

NOMINATION & APPLICATION TUTORIAL



To facilitate the management of your international mobility, you must register on Mobility Online, the software used by us, your receiving institution in Paris to track your mobility from your application to your return from mobility. **This software is separate from the tracking system of your host university.**

SUMMARY

1. [BEFORE MOBILITY] APPLICATION
2. [BEFORE MOBILITY] - LEARNING AGREEMENT
3. [BEFORE MOBILITY] INFORMATION BEFORE DEPARTURE
4. [DURING MOBILITY] INFORMATION AFTER ARRIVAL
5. [DURING MOBILITY] - LEARNING AGREEMENT
6. [AFTER MOBILITY]

As you progress through your international mobility, seven steps will be revealed on Mobility Online, which you will need to complete as you go.

WHAT IS A WORKFLOW?

The workflow is your online dashboard for preparing for your international mobility. It groups together all the tasks to be completed, organized step by step, and accessible from your personal account. You can easily track the progress of your application and know at any time what you have left to do.

TYPES OF TASKS IN YOUR ONLINE MOBILITY WORKFLOW



optional task - you can move forward with the workflow without completing it



task completed



mandatory task - you must upload a document or fill in information to progress through the workflow



current task

THE STEPS IN YOUR ONLINE MOBILITY WORKFLOW



Before Mobility - Nomination Phase - for your sending coordinator

The nomination deadline will be May 1st 2026. **As the sending university, you must first nominate your student via the link received from our office by email (no nominations will be accepted by email)**

The sending coordinator must complete key data

- Make sure to input the correct session : Fall 26 or Year 2026/2027.
- **Doublecheck your student's birthdate** as your student will need to input this date to create their account.
- Make sure to input your student's academic email instead of personal one.

The image displays two screenshots of the 'Nomination for a student exchange' web form for the ECE program. The first screenshot, labeled with a blue '1' in a circle, shows the 'Application details' section. It includes fields for 'Type of application' (Incoming/Outgoing), 'Type of person' (Student/Teacher/Staff), 'Receiving institution' (ECE), 'Academic year' (2025/2026), 'Semester' (Please select), 'Faculty/Department' (181539 - ECE), and 'Level of study during mobility' (Master 1 (ING4), Master 2 (ING5), Bachelor 1 (B1)). The second screenshot, labeled with a blue '2' in a circle, shows the 'Sending Institution' section. It includes dropdown menus for 'Country of the Home Institution', 'Home institution', 'Study Framework', 'Current level of studies at home university', and 'Number of years completed in higher education'. Below these are fields for 'Coordinator' (No choice), a note about finding coordinators, and fields for 'Last name of institutional coordinator (home institution)' and 'First name of institutional coordinator (home institution)'. A 'Gender' field (Male/Female) is also present.

If you are unable to find the name of your institution in the list of offered Home institution (Screenshot 2), please check status of your agreement with us (active, need to renew) and contact us to add you on the list.

Before mobility - Application phase

Once your nomination is confirmed, you will receive an email with a registration link and instructions on the email entered by your sending coordinator. **Please enter your birthdate and create a password to confirm the creation of your account.**

Once done, you will receive a confirmation of registration with next steps to complete on your workflow. **At the end of this email, you will be able to see your log-in link.**



We recommend that you save this link in your favorites and save your password on your computer and phone.

Before mobility - Application phase

By clicking the link you will receive by email, you must then log in to your application on Mobility Online.

When you log in to Mobility Online after completing your registration, you will see that the steps "Online application", "Confirmation email: online application has been registered" and "Online registration" are checked in green, you will need to proceed to the next steps in red.

Please note that the "Completed on" column indicates the date of each action. The "Completed by" column indicates who performed the action (the student or the receiving international service). "Direct access via the following link" indicates that you have an action to perform by clicking on a link in your Mobility Online space.

Necessary steps	Done	Done on	Done by	Direct access via following link	19 / 31
Before mobility - Application phase 17 / 17					
Online-Application	<input checked="" type="checkbox"/>	16.09.2025		Check basic information	
Confirmation email: the online application has been successfully registered	<input checked="" type="checkbox"/>	16.09.2025	Automatically generated		
Online registration	<input checked="" type="checkbox"/>	16.09.2025			
Personal data completed	<input checked="" type="checkbox"/>	16.09.2025	françois MAHE	Complete your personal data	
<i>*Level of study during the mobility</i>					
Desired level of education	<input checked="" type="checkbox"/>	16.09.2025	François TEST Spring	Select the desired level of study	
Selected study field	<input checked="" type="checkbox"/>	16.09.2025	François TEST Spring	Select study field	

1. Personal data to be completed (mandatory)

After registering, you must complete your personal information by logging into Mobility Online using the second login link you received. This step is mandatory to proceed to the next step.

You must add your ID card or passport information. You must save each step once it is complete.

Données personnelles

Nom *	test	Prénom *	S
Sexe *	<input checked="" type="radio"/> Masculin <input type="radio"/> Féminin <input type="radio"/> Indéterminé	Date de naissance *	20.01.2025
Adresse courriel *	t5@edu.ece.fr	Nationalité *	France
Autre nationalité	<-- Aucune sélection -->		



If you are in the process of renewing your identity document, complete this step with the information from your current identity document. You can send us your new identity documents to international@ece.fr as soon as you receive them.



After submitting your study level, access will be temporarily blocked at this step. Your data has been successfully saved. The International Office will review the information and allow you to proceed to the next step.

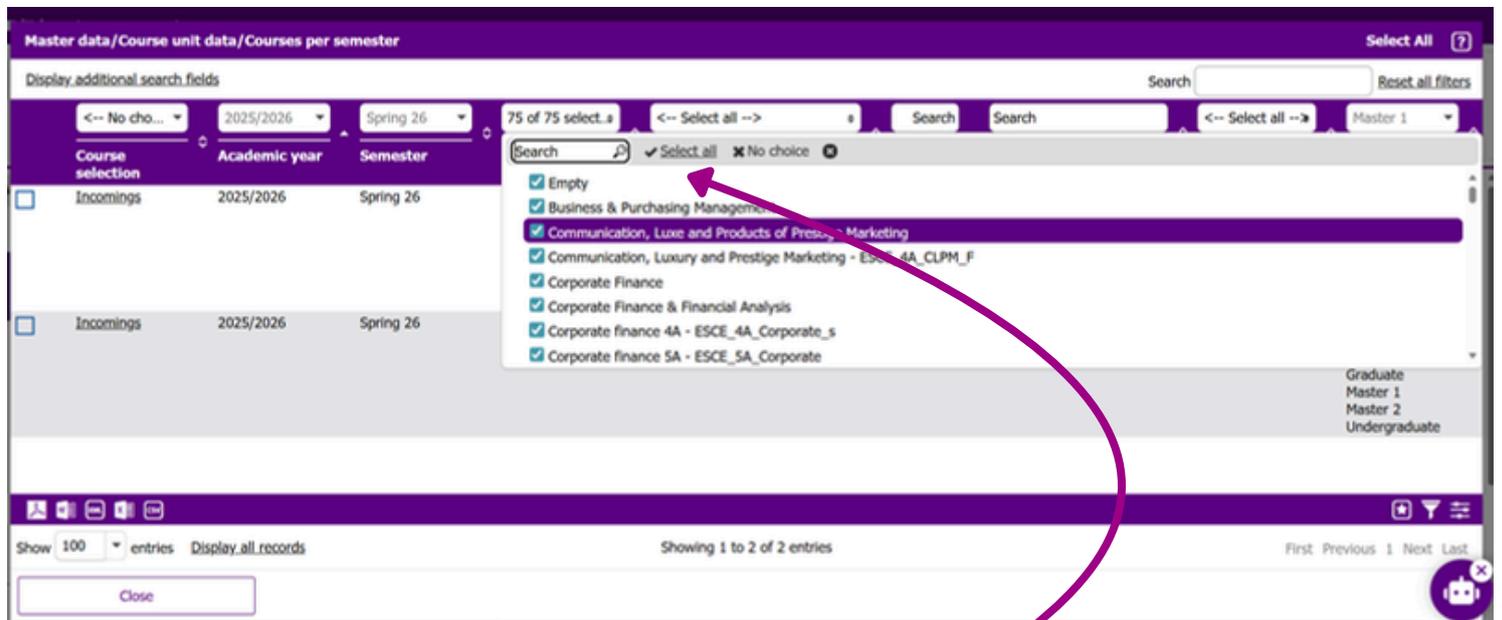
Nomination validated	<input checked="" type="checkbox"/>	16.09.2025	françois MAHE	
Nationality information	<input checked="" type="checkbox"/>	16.09.2025	François TEST Spring	Enter information
Questions answered concerning languages	<input checked="" type="checkbox"/>	16.09.2025	François TEST Spring	Answer the questions
Photo (front face) to be uploaded	<input checked="" type="checkbox"/>	16.09.2025	françois MAHE	Upload
CV to be uploaded	<input checked="" type="checkbox"/>	16.09.2025	françois MAHE	Upload
<i>*Provide detailed and relevant documentation in English or French to demonstrate that you meet the prerequisites for your chosen program</i>				
Upload Syllabus from sending university	<input checked="" type="checkbox"/>	16.09.2025	françois MAHE	Upload Syllabus
Cover letter to upload	<input checked="" type="checkbox"/>	16.09.2025	françois MAHE	Upload cover letter
Transcript to be uploaded	<input checked="" type="checkbox"/>	16.09.2025	françois MAHE	Upload Transcript of Records
Upload language level certificate	<input checked="" type="checkbox"/>	16.09.2025	françois MAHE	Upload Language Level Certificate
Confirm application documents uploaded	<input checked="" type="checkbox"/>	16.09.2025	françois MAHE	Confirm
Complete application form / Email confirmation of complete application received	<input checked="" type="checkbox"/>	16.09.2025	françois MAHE	

Once you have been allowed to proceed, you will need to load the following information - **workflow display and required documents might vary depending on your receiving institution.**

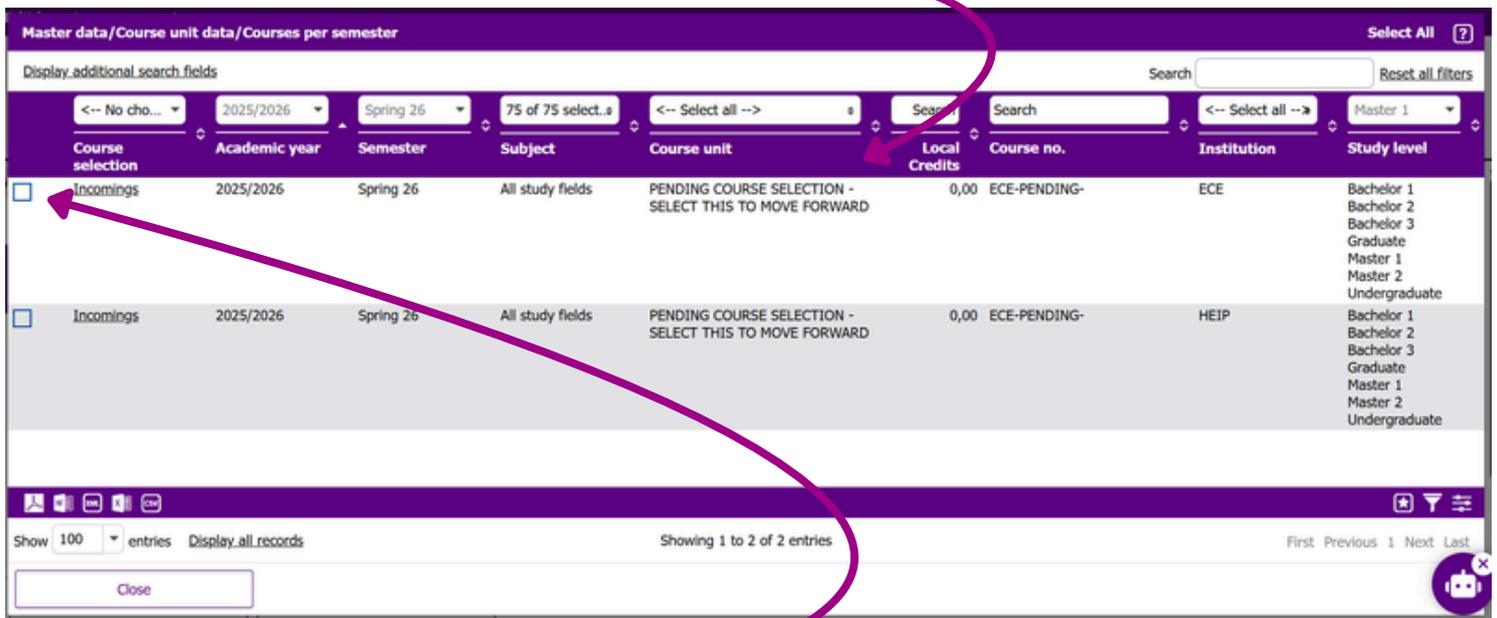
- **Language Proficiency Details:** Indicate your proficiency in the requested language of instruction (English or French).
- **ID Picture:** Upload a clear and official ID headshot photo (used for your student card if accepted). This is not a passport or national ID document request.
- **CV (Curriculum Vitae):** Include your academic background, skills, and relevant experiences.
- **Syllabus from your Home University:** If available as a link, paste it into a Word document and upload it. This helps us verify prerequisites.
- **Motivation Letter:** Explain your reasons for applying, your academic/personal goals, and how this exchange fits into your future plans.
- **Transcript of Records:** Upload an official transcript from your home university, preferably in English. If possible, fuse your last years' transcripts onto one single PDF to allow us to have more visibility on the courses you have already taken.
- **Language Proficiency Certificate:** Provide an official certificate (e.g., TOEFL, IELTS).
- **Read and Confirm School Charter:** Read by downloading the charter, then sign by ticking the box on the next step.
- **Document Upload Confirmation:** Ensure all required documents are uploaded and confirm that your submission is complete.



After submitting your application documents, access will be temporarily blocked at this step. Your data has been successfully saved. The International Office will review the information and allow you to proceed to the next step if everything has been submitted correctly.



- Click on the “Subject” selection box and select all
- You should see a new course appearing named “PENDING COURSE SELECTION - SELECT THIS TO MOVE FORWARD”



- Click on the box next to the first one

- Tick the “Automatic Recognition” box and click on “Create”.
- Tick the “Automatic Recognition” box and click on “Create”.



Access will be temporarily blocked at this step. Your data has been successfully saved. The International Office will you to proceed to the next step.

Once you have been allowed to proceed, you will be at the learning agreement step and will receive an important email with specific information relative to your receiving school, please read it thoroughly.

LEARNING AGREEMENT PROCESS

Submit your Learning Agreement using one of the following methods (please list François MAHE, fmahe@ece.fr, as the receiving institution contact):

1. **Online Learning Agreement (OLA)** via the Erasmus Without Paper (EWP) network or your home university's platform.
2. **Upload a PDF LA** - a template was sent in the last automatic email, signed by you and your sending coordinator on the corresponding step on your workflow.

Step	Status	Date	Entity	Action
Confirmation of the application period	<input checked="" type="checkbox"/>	16.09.2025	François TEST Spring	Enter information
Semester : Spring 26				
<i>*Please, check the courses catalogue, only select courses from your specialization and from "all study fields". Be careful about the number of ECTS credits.</i>				
Choice of courses made	<input checked="" type="checkbox"/>	16.09.2025	françois MAHE	Choosing courses
Full courses	<input checked="" type="checkbox"/>	16.09.2025	françois MAHE	
Upload Learning agreement completed and signed by the student and sending institution	<input type="checkbox"/>			Upload document

- **OLA** → when the OLA is completed by you, the sending coordinator, and the receiving coordinator, please upload it in the above step.
- **PDF LA** → when the receiving coordinator signs your received LA, you will receive an email confirmation and will be able to go to your workflow to download the final version.

Before mobility - Application phase

Step	Status	Action
Copy of EHC card (european health insurance card) for EU students / or copy of international health insurance for non EU uploaded	<input type="checkbox"/>	Upload copy
"Responsabilité civile" uploaded (en:Civil liability)	<input type="checkbox"/>	
Documents before departure approved	<input type="checkbox"/>	
Question regarding arrival in France answered	<input type="checkbox"/>	

- **EHIC/Private insurance** → Upload either your EHIC (proof of order is enough if not received yet) or your proof of private health insurance.
- **Civil Liability** → Civil liability insurance is mandatory for your exchange semester, check if it is included in your international health insurance package. If it is not included, [enrol in one like this one](#).
- **Answer the following questions and approve the submission of the documents to finalize this step.**



After submitting your application documents, access will be temporarily blocked at this step. Your data has been successfully saved. The International Office will review the information and unveil new steps upon your arrival in Paris!