



Mobility Online – Erasmus + Student Exchange (SMS) Workflow

Student

A screenshot of the University of Groningen's Mobility Online system. The top navigation bar is red with the university logo and name. Below it, a banner says "open academic community - since 1614". The main heading is "Welcome to the UG's mobility system!". Subtext asks if the user is a student and provides a "Login" button. A blue button labeled "SSO-login" is visible. The background features a photograph of a large, historic brick building with many windows and flags, with people and bicycles in front. A red footer bar contains the university's address and phone number.

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This handbook is a basic guide for navigating the system. Please note that application processes differ per faculty, therefore make sure to always follow the instructions of your own faculty.

1. Registration

Students who would like to go abroad for an exchange period must register through the Mobility-Online registration system. The first step is to submit a new application using the application form.

After clicking on the application link, you will be redirected to a website outside the UG network. Here, you will have to log in with your S-number and your usual password and click 'Login'.

1.1. Application form

The application form is divided into 6 sections. All fields marked with an asterisk (*) are mandatory.

Note: In this manual, the buttons in the screenshots are blue; in Mobility-Online the buttons will be red.

Please fill out all data about your current study programme at step 1 of the application process and after completing, click 'continue to proceed to step 2.

The screenshot shows the 'Mobility application for Erasmus+ Student Exchange (SMS)' interface. At the top, there's a blue header bar with the title and the University of Groningen logo. Below the header, a yellow banner says 'All fields marked with (*) must be completed.' On the left, a vertical sidebar lists six sections: 1. Data concerning current study (marked with a green checkmark), 2. Application details (marked with a green checkmark), 3. Personal details, 4. Data concerning planned stay, 5. Data concerning language preparation, and 6. Remarks. The main area is titled 'Data concerning current study'. It contains several dropdown menus and input fields: 'Country of home institution *' (Netherlands), 'Home institution *' (GRONING01 - University of Groningen), 'Faculty *' (Faculty04 - Faculty of Arts), 'Study level *' (Bachelor's or equivalent level (EQF-6)), 'Study field *' (B American Studies), 'Start cohort *' (2024-2025), and 'Grade average *' (10,00). At the bottom right, there are 'Cancel application' and 'Continue' buttons.

At step 2, continue by entering all application details.

All fields marked with (*) must be completed.

Application details

Type of Mobility
 Physical Blended

Type of application *
 Incoming Outgoing

Type of person *
 Student Teachers

Exchange programme *
Erasmus+ Student Exchange (SMS)

Students that want to apply for an exchange outside Europe choose Marco Polo Student Exchange. Students that want to apply for an exchange inside Europe choose Erasmus+ Student Exchange (SMS).

Academic year *
2024/2025

Semester *
Spring 2025

powered by 

[Previous](#) [Continue](#)

At step 3, you will need to enter your personal details in the application form.

Personal details

Student number *
Please enter your University of Groningen student number, including the s. Example: s1234567

Last name *
Test

First name *
Arts

Gender *
 Male Female Other

Date of birth *
01.01.2000

Nationality *
Netherlands

Do you have a 2nd nationality? *
 yes no

University e-mail address *
Please enter your University of Groningen email address. It has to end with @student.rug.nl or @rug.nl.

Same e-mail address for verification

At step 4, continue by selecting the details of the host institution(s) where you would like to go on exchange.

All fields marked with (*) must be completed.

Data concerning planned stay

Country of host institution (1. choice) *

Finland

Host institution (1. choice) *

SF ROVANIEMI - Lapin Yliopisto, University of Lapland

Country of host institution (2. choice)

Norway

Host institution (2. choice)

N KRISTIANDIA - University of Agder

Country of host institution (3. choice)

<- No choice ->

Host institution (3. choice)

<- No choice ->

 powered by

[Previous](#) [Continue](#)

At step 5, you can indicate whether you already have a language certificate, and if so, which certificate.

Mobility application
for Erasmus+ Student Exchange (SMS)



All fields marked with (*) must be completed.

Data concerning language preparation

Language certificate *

yes no

Which certificate do you have? *

TOEFL IELTS Other



[Previous](#) [Continue](#)

Should you have any remarks about the application process, you can write them in the remarks section of step 6. You can then finish your application by clicking 'send application'.

The screenshot shows the final step of a six-step mobility application process. The steps are:

- 1 Data concerning current study ✓
- 2 Application details ✓
- 3 Personal details ✓
- 4 Data concerning planned stay ✓
- 5 Data concerning language preparation ✓
- 6 Remarks

A yellow banner at the top states: "All fields marked with (*) must be completed." To the right is a "Remarks" section with a text area and a character counter "0 / 500". A note below says: "After you click the button 'Send Application' you will receive an email to login to Mobility Online where you can finish the rest of your application and upload your documents." At the bottom left is the "MOBILITY-ONLINE" logo, and at the bottom right are "Previous" and "Send application" buttons.

After sending in your application, you will receive an email with all the information you need and about future steps to complete.

1 Action successful!

Thank you for your application! You will receive an e-mail in a few minutes containing all necessary information regarding further steps.

[Close](#)

1.2. Online registration

Once you have successfully submitted your application form, you will receive a confirmation email. The email contains a registration link for Mobility-Online. Click the link in the email to register in Mobility-Online. Enter your student number and your usual password and click 'Login'.

Once logged in, select the correct application (if you have more than one application) to go to your workflow.

2. Short introduction to the workflow

From now on, every step in your workflow that requires action on your part will consist of entering information in online forms. In some situations, you will need to first click on 'edit' or on 'create' to be able to enter the required

information. After submitting your information, you will usually need to click on ‘back’ to return to your workflow.

The workflow shows all the subgroups you need to go through. Each subgroup contains steps. You can unfold the steps by clicking on the ‘arrow’ icon in front of the subgroup.

You must start in phase 1 (before Mobility – Application)

>	Necessary steps	Done	Done on	Done by	Direct access via following link
>	General section				
>	Before the Mobility - Application				
>	Before the Mobility - After selection documents				
>	During the Mobility				
>	After the Mobility				

The upper grey box displays the personal details you have entered in your application form.

Application workflow				
First name	Arts	Country of host institutio...	Finland	Country of home institut...
Last name	Test	Host institution (1. choice)	SF ROVANIE01 - Lapin Yliopisto, U...	Netherlands
Date of birth	01.01.2000	Semester	Spring 2025	Home institution GRONING01 - University of Gronin...
Exchange programme	Erasmus+ Student Exchange (SMS)	Mobility start date	01.02.2025	Faculty Faculty of Arts - Faculty04
		Mobility end date	31.08.2025	Study field B American Studies - 50623 / 0000

Above the subgroups, the block with ‘necessary steps’ displays the following information (A - E):

Necessary steps	Done	Done on	Done by	Direct access via following link
• Submit your application before the applicable deadline				
Personal data completed A	<input checked="" type="checkbox"/> B	12.02.2025 C	D	E
Motivation letter uploaded				

A	A short description of the steps that need to be completed.
B	A green tick appears when the step has been performed.
C	Displays the date when the step was completed.
D	Displays the name of the person who completed the step.
E	You can complete the step by clicking the red button (blue in this example) with a description of the action to be taken. If the button remains visible after the step has been completed, this means that you can still update the information you have filled in.

3. (Before Mobility – Application)

To finalise your application, you need to complete the following steps before your exchange: complete your personal details, upload the required documents and submit your application before the applicable deadline.

Before the Mobility - Application

Welcome to Mobility-Online used by the University of Groningen (UG) for your mobility. Mobility - an exchange or placement. It is important to follow all steps before, during and after your mobility.

 **Office:** indicates that this step needs to be carried out by your home or host institution.

Check a step's  for further information (if available).

Applied/nominated

Confirmation of receipt email sent		10.02.2025	Automatically generated
Account created		10.02.2025	

To finalize your application, please complete the following steps:

- Click 'Complete personal data' and provide the requested information.
- Upload the required documentation (e.g. motivation letter, CV and Transcript of Records).
- Submit your application before the applicable deadline.

3.1. Complete personal data

The first mandatory step entails completing your personal data. Click the button 'Complete personal data' (see red arrow) to open a new page.

Personal data completed		12.02.2025	Arts Test		Complete personal data
Motivation letter uploaded		12.02.2025	Arts Test		Upload motivation letter
CV uploaded		12.02.2025	Arts Test		Upload CV
Language certificate uploaded					Upload language certificate
Other documents uploaded (optional)					Upload other documents
Transcript of Records (TOR) uploaded					Upload TOR
Application submitted					

Your application is now being processed by the international office of your faculty.
You can keep track of the status of your application here.

Important: You will receive an email as soon as a final decision has been taken about your application. Any changes to the host institution listed *before* you have received your final decision process and do not necessarily form part of this final decision.

Office: Application approved	<input type="checkbox"/>
Office: Application nominated for partner institution	<input type="checkbox"/>
Office: Nomination letter available	<input type="checkbox"/>
Nomination letter downloaded	<input type="checkbox"/>

In the new page, your personal details have already been entered. You can edit them if necessary. Please add your own current address details under 'permanent address'.

Personal details

Last name: Test

First name: Arts

First name (official):

Gender: Male Female Other

Date of birth: 01.01.2000

E-mail address:

Nationality: Netherlands

Permanent address details

Enter the details of your officially registered address in your home country.

Street:

Country:

Post code:

City:

Telephone number:

Mobile phone number:

[Back to the application workflow](#) [Update personal details](#)

Click 'Update personal details' and then click on 'Back to the application workflow' and the checkbox in the workflow will be ticked.

Action successful!

Record updated

[Back to general overview](#)

3.2. Upload required documents

You can now continue in the workflow by uploading all required documents:

- Motivation letter
- CV
- Language certificate
- Other (optional) documents
- Transcript of Records (TOR)

You can upload the required documents by either dragging it to the cloud (see below), or by selecting them by clicking on the 'search files' link (A). After uploading the file(s), click on 'create' (B), to create the record.

Allocation of documents

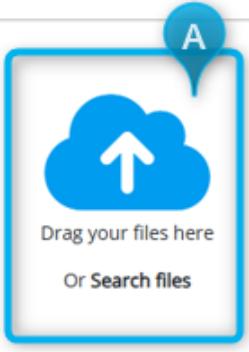
Back Create

Transcript of Records (TOR) uploaded

Please upload the transcript of your records at your home institution.

Upload name
Transcript of records Home University

File

A  Drag your files here
Or Search files

B  Create

When the document is successfully recorded, the appropriate checkbox will be ticked. You now have two options:

- Click on 'enter next record' to add more pages / documents to this document type, or:
- Click on 'Go back to general overview' and continue uploading the remaining required documents.

 Action successful!

Record created

[Back to general overview](#) [Enter next record](#)

3.3. Submit your application

After uploading all required documents, make sure to submit your application (see blue arrow).

Personal data completed	<input checked="" type="checkbox"/>	12.02.2025	Arts Test	Complete personal data
Motivation letter uploaded	<input checked="" type="checkbox"/>	12.02.2025	Arts Test	Upload motivation letter
CV uploaded	<input checked="" type="checkbox"/>	12.02.2025	Arts Test	Upload CV
Language certificate uploaded	<input checked="" type="checkbox"/>	12.02.2025	Arts Test	Upload language certificate
Other documents uploaded (optional)	<input type="checkbox"/>			Upload other documents
Transcript of Records (TOR) uploaded	<input checked="" type="checkbox"/>	12.02.2025	Arts Test	Upload TOR
<input checked="" type="checkbox"/> Application submitted	<input type="checkbox"/>			Submit application

Your application is now being processed by the international office of your faculty.
You can keep track of the status of your application here.

Important: You will receive an email as soon as a final decision has been taken about your application. Any changes to the host institution listed before you have received your final decision are merely part of our process and do not necessarily form part of this final decision.

Office: Application approved
Office: Application nominated for partner institution
Office: Nomination letter available
Nomination letter downloaded

After clicking on 'submit application', you will need to confirm your application in the next screen by clicking 'confirm'.

Confirm application

Confirm that the application is complete to hand in the application form. Make sure to do this before the deadline your faculty at the University of Groningen has set.

I hereby confirm that I have completed my exchange application correctly and truthfully. I have uploaded all the required documents. Furthermore I agree to my data being processed by the University of Groningen (UG) for the purpose of the application process and the documentation of the course of my studies at the host university. Please [read here](#) about how the UG processes your personal data. Please be aware that an incomplete or incorrect application will be declined.

With this I want to hand in my application.

[Back to the application workflow](#) [Confirm](#)



After confirming your application, you can go back to the workflow.

All obligatory questions have been answered. You can go back to the workflow.

Back in the workflow, you can keep track of the status of your application and see what steps the international office (exchange office) of your faculty needs to take to process your application. You will receive an email as soon as a final decision has been taken on your application.

As soon as your application has been approved and the International Office has finished all steps in the process, you can download your nomination letter (see below).

Necessary steps	Done	Done on	Done by	Direct access via following link
Your application is now being processed by the international office of your faculty. You can keep track of the status of your application here.				
Important: You will receive an email as soon as a final decision has been taken about your application. Any changes to the host institution listed <i>before</i> you have received your final decision are merely part of our process part of this final decision.				
Office: Application approved	<input checked="" type="checkbox"/>	13.02.2025		
Office: Application allocated to host institution	<input checked="" type="checkbox"/>	13.02.2025		
Office: Email on allocation to partner institution received	<input checked="" type="checkbox"/>	13.02.2025		
Office: Application nominated for partner institution	<input checked="" type="checkbox"/>	13.02.2025		
Office: Nomination letter available	<input checked="" type="checkbox"/>	13.02.2025		
Nomination letter downloaded	<input checked="" type="checkbox"/>			
				 Download nomination letter

4. Before the Mobility - After selection documents

As soon as your nomination is accepted, you will continue in the next phase of your Mobility Online workflow : “Before the Mobility - After selection documents”.

Before the Mobility - After selection documents 0 / 19

Note: In addition to the process in Mobility-Online, the host institution will send you further information about their own application procedure. Please note that it is your own responsibility to make sure that your application is complete and submitted before their deadline.

4.1. Download brochure

The first mandatory step is to download the brochure by clicking on the button ‘download brochure’. After downloading the brochure, you can continue with the second step: start and end date.

Before the Mobility - After selection documents 0 / 19

Your nomination has been accepted by the host institution and they will send you further information about their application procedure. Please note it is your own responsibility to make sure that your application is complete and submitted before their deadline.

<input checked="" type="checkbox"/> Brochure downloaded	<input type="checkbox"/>	 Download brochure
Before mobility: Exact start and end date entered	<input type="checkbox"/>	
Language proficiency information entered	<input type="checkbox"/>	
Bank details completed	<input type="checkbox"/>	
Grant rates announced by Dutch National Agency	<input type="checkbox"/>	
Information about green travel received	<input type="checkbox"/>	
Office: Scholarship calculated	<input type="checkbox"/>	
Statement Negative Travel Advice accepted	<input type="checkbox"/>	
Emergency contact information completed	<input type="checkbox"/>	
The international office of your faculty can inform you whether you need to upload course descriptions or a statement of approval of the Board of Examiners for your course(s). This is not always a mandatory field. All documents can be uploaded under the file name: course description.		
Course description/course approval uploaded	<input type="checkbox"/>	
The following steps apply to a Digital Learning Agreement (DLA). By completing the steps below, you will provide the information required to generate your DLA. The courses on the DLA will then still need to be assessed by the home and host institution.		
Course(s) for DLA submitted	<input type="checkbox"/>	
Office: Course(s) approved by home institution	<input type="checkbox"/>	
DLA downloaded	<input type="checkbox"/>	

4.2. Enter exact start and end date

Click on ‘enter exact start and end date’ to open the page ‘Planned mobility dates’.

Adjust the start and/or end date to the exact dates of your exchange period.

Planned mobility dates

The start and end dates are the dates you are physically present at the host institution. If you travel to the host country earlier but are not yet physically present at the host institution, these days do not count towards the scholarship. Similarly, if after your last physical day at the institution you still need to complete tasks related to the courses you have taken (for example, an exam or assignment remotely), this time does not count towards the scholarship.

Registered start date mobility	Registered end date mobility
01.02.2025	31.08.2025

Are your dates still correct? *

Please check the dates above and specify if they are still correct. It is important that you are as specific as possible about your dates, as these will be the basis for the calculation of your grants.

If your information is incorrect, you may be required to repay a part of the awarded grant to the UG after your documents have been checked at the end of your mobility. Here you will be asked again to confirm your start and end dates.

yes no

Exact start date

Adjust your registered start date to your exact start date here.

01.02.2025

Exact end date

Also, adjust your end date if necessary.

31.08.2025

[Back to the application workflow](#) [Confirm](#)

After checking (and if necessary, adjusting) your start and end date, you will need to confirm the dates, go back to the application workflow and continue with the next step: enter language proficiency information (see red arrow).

Before the Mobility - After selection documents

Your nomination has been accepted by the host institution and they will send you further information about their application procedure. Please note it is your own responsibility to make sure that your application is complete and submitted before their deadline.

Brochure downloaded	<input checked="" type="checkbox"/>	13.02.2025	Arts Test	Download brochure
Before mobility: Exact start and end date entered	<input checked="" type="checkbox"/>	13.02.2025	Arts Test	
Language proficiency information entered	<input type="checkbox"/>			Enter language proficiency information
Bank details completed	<input type="checkbox"/>			
Grant rates announced by Dutch National Agency	<input type="checkbox"/>			

4.3. Enter language proficiency information

You will now need to enter all relevant information about your language preparation:

- Language of instruction at the host institution
- Your obtained language level (in the language of instruction)

After entering the information, make sure to submit it for approval by ticking the box (see arrow) and next click on the button ‘update’ to continue with the fourth step in the workflow (bank details).

Applications outgoing

Back Update

Data concerning language preparation

Language of instruction at host institution

Language level A1 A2 B1 B2 C1 C2 Mother tongue

I confirm the information provided above is correct and would like to submit it for approval. *

4.4. Bank details

In this step you will enter your personal details and corresponding bank details for the grant payment(s). Click on ‘update personal details’ before going back to the workflow.

Personal details

Back to the application workflow Update personal details

Personal details

Last name Test

First name Arts

Gender Male Female Other

Date of birth 01.01.2000

Bank details

Provide us with the bank details of the account to which we need to transfer the grant.

Bank name

BIC/SWIFT

IBAN

Name of the account holder Test, Arts

Created b

Back to the application workflow

4.5. Grant rates announced by Dutch National Agency

The next step (Grant rates announced by Dutch National Agency) will take place automatically; there are no actions needed on your part here. You can continue with the next step as soon as the grant rates have been calculated and open the information about the Green Travel Erasmus+.

4.6. Green Travel Erasmus +

First, you will have to read the information about Green Travel Erasmus+, which can be found in the link under 'Student Portal' (see example below). After reading the information, you need to tick the box "I am aware of additional support for green travel" in order to continue the process.

Information Green Travel Erasmus+

Participants are encouraged to use low-carbon modes of transport, i.e. to use the train or bus as much as possible, not only to get to the destination but also to get around the mobility destination.

Distance (km) to host institution	Distance band
1808	500 - 1999 km

Information

 Co-funded by the European Union

We would like to inform you about the higher travel grants available in the Erasmus+ programme for students who use sustainable means of transport to travel to and from their host institution.

The additional travel grant varies and is based on the distance between the host institution and the University of Groningen. You will also receive two additional scholarship days.

More information can be found on the [Student Portal](#). 

I am aware of additional support for green travel *

After ticking the box "I am aware of additional support for green travel", you can indicate if you want to commit to the use of sustainable means of transportation. If you want to commit to the use of sustainable transport, please select your type of (sustainable) transportation (train in the example below). Next, you need to download and sign the 'Declaration of Honour for

'Erasmus+ Green Travel Grant'. After uploading the signed Declaration of Honour, click 'confirm' and go back to the workflow.

I am aware of additional support for green travel *

Commitment

I hereby commit to use sustainable means of transportation. *

If you answer 'Yes' to the question below, you are applying for Green Travel Support. This will affect the amount of your grant, which will be stated on your Grant Agreement. You will also be asked to upload a signed Declaration of Honour.

Please keep the proof of your Green Travel for at least 2 years. You may be asked to provide the proof for verification purposes.

If you do not meet the criteria, the difference between Green Travel Support and non-Green Travel Support will be deducted from your second instalment.

Answer 'no' to this question if you will be travelling by non-sustainable means of transportation.

yes no

What will be your main mean of transporation? *

Train

Upload your signed Declaration of Honour *

You have answered 'yes', which means you have to sign the Declaration of Honour for Erasmus+ Green Travel grant upload it in the box below.

You can download the Declaration of Honour [here](#).

No file(s) uploaded.  

[Back to the application workflow](#) [Confirm](#)



4.7. Office: Scholarship calculated

This step is handled by your International Office (Exchange Office). After receiving information about the calculated scholarship, please continue with

the remaining steps in the workflow, starting with entering the additional Grant Agreement Information.

<input type="checkbox"/> Grant Agreement information provided	<input type="checkbox"/>	 Enter information
Grant Agreement downloaded	<input type="checkbox"/>	
Grant Agreement signed by all parties uploaded	<input type="checkbox"/>	
Statement Negative Travel Advice accepted	<input type="checkbox"/>	
Emergency contact information completed	<input type="checkbox"/>	
The international office of your faculty can inform you whether you need to upload course descriptions or a statement of approval of the Board of Examiners for your course(s). This is not always a mandatory field. All documents can be uploaded under the file name: course description.		
Course description/course approval uploaded	<input type="checkbox"/>	
The following steps apply to a Digital Learning Agreement (DLA). By completing the steps below, you will provide the information required to generate your DLA. The courses on the DLA will then still need to be assessed by the home and host institution.		
Course(s) for DLA submitted	<input type="checkbox"/>	
Office: Course(s) approved by home institution	<input type="checkbox"/>	
DLA downloaded	<input type="checkbox"/>	
Course(s) approved by host institution	<input type="checkbox"/>	
Office: Grant documents complete	<input type="checkbox"/>	
OLS manual downloaded	<input type="checkbox"/>	
OLS proof uploaded	<input type="checkbox"/>	
Office: first instalment grant processed	<input type="checkbox"/>	
Residential address (during mobility) registered	<input type="checkbox"/>	

4.8. Enter Additional Grant Agreement Information

After clicking on ‘enter information’, a new form will open. Please fill in all required details in the form:

- Study years completed;
- Insurance information (insurance company and insurance policy number);
- If you have received a grant before.

After filling in the details, click ‘confirm’ and then on ‘back to the application workflow’ to continue the workflow.

Additional Grant Agreement Information

All information provided here will be added to your Grant Agreement.

Study information

Enter the number of study years you will have completed at the start of your exchange.

For example, if your exchange period is in your third year of your bachelor's programme, you will have completed two years of study at that time.

Study years completed *

Insurance

While the UG's own insurance provides some coverage it is limited. Therefore, UG students must arrange their own health insurance, liability insurance and accident insurance when going abroad. Click [here](#) for more information about the UG's insurance.

Please provide your insurance details below.

Insurance company *

Other grants/scholarships and revenues

Have you received a grant before? *

yes no

[Back to the application workflow](#) [Confirm](#)

4.9. Download Grant Agreement

You will now need to download the Grant Agreement and arrange for all parties to sign agreement. As soon as the agreement is signed by all parties, you will need to upload it into the system.

Allocation of documents

[Back](#) [Create](#)

Grant Agreement signed by all parties uploaded

i Make sure the document is **signed by all parties!** A signature from only the student is not enough.
Exception: If you are a student from the Faculty of Arts, please follow the procedure in their manual.

Upload name
Grant Agreement signed by all parties

File

0.6 MB
Grant_Agree...

[Back](#) [Create](#)

After uploading the signed Grant Agreement, click on ‘create’.

Action successful!
Record created

[Back to general overview](#) [Enter next record](#)

After successfully uploading the document, click on ‘back to general overview’ to continue with the next step in the workflow: accepting the statement of negative travel advice.

4.10. Accept Statement of Negative Travel Advice

Click the button ‘Read Statement of Negative Travel Advice’ and read the document carefully.

Statement Negative Travel Advice accepted
 Emergency contact information completed

The International office of your faculty can inform you whether you need to upload course descriptions or a statement of approval of the Board of Examiners for your course(s). This is not always a mandatory field.
All documents can be uploaded under the file name: course description.

Course description/course approval uploaded
 Course(s) for DLA submitted
 Office: Course(s) approved by home institution
 DLA downloaded
 Course(s) approved by host institution
 Office: Grant documents complete
 OLS manual downloaded
 OLS proof uploaded
 Office: first instalment grant processed

[Read Statement Negative Travel Advice](#) 

After reading the Statement of Negative Travel Advice, accept the conditions by ticking the box (red arrow) and click on 'confirm' (green arrow) before returning to the application workflow.

Statement Negative Travel Advice

Please read carefully and sign after you agree with the terms.

The University of Groningen does not support students travelling to countries with an orange or red travel advice as issued by the Dutch Ministry of Foreign Affairs.

This statement becomes effective when students travel to, or are using a mobility option within their degree programme, in a country with a negative (orange or red) travel advice. The statement needs to be completed before the start of the mobility, together with the Erasmus+ or Marco Polo Grant Agreement (if applicable).

Liability

The UG does not accept any liability for the stay in the mobility destination in case of a negative (orange or red) travel advice. The UG has taken out coverage for students with insurance company AIG. Travelling to countries with a negative travel advice may have consequences for that coverage. AIG decides whether, in a specific case, the travel insurance of the UG provides coverage in any particular circumstance. The UG has no say in this decision. For this reason, the undersigned has been advised to take out an own health, liability and accident insurance.

Medical expenses

Within the coverage of a business travel policy from the UG at AIG, the medical costs are covered secondary. This means that these are always additional to the primary medical health insurance taken out in the Netherlands (or other home country if so applies).

Declaration

I hereby declare that I am aware of the fact that in case the travel advice issued by the Dutch Ministry of Foreign Affairs for the mobility destination is orange or red, the mobility is not supported by the UG and is therefore taking place at my own risk.

I am also aware that the current yellow or green travel advice of my host country may change into a negative travel advice (orange or red).

Nevertheless, I choose to leave for a mobility stay in the mobility destination.

I am aware that in case a "no-go" decision was issued at least two months before the start of the mobility because of an orange or red travel advice, no scholarship is provided to me.

I realize that the UG does not accept any liability for the stay in the mobility destination in case of a negative (orange or red) travel advice. I accept that this mobility stay may have consequences for the liability coverage the UG has taken out for students with insurance company AIG. I have taken out my own health, liability and accident insurance.

The above means that all events, and their consequences, as well as all costs arising from unforeseen circumstances during my stay in the mobility destination at the time of an orange or red travel advice are for my own account and risk.

I accept the conditions of the UG, in addition to those mentioned in the Erasmus+ or Marco Polo Grant Agreement (if applicable). *

[Back to the application workflow](#)

[Confirm](#)



4.11. Complete emergency contact details

You will now need to enter the contact details of your emergency contact person and after doing so, click on ‘update’ to return to the workflow.

Applications outgoing

Contact person in case of emergency

Relationship type

First name of your contact person

Last name of your contact person

E-mail address of contact person

Phone number of contact person

Back **Update** ←

4.12. Course descriptions (if necessary)

Upload course descriptions or a statement of approval of the Board of Examiners for your course(s), if necessary.

The international office of your faculty can inform you whether you need to upload course descriptions or a statement of approval of the Board of Examiners for your course(s). This is not always a mandatory field.
All documents can be uploaded under the file name: course description.

Course description/course approval uploaded

4.13. Digital Learning Agreement

You will now need to follow all required steps to generate a Digital Learning Agreement (DLA), starting by submitting courses.

The following steps apply to a Digital Learning Agreement (DLA). By completing the steps below, you will provide the information required to generate your DLA. The courses on the DLA will then still need to be assessed by the home and host institution.

Course(s) for DLA submitted **Submit course(s)** ←

Office: Course(s) approved by home institution	<input type="checkbox"/>
DLA downloaded	<input type="checkbox"/>
Course(s) approved by host institution	<input type="checkbox"/>
Office: Grant documents complete	<input type="checkbox"/>
OLS manual downloaded	<input type="checkbox"/>
OLS proof uploaded	<input type="checkbox"/>
Office: first instalment grant processed	<input type="checkbox"/>
Residential address (during mobility) registered	<input type="checkbox"/>

After clicking on ‘submit course(s)’, click on the button ‘enter (further) courses...’ to add your course(s) manually.

Back **Enter (further) courses...** ←

After inserting all relevant information about the course, click on ‘create’.

Edit learning agreement

Host institution	Lapin Yliopisto, University of Lapland...
Study area	Arts
Study programme	B American Studies - 50623 / 0000
Academic year	2024/2025
Semester	Spring 2025
Course unit code at the host institution	
There are still 200 characters available	
Course unit title at the host institution	
There are still 400 characters available	
Number of credits at the host university	
Link to course at the host institution	
There are still 100000 characters available	
Course unit title at the home institution	
There are still 400 characters available	
Number of credits at the home institution	

Close Create

Continue entering (further) courses and after submitted all courses, click on 'final check before signing'.

Back Enter (further) courses... Final check before signing

Check the list of courses carefully and if correct, click on 'Sign and Transfer'.

Close Sign and Transfer 

Click on ‘close’ and ‘back’ to return to the workflow overview.

If it is not possible to sign the Digital Learning Agreement digitally, you will need to download the DLA (see green arrow) and arrange for all parties to sign it physically. As soon as the DLA is signed by all parties, you will need to upload it in Mobility Online (see red arrow).

The following steps apply to a Digital Learning Agreement (DLA). By completing the steps below, you will provide the information required to generate your DLA. The courses on the DLA will then still need to be assessed by the home and host institution.

Course(s) for DLA submitted	<input checked="" type="checkbox"/>	14.02.2025	Arts Test
Office: Course(s) approved by home institution	<input checked="" type="checkbox"/>	14.02.2025	
DLA downloaded	<input checked="" type="checkbox"/>	14.02.2025	Arts Test
PDF of DLA signed by all parties uploaded	<input type="checkbox"/>		
Course(s) approved by host institution	<input type="checkbox"/>		
Office: Grant documents complete	<input type="checkbox"/>		
OLS manual downloaded	<input type="checkbox"/>		
OLS proof uploaded	<input type="checkbox"/>		
Office: first instalment grant processed	<input type="checkbox"/>		
Residential address (during mobility) registered	<input type="checkbox"/>		

Download DLA Upload PDF

> During the Mobility

Now the host institution needs to approve the DLA.

After the host institution has approved the DLA, you can continue with the next three steps on your part:

- Download OLS manual
- Upload OLS proof
- Register residential address (during mobility)

The following steps apply to a Digital Learning Agreement (DLA). By completing the steps below, you will provide the information required to generate your DLA. The courses on the DLA will then still need to be assessed by the home and host institution.

Course(s) for DLA submitted	<input checked="" type="checkbox"/>	14.02.2025	Arts Test
Office: Course(s) approved by home institution	<input checked="" type="checkbox"/>	14.02.2025	
DLA downloaded	<input checked="" type="checkbox"/>	14.02.2025	Arts Test
PDF of DLA signed by all parties uploaded	<input checked="" type="checkbox"/>	14.02.2025	Arts Test
Course(s) approved by host institution	<input checked="" type="checkbox"/>		
Office: Grant documents complete	<input checked="" type="checkbox"/>	14.02.2025	
OLS manual downloaded	<input type="checkbox"/>		
OLS proof uploaded	<input type="checkbox"/>		
Office: first instalment grant processed	<input checked="" type="checkbox"/>	14.02.2025	
Residential address (during mobility) registered	<input type="checkbox"/>		

Download DLA Download OLS manual Upload OLS proof Register residential address (during mobility)

After clicking on ‘register residential address (during mobility)’, make sure to register your (temporary) address during the exchange period in the web form (*not* your home address in the Netherlands). After entering the details, click on ‘update personal details’.

Student manual MO Erasmus+ student exchange (SMS) Workflow

Personal details

[Back to the application workflow](#) [Update personal details](#)

Personal details

Last name
First name
Gender Male Female Other
Date of birth

(Foreign) address during mobility

Provide your (temporary) address during mobility.

Street
Additional address information
Country
Post code
City
Telephone number
Mobile phone number

[Back to the application workflow](#) [Update personal details](#)



After updating your details, you can go back to the application workflow.

Any changes to your exchange period (start and/or end date, or changes in your DLA) must be requested within 4 weeks after the start of your exchange period under 'During mobility'.

During the Mobility

Any changes must be requested within 4 weeks after the start of your mobility. Changes can be proposed using the step below.

Review your current mobility details [Do you have changes? \(yes/no\)](#)

After clicking on 'Do you have any changes? (yes/no)', you can review your mobility details.

Review mobility details

Start date of the mobility	End date of the mobility
01.02.2025	31.08.2025

Confirm your mobility details

Do you have any amendments to make to your mobility details? *

When should you answer yes to the question below?

- If you need to change the dates mentioned above
- If you need to change the courses on your learning agreement (adding or deleting a course)

You do not need a new learning agreement if you only want to change your start or end date, but these will still need to be assessed by your faculty.

yes no

[Back to the application workflow](#) [Confirm](#)

If you would like to make any changes, please select ‘yes’ to request changes to your exchange dates and/or the Digital Learning Agreement. After selecting ‘yes’, you can select the desired changes: date(s), DLA or both. Click on ‘confirm’ after entering the changes.

Confirm your mobility details

Do you have any amendments to make to your mobility details? *

When should you answer yes to the question below?

- If you need to change the dates mentioned above
- If you need to change the courses on your learning agreement (adding or deleting a course)

You do not need a new learning agreement if you only want to change your start or end date, but these will still need to be assessed by your faculty.

yes no

What would you like to change? *

Only the start date and/or end date Only the learning agreement Both

Propose your new dates

Your dates must be approved by your faculty. Please propose your new start and/or end dates in the fields below. After confirming your dates, your faculty will be able to review your proposed dates.

Start date *

End date *

[Back to the application workflow](#) [Confirm](#)

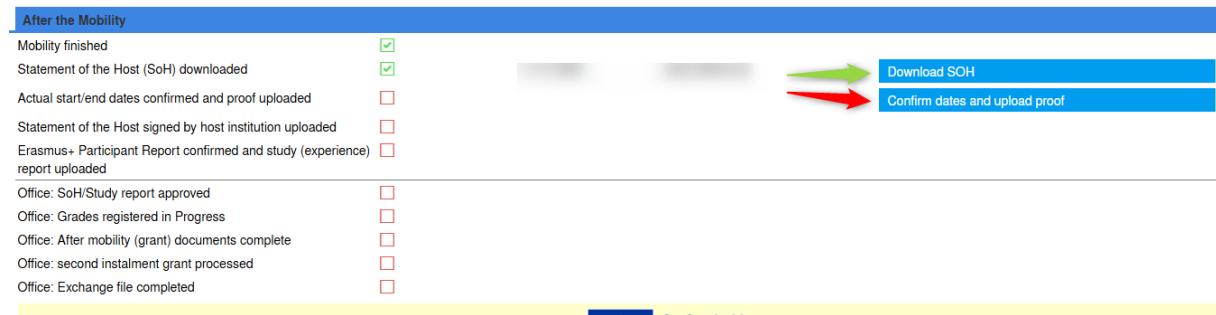
5. After the Mobility

Once your exchange period has ended, you will need to follow the remaining steps in the Mobility Online workflow.

5.1. Confirm actual start and end date

First, click on ‘confirm dates and upload proof’ to register the actual mobility dates (red arrow in the workflow). You also need to upload a signed / official document that confirms these dates. The Statement of the Host (SoH) can be

used for this purpose (green arrow in the workflow).



After clicking on 'confirm dates and upload proof' you can check (or change) your mobility dates and upload a signed document that confirms these dates. After uploading the document, click on 'confirm' and next on 'Back to the application workflow' to continue with the next step.

Exact mobility dates

Registered start date mobility	Registered end date mobility
01.02.2025	31.08.2025

Are your dates still correct? *

Please confirm whether the dates above are correct. Make sure to be as specific as possible about your dates.

The **start date** of the study period is the first day you have been present at the Host Institution, for example, for the first course, for a welcoming event organised by the Host Institution or for language and intercultural courses.

The **end date** of the study period is the last day you had to be present at the Host Institution (and not your actual date of departure). This is, for example, the end of exams period, courses or mandatory sitting period.

yes no

To make your actual start and end date official, upload proof such as your statement of the host or other signed document. *

E_SOH_-_Statement_of_Host_Institution.pdf

[Back to the application workflow](#) [Confirm](#)

5.2. Green Travel confirmation

In this step, please indicate whether you used sustainable means of transport to travel to and from your host institution.

Green Travel confirmation

I declare that I used sustainable means of transport to travel to and from my host institution. *

Important information

Before the mobility, you indicated that you intended to travel using green means of transport. You now need to confirm whether your main mode of transport was sustainable. If you answer no, you need to indicate what your main mode of transport was.

Please note that if you did not use green transport, your travel allowance will be recalculated.

You do not need to upload the proof documents for green travel, but please keep the proof of your green travel (such as travel receipts) for at least 2 years. You may be asked to provide the proof for verification purposes.

Yes No

[Back to the application workflow](#)

[Confirm](#)

After confirming, continue with the last 2 mandatory steps on your part in the workflow.

5.3. Complete the Erasmus+ Participant Report & upload your Study (Experience) Report

The Erasmus+ Participant Report is a survey sent to you by email through the Erasmus+ system. Unfortunately, we cannot include this survey in Mobility Online, so you will need to use the link in the email you received through the Erasmus+ system to complete your personal survey online.

After completing the Erasmus+ Participant Report (survey), tick the box “I hereby confirm I have completed the Participant Report” and click on ‘next page’.

1

2

Page 1 - Participant Report

The information below does not apply to students who did their mobility in Switzerland. If you belong to this group, you can simply tick the box below and proceed to the study (experience) report.

After your mobility period, you will receive an email inviting you to complete the Erasmus+ Participant Report. As this survey is sent through the Erasmus+ systems of the European Commission, we unfortunately cannot include the survey in Mobility-Online.

You will receive (or have already received) the following email:

Title: Erasmus+ participant report

From: EU-CORPORATE-NOTIFICATION-SYSTEM@ec.europa.eu

The content of the email will look like this:

Erasmus+ participant report

1 message

EU CORPORATE NOTIFICATION SYSTEM <EU-CORPORATE-NOTIFICATION-SYSTEM@ec.europa.eu>



European
Commission

**Erasmus+ and European Solidarity
Corps**

Erasmus+ participant report

Translation provided in English

Dear [REDACTED]

You recently took part in an Erasmus+ project. Now it's time to tell us what you think! It takes just 5-10 minutes to fill in your "participant report". This is a required part of your mobility activity placement, and your feedback is very valuable. Your sending organisation, the National Agencies and the European Commission use your answers to improve Erasmus+ for future participants.

You should submit the report any time in the next 30 days. Click here to start [REDACTED]

Please note that this report is intended to be submitted only by you and you may not forward the above link to any other recipient.

You may save a temporary draft and use the same hyperlink to get back to it. Once completed, you should submit the report by clicking on the "Submit" button. Be aware that you will no longer be able to change it.

This email will include a link to your personal survey.

You must complete the survey in order to receive your second grant instalment.

If you have already completed the survey, you can simply check the box below. For further questions, please consult your international or placement office.

I hereby confirm I have completed the Participant Report *

[Back to the application workflow](#)

[Confirm](#)

[Next page](#)



Next, you will need to write your own study (experience) report and upload it.

Page 2 - Study (experience) report

In addition to your Erasmus+ Participation Report, you are required to write and submit a report on your (study) experiences abroad. This report should be a minimum of 2 A4 pages, typed and in English. Using the headings below, please report on the following:

Study report *

- Your study programme (including courses available for foreign students, content of the followed courses, level of study, would you recommend the courses to future students, way of examination, etc.)
- Language
- Finance and other conditions (including estimated costs per month, if applicable residence permit, additional costs to attend the host institution, application procedure, etc.)
- Preparation and contact with the host institution (faculty) in advance
- Housing (rent, accommodation type, recommended neighbourhoods, etc.)
- Guidance / reception at host institution (introduction programme, social events, study programme, guidance, social care and help from host institution)
- Culture, free time and travelling
- Other (tips, suggestions, comments, opinions, etc.)

test.pdf



I hereby give permission to publish my report. *

The international office can publish these reports on the UG Study Info page to inform future students and to help them in their orientation process. We only publish these reports with your explicit consent.

yes yes but anonymously no

Interested students may contact me for additional information *

yes no

(Private) Email address for students to contact me

Please note that your email address will be published together with the report.

test@rug.nl

Did you follow a language course? *

yes no

[Back](#) [Confirm](#) [Back to previous page](#)

After uploading your Study Report, and answer the questions, you can go back to the workflow to check if all actions on your part have been completed.

After the Mobility			
Mobility finished	<input checked="" type="checkbox"/>	14.02.2025	Arts Test
Statement of the Host (SoH) downloaded	<input checked="" type="checkbox"/>	14.02.2025	Arts Test
Actual start/end dates confirmed and proof uploaded	<input checked="" type="checkbox"/>	14.02.2025	Arts Test
Use of green travel confirmed	<input checked="" type="checkbox"/>	14.02.2025	Arts Test
Statement of the Host signed by host institution uploaded	<input checked="" type="checkbox"/>	14.02.2025	Arts Test
Erasmus+ - Participant Report confirmed and study (experience) report uploaded	<input checked="" type="checkbox"/>	14.02.2025	Arts Test
Office: SoH/Study report approved	<input type="checkbox"/>		
Office: Grades registered in Progress	<input type="checkbox"/>		
Office: After mobility (grant) documents complete	<input type="checkbox"/>		
Office: second instalment grant processed	<input type="checkbox"/>		
Office: Exchange file completed	<input type="checkbox"/>		

The remaining steps will be completed by the International Office (Exchange Office).

Office: SoH/Study report approved	<input type="checkbox"/>
Office: Grades registered in Progress	<input type="checkbox"/>
Office: After mobility (grant) documents complete	<input type="checkbox"/>
Office: second instalment grant processed	<input type="checkbox"/>
Office: Exchange file completed	<input type="checkbox"/>

As soon as the international Office has finished all remaining steps, all boxes in the workflow “After Mobility” will be ticked.

After the Mobility			
Mobility finished	<input checked="" type="checkbox"/>		
Use of green travel confirmed	<input checked="" type="checkbox"/>		
Office: SoH/Study report approved	<input checked="" type="checkbox"/>		
Office: Exchange file completed	<input checked="" type="checkbox"/>		



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Once your application has been fully completed, the faculty will mark your application as completed.