

2023-2024 EXCHANGE APPLICATION INSTRUCTIONS FOR STUDENTS



2023-2024 Exchange Application Deadlines

Graduate Studies: March 1, 2023

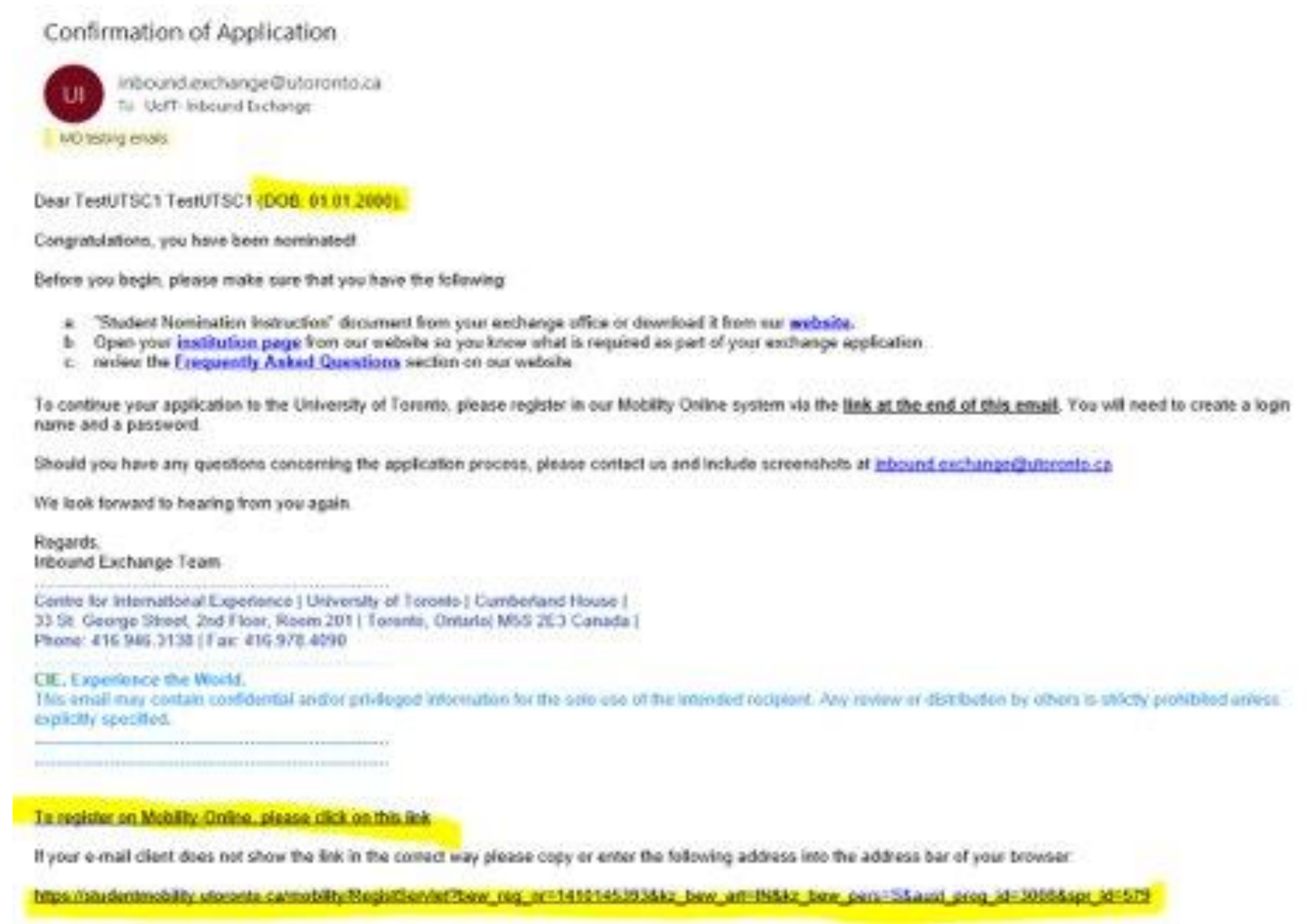
Undergraduate Studies: April 1, 2023

* One deadline for fall/winter/full-Year applications *



Step 1 - Create Your Login

- ❑ Once you are nominated by your home institution, you will receive an email with the registration link.
- ❑ Click on the registration link to create your login for [Mobility Online](#) to start your application.
- ❑ If you didn't get this email, please contact our office at inbound.exchange@utoronto.ca with your full name and home institution.



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 is included in your “Confirmation of Application” email in the previous slide.
- Click “Continue.”

☐ Create your login name

- If a login name is already used by someone, you will see an error message “Login already exists.” You will need to create a different login that is not used by someone else.

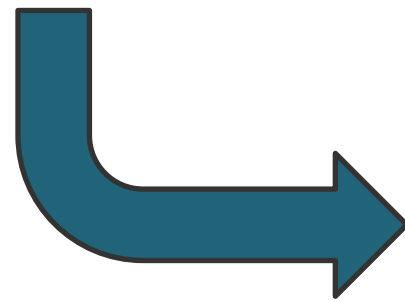
☐ Save your login and password

- You can also find your login name in the “Confirmation of Registration” email.

☐ Click “Continue”

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

Click to start application



Registration successful

Your registration was successful.

By pressing the button **[Login Mobility-Online]** you will be forwarded to Mobility-Online. There you have the possibility to edit your application data again, to administer your personal data, download and print documents.

Additionally you will receive an E-Mail with the confirmation of your registration. This E-Mail contains the link to Mobility-Online for future login.



Login to Mobility-Online

Step 2 - 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 use family name): Smith Sending institution: ETH Zurich - ETH Zurich (The Swiss Federal Institute of Technology) 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: ...

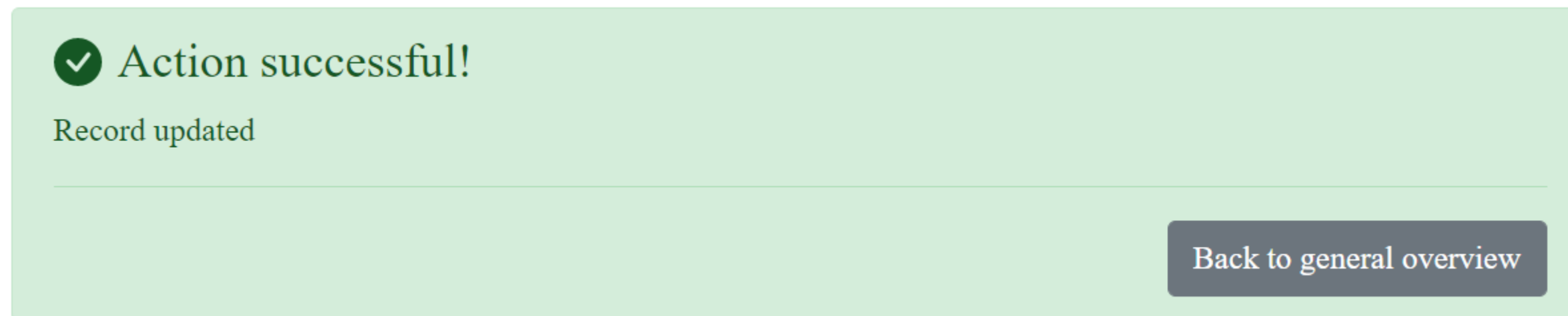
Necessary steps	Done	Done on	Done by	Direct access via following link
Student nominated by home institution	<input checked="" type="checkbox"/>	18.01.2021		
Student received email confirmation of nomination	<input checked="" type="checkbox"/>	18.01.2021	Automatically generated	
Registration of student account complete	<input checked="" type="checkbox"/>	18.01.2021		
IN Student Application 3 / 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 2 / 2				
Student arrived	<input type="checkbox"/>			
Experience finalized	<input type="checkbox"/>			

❑ Click “[Click Here to Update](#)” to update your personal details.

*Note: Use **English letters only**. Do **NOT** use any special characters (e.g. é, ï, ü, and ß) because U of T’s internal processing systems do not accept 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 Begin your application here
Application form for program	<input type="checkbox"/>			

Click “**Begin your application here**”.

Click “**Click here to update**” 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. Select **3-5 courses per term** from your host faculty’s academic calendar or timetable from this year.

Once you have completed the application, click “**Update.**”

Additional information for School of Graduate Studies applicants

- ☐ You must select a **host department**.
 - ☐ Go to [your institution's page](#) on our website for full details on how to select 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.

- ☐ 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."*
- ☐ Upload your CV.
- ☐ Check [your institution's 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 application interface for 'Incoming Applications'. The form is divided into sections: 'Program details' and 'Personal details'. In the 'Program details' section, there are four fields: 'Type of applicant' with radio buttons for 'Incomings' (selected) and 'Outgoings'; 'Type of person' with radio buttons for 'Students' (selected) and 'Teachers'; 'Exchange Programme' with a dropdown menu showing 'Exch - Full Year'; and 'Academic year' with a dropdown menu showing '2021/2022'. A red rectangular box highlights a success message in the top right corner of the form area. The message is a white box with a green checkmark icon and the text 'Action successful! Record updated'. The word 'Display' is visible in the top right corner of the form's header bar.

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

Step 3 - Upload Your Required Documents

Document checklist before you start uploading documents to avoid errors:

- ☐ Label the documents in the following format: **“Last Name, First Name – name of document”** (e.g., **Smith, John – transcript**).
- ☐ Do **NOT** upload **secure PDF files that require password** (we are unable to open them).
- ☐ Upload .pdf or .docx documents.
- ☐ Ensure that the uploaded file size is below 2MBs.

- ☐ Upload the documents required by the host Faculty you are applying to.
 - Refer to your [institution webpage](#) on our website for full details.
- ☐ All of the required documents will appear on the left side of your home page.
- ☐ Click on “**Upload statement of Intent**”. Upload the required document and click “**Create**.”

Necessary steps	Done	Done on	Done by	Direct access via following link
IN Student Application				
Student personal details	<input checked="" type="checkbox"/>	16.12.2022		Review and complete personal details
Application form for program	<input checked="" type="checkbox"/>	16.12.2022		Begin your application here
Document: Statement of Intent	<input type="checkbox"/>			Upload statement of Intent
Document: Description of courses previously taken	<input type="checkbox"/>			

- 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?

❑ Click “**Upload courses taken.**” Upload the required document. Click “**Create.**”

Necessary steps	Done	Done on	Done by	Direct access via following link
Application form for program	<input checked="" type="checkbox"/>	16.12.2022		Begin your application here
Document: Statement of Intent	<input checked="" type="checkbox"/>	16.12.2022		Upload statement of Intent
Document: Description of courses previously taken	<input type="checkbox"/>			Upload courses taken
Document: Resume/CV	<input type="checkbox"/>			
Document: Proposed course list at nominated Faculty/host department	<input type="checkbox"/>			
Terms and Conditions	<input type="checkbox"/>			

- Your course descriptions should include the following:
 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 sentences max)

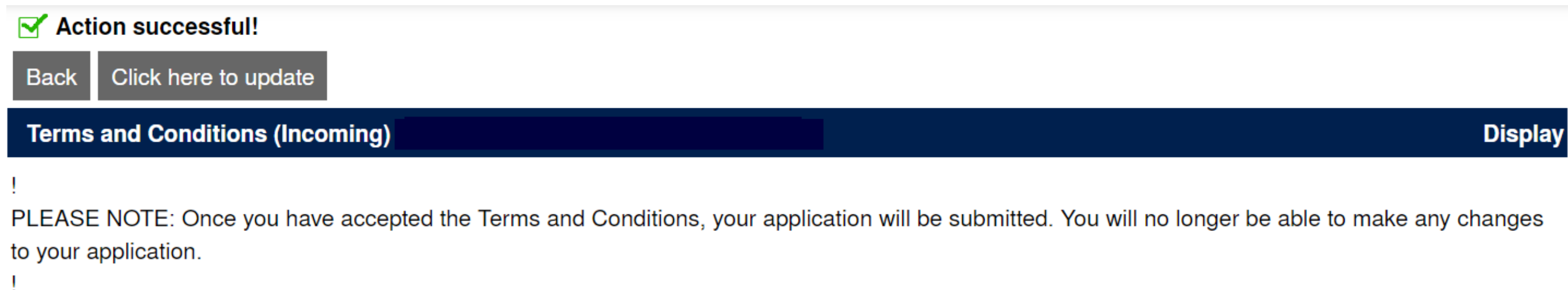
- ☐ If you are successful in uploading the document, you will return back to the home page of your application and the “Action Successful” window will appear in the top right-hand corner of your screen.
- ☐ Follow the same process until you have uploaded all of the required documents for your application.



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

Step 4 - Complete the terms and conditions

- ❑ Once you have uploaded all of the required documents, complete the “**Terms and Conditions**”.
- ❑ When you click “**Save**,” you will see this message.



- ❑ Once you click “Save,” your application is complete and submitted. You cannot make any changes to it.

- ❑ If you have completed your application correctly and fully, your home page should look like the screenshot below. You will notice that all of the boxes are checked off and they are green. You will also receive the “Confirmation of Submission” email.

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

Review and complete personal details

Begin your application here

Upload statement of Intent

Upload courses taken

- ❑ Log out of [Mobility Online](#) 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?

- ☐ Admission decisions will be sent to your 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.

We look forward to receiving your applications.