

# 2024-2025 EXCHANGE NOMINATION INSTRUCTIONS FOR PARTNERS



# 2024-2025 Exchange Nomination/Application Deadlines for Partners & Students

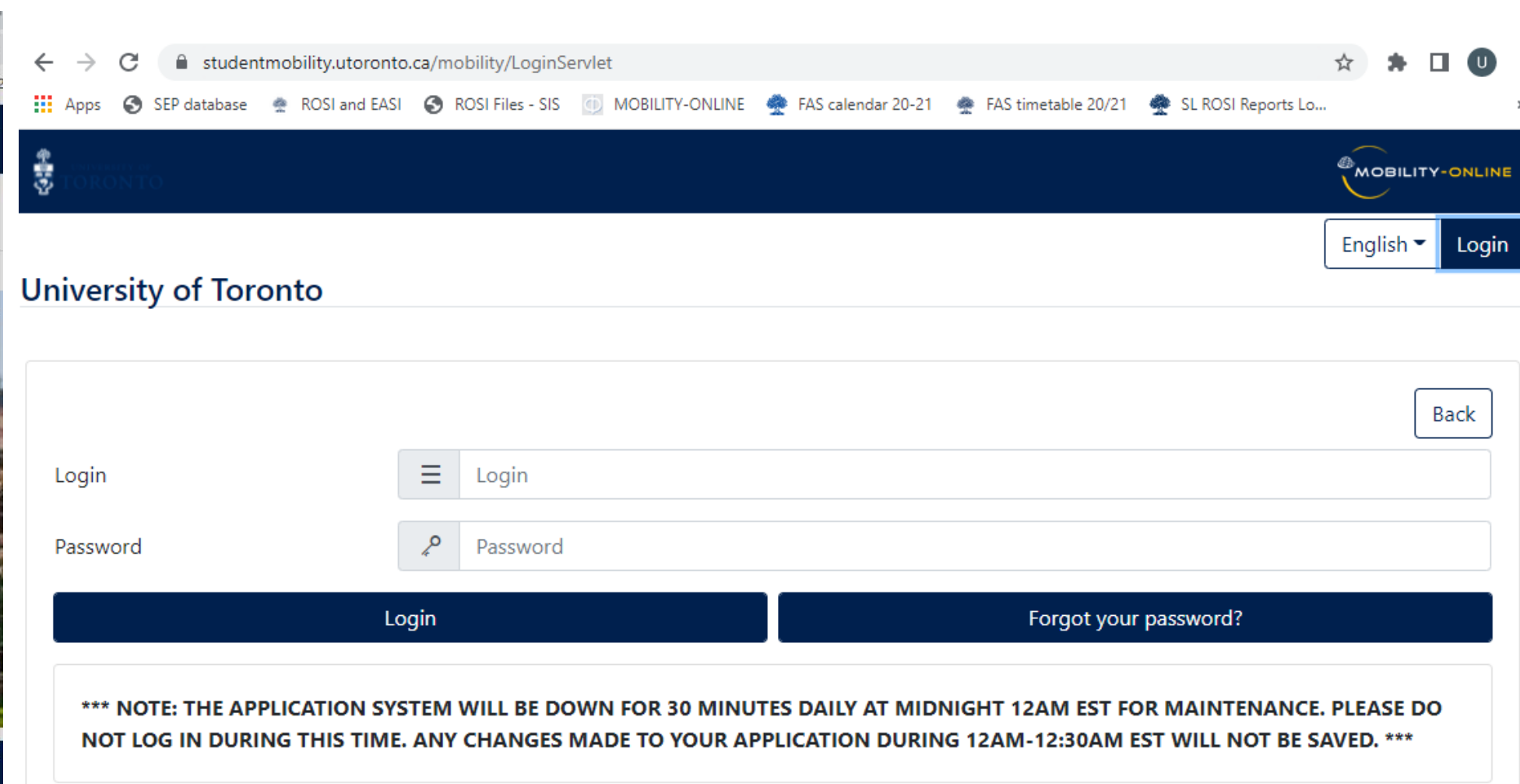
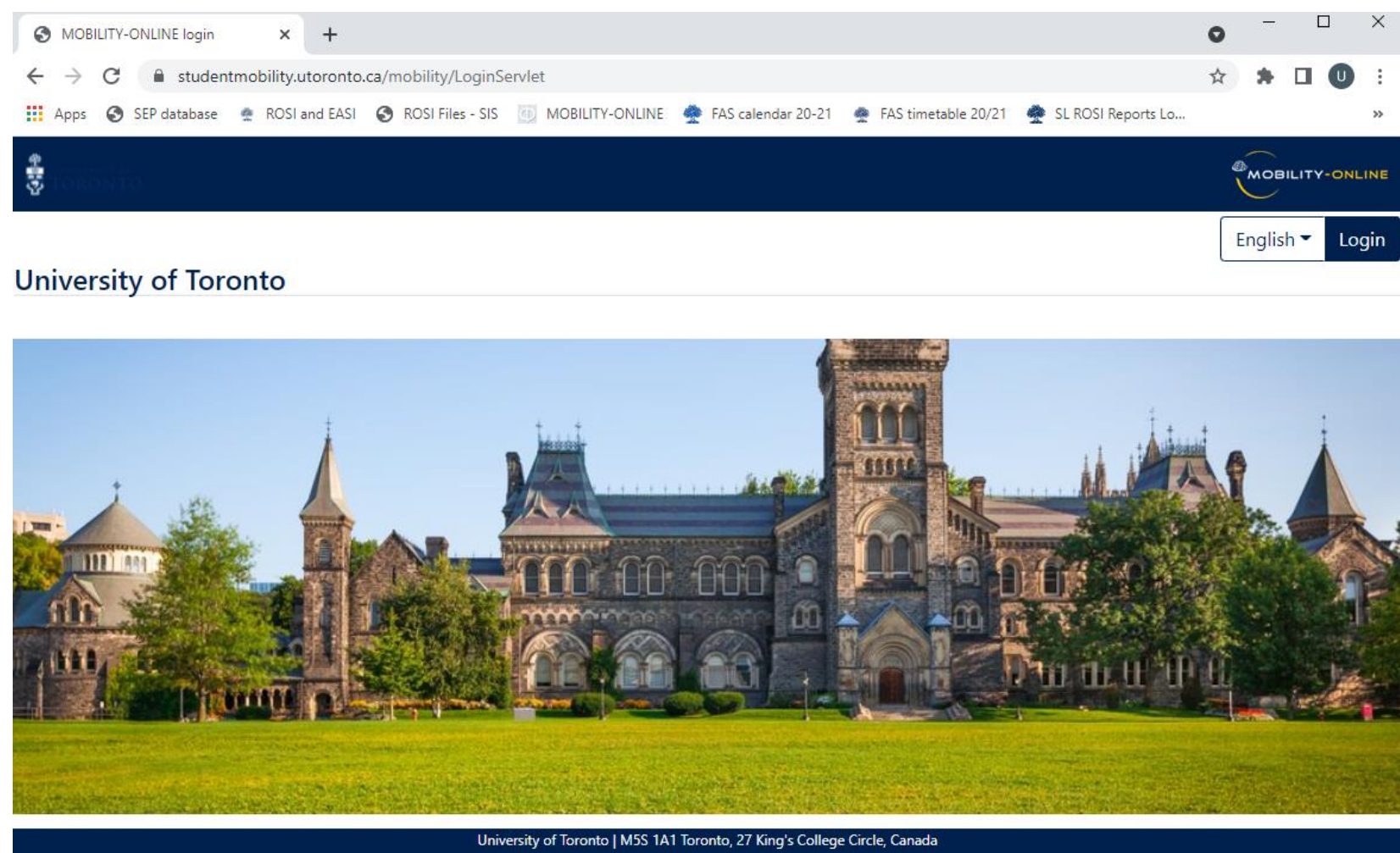
Graduate Studies: March 1, 2024

Undergraduate Studies: April 1, 2024

\* One deadline for fall/winter/full-year applications \*

# Steps to Nominate Your Students

## Step 1 - Login onto Mobility Online (MO)



URL: <https://studentmobility.utoronto.ca>

You can use the same login and password from last year.

\*Note: bookmark this URL and save your login and password.

# Question: I don't remember my login name or password for Mobility Online. How can I retrieve it?

University of Toronto

Login

Password

\*\*\* NOTE: THE APPLICATION SYSTEM WILL BE DOWN FOR 30 MINUTES DAILY AT MIDNIGHT 12AM EST FOR MAINTENANCE. PLEASE DO NOT LOG IN DURING THIS TIME. ANY CHANGES MADE TO YOUR APPLICATION DURING 12AM-12:30AM EST WILL NOT BE SAVED. \*\*\*

**Answer:** Click “**Forgot your Password?**” and enter your email address.

The password reset email will be sent from this email address: [no-reply-sep@studentlife.utoronto.ca](mailto:no-reply-sep@studentlife.utoronto.ca)

\*Note: Record your login and password to access the MO in the future.

# Question: How can I get access to [Mobility Online](#) if I have never nominated my students to the University of Toronto?

Fw: Partner Login Registration for Mobility Online

 Jocelyn Ma  
To: UofT- Inbound Exchange

MO testing emails

 Follow up. Start by January 20, 2021. Due by January 20, 2021.

Sent: Wednesday, January 20, 2021 1:17 PM

To: Jocelyn Ma <[jocelyns.ma@utoronto.ca](mailto:jocelyns.ma@utoronto.ca)>

Subject: Partner Login Registration for Mobility Online

Dear Partner,

Greetings from Toronto!

The University of Toronto 2021-2022 exchange nomination and application cycle is now opened.

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

1. "Partner Nomination Instruction" document that was emailed to you by the Inbound Exchange Office.
2. Open your [institution page](#) from our website so you know the required documents that you need to upload for your nominated students.

Please click on the "**Registration Link**" below to create your account so you can begin nominating your students to the our exchange program. Make sure that you follow the instructions that was emailed to you earlier.

If you are not responsible for the outbound program at your institution, please let our office know so we can update our records accordingly.

We look forward to receiving your students' application.

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  
<https://inboundvisiting.utoronto.ca>

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Registration link

<https://studentmobility.utoronto.ca/mobility/RegisterPartnerAccountServlet?match=8f7994a1f65fc055e71d209cdd9f7437008752991713bc38edcbabde1ff284fbd05b01cb5439c20403edbd9320c7d9f5d18e2379d2d63be7c9b44008bbb800258b6504fe074141800b329d5d5fd70e8f7a38c95c432912eb525ac09eeb6cf419199c4ddf2636ddb7>

**Answer:** Email [inbound.exchange@utoronto.ca](mailto:inbound.exchange@utoronto.ca) using your institutional email and we will send you the login registration email. You can create your login and password following the instructions in that email.

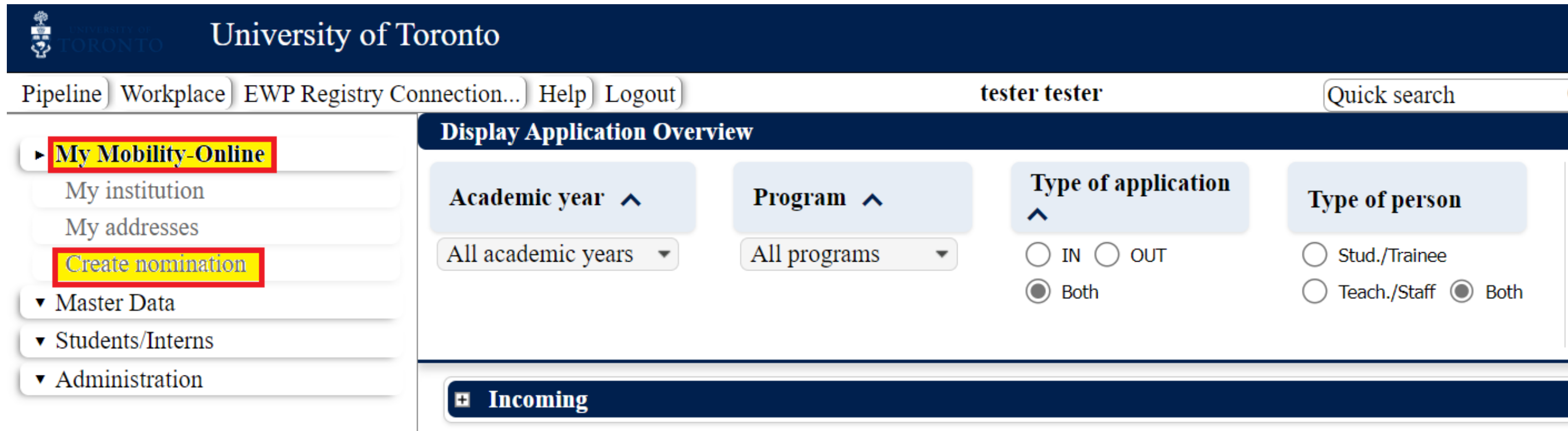
\*TIP: Record your login and password to access the MO in the future.

## Step 2 – Nominate a Student

Review the following pages before nominating your students:

- Your [institution's page on our website](#)
  - View the list of faculties that students can apply to and each faculty's required documents
- [FAQs](#)
- [Student Exchange Program Fact Sheet](#)

## After logging in, select: My Mobility-Online – Create Nomination



The screenshot shows the University of Toronto My Mobility-Online interface. The top navigation bar includes links for Pipeline, Workplace, EWP Registry Connection..., Help, and Logout. The user is logged in as 'tester tester'. The left sidebar menu has 'My Mobility-Online' highlighted in yellow, with a sub-menu containing 'My institution', 'My addresses', 'Create nomination' (also highlighted in yellow), 'Master Data', 'Students/Interns', and 'Administration'. The main content area is titled 'Display Application Overview' and contains four filter sections: 'Academic year' (set to 'All academic years'), 'Program' (set to 'All programs'), 'Type of application' (with radio buttons for IN, OUT, and Both, where 'Both' is selected), and 'Type of person' (with radio buttons for Stud./Trainee, Teach./Staff, and Both, where 'Both' is selected). A dark blue bar at the bottom of the main content area is labeled 'Incoming'.

Enter the candidate's information on the "Nomination form."

\*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.

# University of Toronto Faculties/Divisions

Ensure that you nominate your students to the appropriate Faculty/Division.

Campus Location	Faculty/Division	Levels of Studies
St. George	School of Graduate Studies	Graduate (including OISE, Social Work, Architecture, Music, Information Studies)
	Faculty of Arts & Science	Undergraduate
	Faculty of Applied Science & Engineering	
	John H. Daniels Faculty of Architecture, Landscape and Design	
	Faculty of Music	
	Faculty of Kinesiology & Physical Education	
	Faculty of Information	
	Faculty of Law	
Mississauga	U of T Mississauga, Arts and Science – UTM	Undergraduate
Scarborough	U of T Scarborough, Arts and Science – UTSC	Undergraduate



Once you have completed the nomination form, double-check the information that you have entered, especially the exchange term.

Click **“Create Application.”**

\*Note: Once you click **“Create Application,”** you cannot make any changes to your student's file. But your student can update their information (e.g., name, DOB) after they begin their application.

The screenshot shows a web form with two main sections: "Nominating person" and "Host academic details".

- Nominating person:** Contains a "Person" dropdown menu with a question mark icon.
- Host academic details:** Contains a "Host country" dropdown menu set to "Canada" and a "Receiving institution" dropdown menu set to "TORONTO01 - University of Toronto".

At the bottom of the form, there are two buttons: "Cancel application" on the left and "Create application" on the right. A large red arrow points from the left towards the "Create application" button.

If you have nominated the student correctly, you will see the following message,

*“Thank you for your application! You will receive an email in a few minutes containing all necessary information regarding further steps.”*

This message means that your nominated student will get the email with the login information. Below is the email that your nominated students will receive:

Confirmation of Application



Dear testsample 11 testsample1 (DOB: 01.01.2000),

Congratulations, you have been nominated!

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 at [inbound.exchange@utoronto.ca](mailto: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/RegistServlet?bew\\_reg\\_nr=481183216&kz\\_bew\\_art=IN&kz\\_bew\\_pers=S&aust\\_prog\\_id=3008&spr\\_id=579](https://studentmobility.utoronto.ca/mobility/RegistServlet?bew_reg_nr=481183216&kz_bew_art=IN&kz_bew_pers=S&aust_prog_id=3008&spr_id=579)

Your nominated student will follow the URL to register and complete their application.

\* Your student can begin their application as soon as you nominate them. You can continue uploading the required documents later \*

Click “**Back to the application overview**” and you will see the list of all the nominated students.

Do **NOT** click on the “**workflow**” button highlighted in yellow as it will alter your student’s information on the backend.

testApr11 testApr11 Quick search   Quick insert...

**Students/Interns/Applications/Incoming Applications** Disp

[Show further search fields](#) Search

	20	<-- Select all -->	<-- Select all -->	<-- Select all -->	<-- Select all -->	<-- Select all -->	<-- Select all -->	
	Last name, First name	Program	Program of Study	Home.Inst.	Host.Inst.	Faculty (general)	Academic year	Stay from
<input type="checkbox"/> <input type="checkbox"/>	<u>Mouse, Mickey</u>	Exch - Full Year		ETHZurich	TORONTO01	Faculty of Music	2021/2022	01.05.2021
<input type="checkbox"/> <input type="checkbox"/>	<u>test apsc 12, test dec 12</u>	Exch - Full Year		ETHZurich	TORONTO01	Faculty of Applied Science & Engineering	2021/2022	01.05.2021

\* Note: You **cannot upload** any documents on this page.

## Step 3 - Upload required documents for your nominated student

- Click on “**Pipeline**” located in the top left-hand corner of your screen.
- Each pipeline represents an exchange term (e.g., Exch-Fall, Exch-Full Year or Exch-Winter).
- Click on “+” for the term.
- Click on “+” next to 2024-2025.
- Click “**Open all sub groups**” to find your nominated student.

The screenshot displays the 'University of Toronto' Mobility-Online interface. The top navigation bar includes 'Pipeline', 'Workplace', 'Help', and 'Logout'. The main content area is titled 'Display Application Overview' and features several filters: 'Academic year' (set to 'All academic years'), 'Program' (set to 'All programs'), 'Type of application' (with radio buttons for 'IN', 'OUT', and 'Both', where 'Both' is selected), and 'Type of person' (with radio buttons for 'Stud./Trainee', 'Teach./Staff', and 'Both', where 'Both' is selected). There are also buttons for 'Refresh pipeline', 'Show active steps only', and 'Show only steps with new applications'. The 'Incoming' section is expanded to show 'Exch - Full Year' for the '2021/2022' academic year, with a highlighted 'Open all sub groups' button and a list of sub-groups: 'IN Partner Nomination', 'IN Student Application', 'IN Internal Review', 'IN Student Admission', 'IN Arrival', and 'IN Closed'.

A newly nominated should appear as “+1” in “**New Nomination created – partner to upload documents**” of the purple section titled “**IN Partner Nomination.**”

Click on “**Show nominations and upload documents.**”

You will see all of the students that you have nominated but have yet to upload partner documents (e.g., transcript, English test report) for.

## Document Checklist

- All partner documents must be submitted **in PDF** (Word or other forms are **NOT** accepted). Do **NOT** upload **secure PDF files** that require password.
- Label the documents in the following format: “**Last Name, First Name – name of document**” (e.g., **Smith, John – transcript**).
- Ensure the uploaded file size is below **2MBs**.
- Upload all supporting documents required by the specific Faculty for your nominated students.
  - Refer to your [institution webpage](#) on our website for full details.
- Transcripts:** If your nominated student has more than one post-secondary transcript (e.g., undergraduate and graduate transcripts, transcripts from two different institutions), merge them into **one PDF document** and upload that one file only. The system only allows you to **upload one document** for the transcript requirement.

## English Proficiency Letter

1) You can upload an English Proficiency Letter in lieu of English Test Scores if your student or institution meets one or both of the following conditions:

- your student's first language is English and/or
- [**Undergraduate** applicants only] your institution's language of instruction is in English AND your institution is in a country where the official language is English.

2) You can use the same language proficiency letter for all of your nominated students. The letter must confirm that the language of instructions at your institution is English. It should be provided on your institution's letterhead and include your name, signature, and title.





3) You will need to upload this document or your student's application will not move forward on the system.

Click on the document icon (highlighted in yellow) beside the student's name to upload the required documents for your students.

[Help](#) [Logout](#)
April Hoy (Administrator)

**New nomination created - partner to upload documents**

[Create new record](#) [Advanced Search](#) [Show further search fields](#)
No bulk action

<input type="text" value="Search"/>		<input type="text" value="Search"/>		<input type="text" value="2022/2023"/>
Last name, First name		Matriculation/Reg/Student ID		Academic year
   	<span style="background-color: #004a60; color: white; padding: 2px;">[REDACTED]</span> , <span style="background-color: #004a60; color: white; padding: 2px;">[REDACTED]</span>		2022/2023	



A window will appear. Click “**Upload/search**” to upload the required document:

If you are successful in uploading the document, you will see this message: “**Action successful! Record created.**”

The screenshot shows a web application interface. At the top, there are navigation links for 'Help' and 'Logout', the user name 'April Hoy (Administrator)', and a 'Quick search' box. A dark blue banner displays the message: 'New nomination created - partner to upload documents'. Below this, there are buttons for 'Create new record', 'Advanced Search', and a link 'Show further search fields'. A dropdown menu shows 'No bulk action'. The main area features a table with columns: 'Last name, First name', 'Matriculation/Reg/Student ID', and 'Academic year'. The 'Academic year' column shows '2022/2023'. Below the table, there are icons for edit, email, and a document icon highlighted in yellow. A redacted area is visible under the 'Last name, First name' column.








To upload the next required document, **click on the document icon (highlighted in yellow).**

Follow the same process until you have uploaded all of the required documents for your nominated student. Once you have uploaded all supporting documents for the nominated student, click on **“Pipeline”** (located in the top left corner) to return to the home page.

Click **“Refresh pipeline”** (located at the top right corner) to refresh the page. You will see that your nominated student has moved forward on the pipeline to the next step.

If your nominated student is still at the **“New Nomination created – partner to upload documents”** step (first step), that means that you have not uploaded all of the required documents.

Once your nominated student reaches this part of the pipeline, you have successfully nominated your student. No further action is required by you for the nominated student.

IN Partner Nomination 		
 New nomination created - partner to upload documents	0	
 Documents all uploaded by partner - not yet checked	5 	Authorized users only
 Partner incomplete: nomination updated by partner, need check	0	
 Nomination complete - waiting for student application	3 	Authorized users only

## Step 4 - Nominate Another Student

Click “**Create Nomination**” to nominate another student and follow the steps 1, 2, 3 above.

The screenshot shows the University of Toronto Mobility-Online interface. The left sidebar contains a menu with the following items: My institution, My addresses, My Agreements, My applications, **Create nomination** (highlighted with a red box and a red arrow), Master Data, Students/Interns, and Administration. Below the sidebar is a link that says "click here to nominate another student".

The main content area is titled "Students/Interns/Applications/Incoming Applications" and includes a search bar with the text "testApril testApril". Below the search bar is a table with the following columns: Last name, First name, Program, Program of Study, Home.Inst., Host.Inst., Academic year, and Stay from. The table contains five rows of data:

	Last name, First name	Program	Program of Study	Home.Inst.	Host.Inst.	Academic year	Stay from
	<u>Mouse, Mickey</u>	Exch - Full Year		ETHZurich	TORONTO01	2021/2022	01.05.2021
	<u>test apsc 13, test dec 13</u>	Exch - Full Year		ETHZurich	TORONTO01	2021/2022	01.05.2021
	<u>test apsc 14, test dec 14</u>	Exch - Full Year		ETHZurich	TORONTO01	2021/2022	01.05.2021
	<u>test apsc 15, test dec 15</u>	Exch - Full Year		ETHZurich	TORONTO01	2021/2022	01.05.2021
	<u>test apsc 16, test dec 16</u>	Exch - Full Year		ETHZurich	TORONTO01	2021/2022	01.05.2021

## Additional Tips:

- ❑ If you land on a page where you have never been before, click on the **“Pipeline”** and it will take you back to the home page.
- ❑ Hit the **“Refresh pipeline”** button regularly to ensure that the changes/updates you made are saved.

**Display Application Overview**

**Academic year** ^

All academic years ▾

**Program** ^

All programs ▾

**Type of application** ^

IN  OUT  Both

**Type of person**

Stud./Trainee

Teach./Staff  Both

**Refresh pipeline**

Show active steps only

Show only steps with new applications

## Additional Tips:

- If you made a mistake (e.g., wrong term, faculty etc.,) in your nomination, please contact our office at [inbound.exchange@utoronto.ca](mailto:inbound.exchange@utoronto.ca) with the following information:
  - Student's last name and first name
  - The mistake
  - The correct information
  
- Click "**Logout**" when you are not using Mobility Online. Once you have logged out, close the browser to avoid being locked out of the system.

## Complete Application Checklist

A complete exchange application requires the completion of ALL THREE STEPS below by the deadline:

- Student nomination by the partner
- Partner uploading the required documents on behalf of the student
- Student's submission of application and required documents

## What happens next?

- Completed applications will be reviewed and admission decisions will be electronically sent out to the students via email starting from the end of May.
- You will receive an email from our office if there is any issue with your student's application. Admission decisions will take longer if any information or required documents are missing.
- No paper documents will be mailed.



## Questions?

Email: [inbound.exchange@utoronto.ca](mailto:inbound.exchange@utoronto.ca) with screenshots.

We look forward to receiving your students' applications.