Welcome to RMIT's online application system, Mobi.

RMIT's online application system, Mobi, enables students to easily apply online for an outbound mobility program. Planning a successful overseas study experience takes time, so start researching where you would like to go and what is required six to 12 months before the program starts.

When you want to apply, please follow this step-by-step guide.

STEP 1 – Program Search

STEP 2 – Start Application

STEP 3 – Login in/ create an account

STEP 4 – Applicant home page and Apply for a program

STEP 5 – Program Application Page (Pre-Decision)

STEP 6 – Completing Questionnaires and Signature Documents

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STEP 1: Choose the program for which you would like to apply, through the programs tab.

> There are different ways to search for programs based on your needs:

1.Program Type search: click on the relevant tab on the left of the screen to view a list of programs for each type of mobility.

2.Advanced search: will let you search for programs based on different criteria, including relevant RMIT college and school.

3.Map search: will display a world map for you to search for programs by destination. Simply click on the region you are interested in and check what programs are available.

3. Map Search

1. Program Type Search

2. Advanced Search

STEP 2: Once you have selected a program you can start your application.

> To apply for the <u>Exchange Program (Semester/Year)</u>, you will be required to scroll to the **Program Description**, click on the large orange "APPLY NOW" button. You will be directed to the **Exchange Program (Semester/Year)**. Click "Apply Now" and then "OK" to create your application. Select the term (semester) you wish to apply for (only available terms will be displayed).

> To apply to <u>any other mobility programs (Global Intensives, Study Abroad, Short Term Programs etc.)</u>, click "Apply Now" and then "OK" to create your first application. Select the term you wish to apply for (only available terms will be displayed).

STEP 3: Login using your RMIT Student ID

> Select the "I have a RMIT username and password" option and click "Submit"

> Make sure you use your RMIT student ID (s#######) and password when logging in.

STEP 4: Update your Applicant Home Page and apply for a program

> After login you will be taken to **Your Home Page**. On this page you will be able to edit your profile, submit your application and see communications with RMIT Global Mobility. Overnight your profile will be populated from the RMIT database, therefore when you return to Your Home Page in the future, you should check that your profile details are correct.

> You can edit your profile by clicking 'Edit Profile.' You are required to upload a profile picture, and check/fill in personal details.

> Click on the name of the program for which you are applying on your home page to fill out the application.

STEP 5: Complete the sections on the Program Application Page (Pre-Decision)

> Now you are logged in, when you apply for a program you will be taken to the **Program Application Page**

> The sections you must complete are listed on the right hand side of the screen, in the **Signature Documents** and **Application Questionnaires**.

> In the case of the **Exchange Program (Semester/Year)** you only need to complete one program application and you are required to list your first and second preference host institution in the application questionnaire **2. Exchange Program (Semester/Year): Host Institution Selection**. You are also required to upload two study plans; one for each institution.

STEP 6: Complete the Questionnaires and Signature Documents

> Click on the Signature Document **Outbound Student Mobility: Application Submission Terms and Conditions**, read the Terms and Conditions and click "CLICK HERE TO SIGN DIGITALLY". Click "Accept" to accept the conditions.

I understand that by clicking on this agreement, I am signing a legal document. I acknowledge that I am the person whose name is listed below and I logged on to this website on the date listed below.

| Applicant Name: | Anna Munro |
| Date: | 20/06/2016 |

CLICK HERE TO SIGN DIGITALLY

Electronic Signature

I understand that I am signing a legal document. By clicking "Accept", I am performing the same task as though I were signing on paper and hold legal responsibility for signing this document.

Accept   Cancel

> Complete all of the Application Questionnaires, starting with **1.Outbound Student Mobility: General Information**.

> Please Note: you may begin a questionnaire and save it for later completion, but note that you must click "Submit" in order for the questionnaire to be logged as complete and ready for review.

You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. **Please note that your application questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.**

< Cancel -   - Save -   - Submit >

> Click the folder icon to upload any required documents, such as your passport or study plan:

3. Exchange Program (Semester/Year): Study Plan:

Instructions:

Once you have submitted your Study Plan, you will not be able to edit or make changes to it in the Mobi portal. If you wish to make any changes to it, you will need to send your updated Study Plan to global.mobility@rmit.edu.au

(*) indicates the question is required.

1. Semester/Year Exchange Study Plan and Course Information (*)

Please upload your approved and signed study plan and course descriptions for your first and second preferences.

Note: Use the "folder" icon to upload your attachment/s. Clearly label your attachment with your surname, first name and document title, eg SMITH_John_Studyplan

body

> Complete all of the relevant questionnaires and signature documents. Once you have completed and submitted the questionnaires, a tick will appear in the box next to them. Your application will not be considered complete until ticks appear in each relevant box on your Program Application Page.

Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Submitted
Outbound Student Mobility: Application Submission Terms and Conditions	☑

Application Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click SUBMIT in order for the questionnaire to be logged as COMPLETE and ready for review.

Title	Submitted
1. Outbound Student Mobility: General Information	☑
2. Exchange Program (Semester/Year): Host Institution Selection	☑
3. Exchange Program (Semester/Year): Study Plan	☑
4. Exchange Program (Semester/Year): RMIT Academic Referee	☑

> Once you have completed your application, it will be processed by RMIT Global Mobility and we will contact you regarding the outcome.
> In the case of applications for the Exchange Program (Semester/Year), you will be notified of the institution to which you are nominated approximately 2 months after the application deadline. The institution to which you are nominated will appear in your Mobi portal.

Applications

▼ S1 Melb (Feb-Jun), 2017

Aalto University (ID 23061 not ranked)	**DECISION REACHED** *Please click application link to view decision letter.* Program start date: 01/01/2017 **Itinerary:** Helsinki, Finland (Europe) 01/01/2017 31/05/2017

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