters.**

Once you have finished completing the form, click “**Confirm Personal Details.**”

If you have completed this step correctly, you will see the following message:
“Action successful! Record updated.”



Click “**Back to general overview.**”

You can now begin your application. You will notice that the “Student personal details” box has been checked off and it is now green, which indicates complete.



IN Student Application				
Student personal details	<input checked="" type="checkbox"/>	18.01.2021	testApril testApril	Review and complete personal details
Application form for program	<input type="checkbox"/>			Begin your application here

Click “Begin your application here.”

Click “Click Here to Update” in order to complete the application form.

Before completing the “List of courses that you are planning to take at UofT during your exchange” section:

- 1) Go to your [institution page](#) on our website and check your Faculty/Division’s course information and restriction.
- 2) Read this [short instruction guide](#) on how to pick your proposed courses at UofT.

Once you have completed the application, click “Update”



Additional information for School of Graduate Studies applicants

- ☐ You must pick a host department.

- ☐ Go to your [institutional page](#) on our website for full details on how to pick your host department

Before applying for exchange, **you need to determine the graduate unit (department, faculty, or centre) and/or program that offers** the courses you would like to take at U of T. You will take all/most of your courses from one “home” department. **You cannot have a collaborative specialization (CS) as your home department.**

STEP ONE: Use [this list](#) to determine the area of study that best matches your program of study at your home institution.

STEP TWO: Click on the program link to find the link to the departmental website.

STEP THREE: Use the departmental website to find graduate courses offered by the department.

STEP FOUR: Include your desired home department/program in your Statement of Intent when applying. Your desired home department should match the list of courses you submit in your application.

- ☐ You will need to upload your “Proposed Course List” document and list the same courses on the application form under *“Provide a list of your courses that you are thinking of taking during your exchange. Include course name and course code”*
- ☐ Remember to upload your CV and two reference letters
- ☐ Check your [institutional page](#) on our website for your faculty-specific requirements



A window will pop up in the top right hand corner to indicate that the record has been updated:

The screenshot shows a web form titled "Incoming Applications" with a "Display" button in the top right corner. The form is divided into sections: "Program details" and "Personal details". Under "Program details", there are radio buttons for "Type of applicant" (Incomings selected, Outgoings) and "Type of person" (Students selected, Teachers), both with asterisks. Below these are dropdown menus for "Exchange Programme" (set to "Exch - Full Year") and "Academic year" (set to "2021/2022"), both with asterisks. A red rectangle highlights a success message box in the top right corner of the form area. The message box contains a green checkmark icon, the text "Action successful!", and "Record updated".

Click on **“Back to Application workflow”** located at the bottom of the application to return to the home page of your application.



03 Upload your Required Documents

Document checklist before you start uploading documents to avoid errors:

1. All of the documents are labeled in the following format: **“Last Name, First Name – Name of Document”** (e.g., **Smith, John – Statement of Intent**).
2. The file format is either .pdf or .docx.
3. None of the required documents are **“secure” PDF files that requires password** because as we are unable to open them.
4. Maximum PDF file size is 2MBs.





Please refer to your [institution page](#) on our website for the details of the required documents.

All of the required documents will appear on the left side of your home page.

IN Student Application					
	Student personal details	<input checked="" type="checkbox"/>	15.12.2021	tester tester	Review and complete personal details
	Application form for program	<input type="checkbox"/>			Begin your application here
	Document: Statement of Intent	<input type="checkbox"/>			
	Document: Description of courses previously taken	<input type="checkbox"/>			
	Terms and Conditions	<input type="checkbox"/>			

Click on “**Upload statement of Intent.**” A new window will pop out.

The Statement of Intent should answer following two questions (500 words max):

- 1) *Why are you interested in completing an exchange at the University of Toronto?*
- 2) *What impact do you think this experience will have on your future?*

Upload the required document.

Click “**Save.**”





****Please refer to your [institution page](#) on our website for the details of the required documents.****

All of the required documents will appear on the left side of your home page.

IN Student Application					
	Student personal details	<input checked="" type="checkbox"/>	15.12.2021	tester tester	Review and complete personal details
▶	Application form for program	<input type="checkbox"/>			Begin your application here
	Document: Statement of Intent	<input type="checkbox"/>			
	Document: Description of courses previously taken	<input type="checkbox"/>			
	Terms and Conditions	<input type="checkbox"/>			

Click on **“Description of the courses previously taken.”** A new window will pop out.

Make sure you include the following for this document:

- 1) *Title of the course*
- 2) *Description of the course (1-2 sentences max)*
- 3) *Description of major topics covered in each course (2-3 sentence max)*

Upload the required document.

Click **“Save.”**



If you are successful in uploading the document, you will return back to the home page of your application and the “*Action Successful*” window will appear in the top right hand corner of your screen.

Follow the same process until you have uploaded all of the required documents for your application.





Before proceeding to the last part of your application, review your application to ensure everything is correct and submitted.

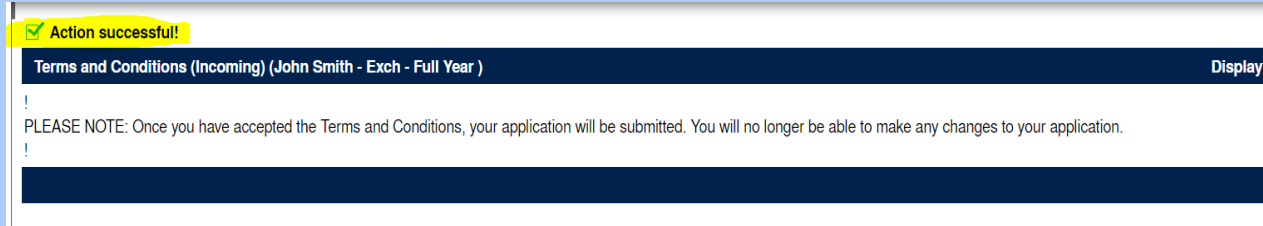


04 Complete the terms and conditions

Once you have uploaded all of the required documents, **complete the “Terms and Conditions.”**

Make sure that you take the time to review the Terms and Conditions before clicking **“Save.”**

When you click **“save,”** you will see this message.



****Once you click “Save,” your application is complete and you cannot make any changes to it.****

Click **“Back to Application Workflow”** to confirm your submission





If you have completed your application correctly and fully, your home page should look at this. You will notice that all of the boxes are checked off and they are green.

IN Student Application				5 / 5
Student personal details	<input checked="" type="checkbox"/>	18.01.2021	testApril testApril	Review and complete personal details
Application form for program	<input checked="" type="checkbox"/>	18.01.2021	John Smith	Begin your application here
Document: Statement of Intent	<input checked="" type="checkbox"/>	18.01.2021	John Smith	Upload statement of Intent
Document: Description of courses previously taken	<input checked="" type="checkbox"/>	18.01.2021	John Smith	Upload courses taken
Terms and Conditions	<input checked="" type="checkbox"/>	18.01.2021	John Smith	

You will also receive the “Confirmation of Submission” email.

Make sure that you logged out of the program and close your browser when you are done!

Forgot your login or password?

- Use “forgot your password?” button on the [Mobility Online](#) homepage
- The “forgot your login/password email will be sent from this email address:
no-reply-sep@studentlife.utoronto.ca



What Happens Next?

- ☐ Deadline reminders:
 - ☐ March 4th, 2022 for graduate applications
 - ☐ April 1st, 2022 undergraduate applications
- ☐ Completed applications will be reviewed and admission decisions will be electronically sent out via email beginning at **the end of May**.
- ☐ If you are admitted, you will need to log back onto Mobility Online to accept your offer of admission
- ☐ If you accept the offer, you will receive an email in June-July with full details and information about course selection.
- ☐ Incomplete applications will not be reviewed.





Questions?

Email: inbound.exchange@utoronto.ca
with screenshots

