

2025-2026 EXCHANGE APPLICATION INSTRUCTIONS FOR STUDENTS



2025-2026 Exchange Application Deadlines

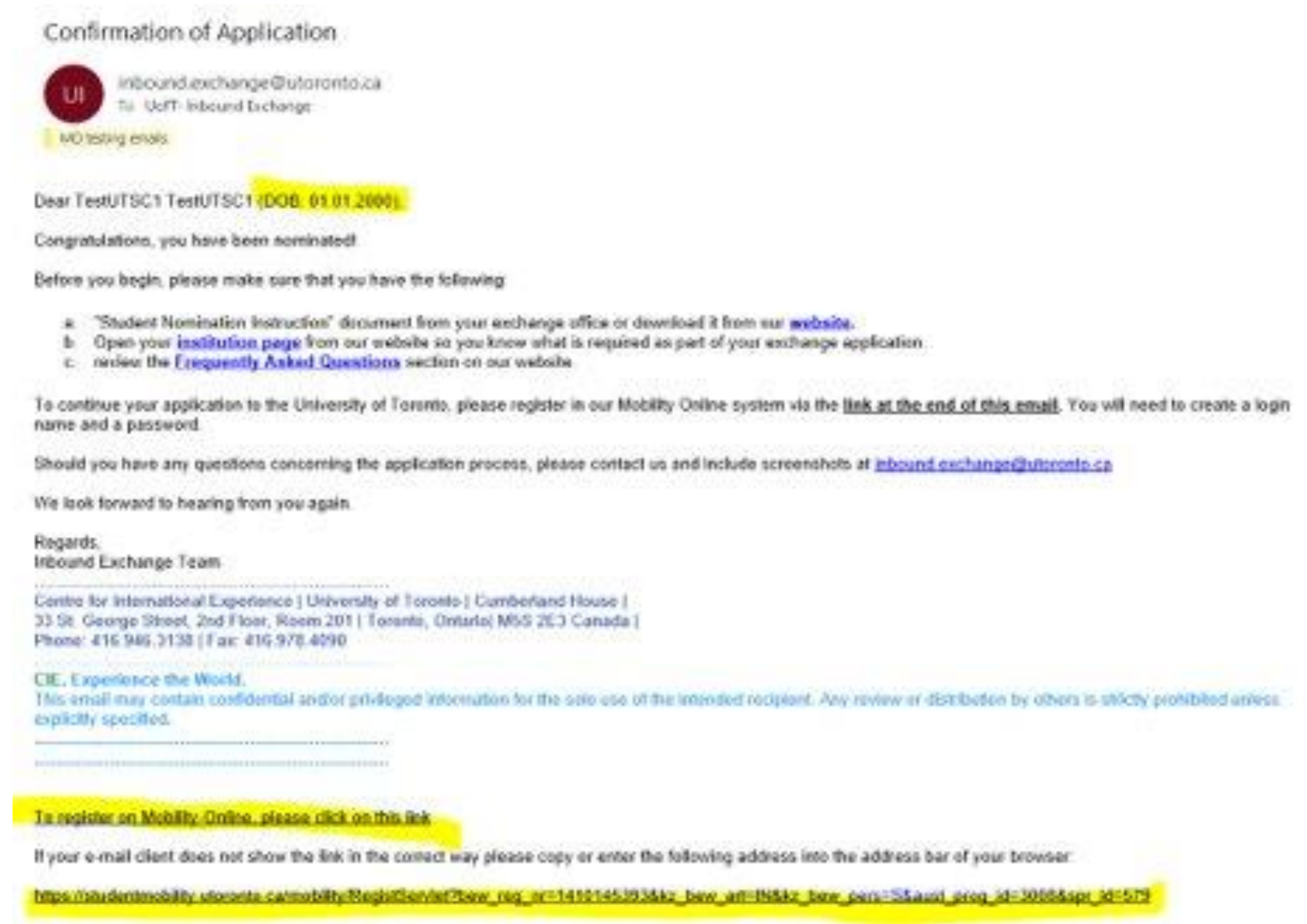
Graduate Studies: March 1, 2025

Undergraduate Studies: April 1, 2025

*** 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 check your junk/spam email folder, then contact our office at inbound.exchange@utoronto.ca with your full name and home institution if needed.



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:

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.

Click to start
application



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 (red box below).

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... Test
First name (and Middle... Jon
Date of birth (dd.mm.... 18.12.2004

Sending institution NUS - National University of Sin...
Faculty Faculty of Arts and Science (Un...
Academic year 2024/2025
Exchange Programme Exch - Fall

Necessary steps	Done	Done on	Done by	Direct access via following link	3 / 10
Student nominated by home institution	✓	18.12.2023			
Student received email confirmation of nomination	✓	18.12.2023	Automatically generated		
Registration of student account complete	✓	18.12.2023			
IN Student Application 0 / 5					
Student personal details	❑			Review and complete personal details	
Application form for program	❑				
Document: Statement of Intent	❑				
Document: Description of courses previously taken	❑				
Terms and Conditions	❑				

Start here ➡

Review and complete personal details

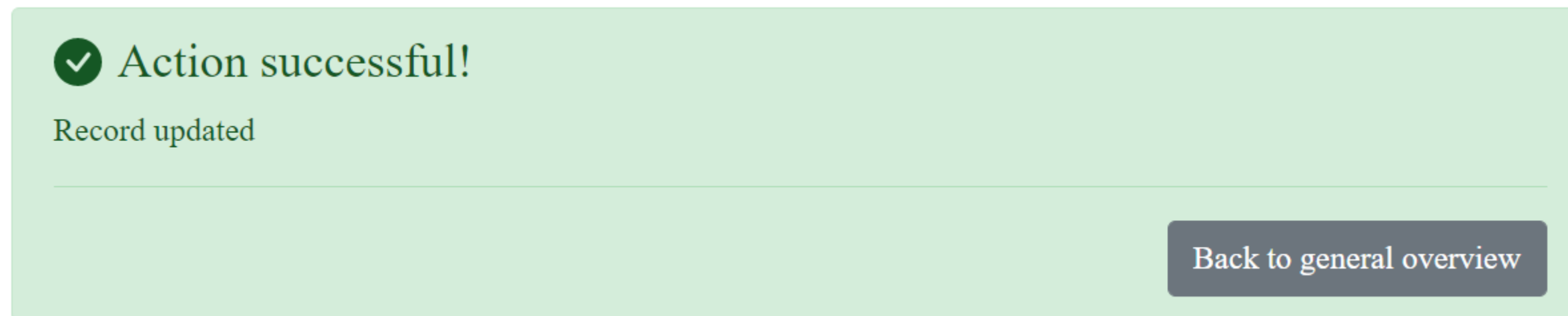


❑ Click “[Click here to update](#)” to update your personal details.

*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"/>	18.12.2023	Review and complete personal details
Application form for program	<input type="checkbox"/>		Begin your application here
Document: Statement of Intent	<input type="checkbox"/>		
Document: Description of courses previously taken	<input type="checkbox"/>		
Terms and Conditions	<input type="checkbox"/>		

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

Click “**Click here to update**” on the top left or bottom left to complete the application form.

Before completing the “**List of courses that you are planning to take at U of T 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 graduate unit** (department, centre, institute, etc.).
 - Go to [your institution's page](#) and review the School of Graduate Studies tab 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.

- ❑ List your proposed 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.”* You will also need to list the same courses in your **“Proposed Course List”** document and upload that document in PDF.
- ❑ Admissions decisions are based on undergraduate grades. Make sure to submit your undergraduate transcript to your home institution when applying.

- ❑ A window will pop up in the top right-hand corner to indicate that the record has been updated.

Incoming Applications

Display

Back

Click here to update

✓

Action successful!

Record updated

Program details

Type of applicant

☒ Incomings
 ☐ Outgoings
 *

Type of person

☒ Students
 ☐ Teachers
 *

Exchange Programme

Exch - Full Academic Year ▼ *

Academic year

2024/2025 ▼ *

- ❑ Click on “**Back**” located at the top 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**).
- ☐ All student documents must be submitted in **PDF**. Word or other forms will not be accepted.
- ☐ Do **NOT** upload **secure PDF files** (we are unable to open them).
- ☐ 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's page](#) 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	✓	16.12.2022		Review and complete personal details
Application form for program	✓	16.12.2022		Begin your application here
Document: Statement of Intent	❑			Upload statement of Intent
Document: Description of courses previously taken	❑			

- The Statement of Intent should answer the 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)
- * Your transcript **cannot** be accepted as the course descriptions document

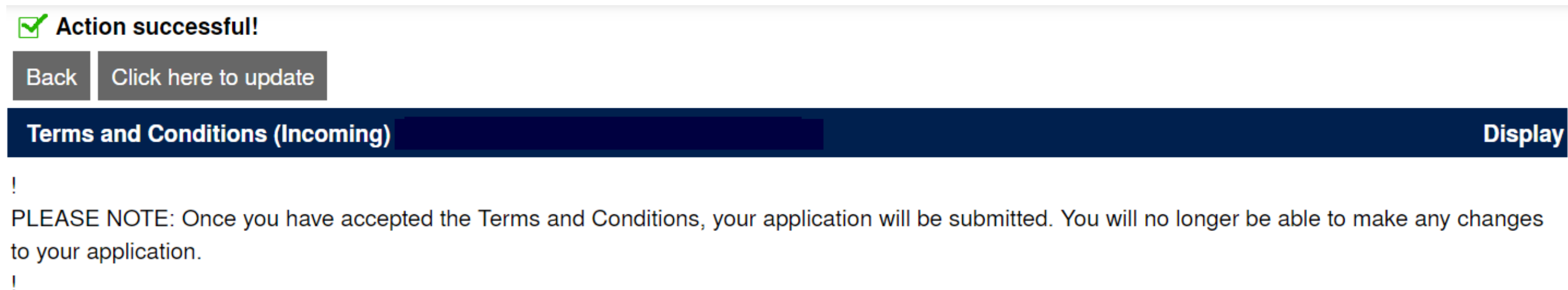
- ❑ If you are successful in uploading the document, you will return back to the home page of your application and the “Action Successful” window will appear in the top right-hand corner of your screen.
- ❑ Follow the same process until you have uploaded all of the required documents for your application.



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. After that, you cannot make any changes to your application.

- ❑ 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	✓	18.12.2023		Review and complete personal details	
Application form for program	✓	18.12.2023		Begin your application here	
Document: Statement of Intent	✓	18.12.2023		Upload statement of Intent	
Document: Description of courses previously taken	✓	18.12.2023		Upload courses taken	
Terms and Conditions	✓	18.12.2023			

- ❑ 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?

- ☐ If your application is missing information, you will receive an email from our office.
- ☐ Incomplete applications will not be reviewed.
- ☐ Admission decisions will be sent to your email starting from the end of May.
- ☐ If you are admitted, you will be requested to accept the offer on [Mobility Online](#). After that, you will be able to download your exchange admission letter which you can use to apply for your immigration documentation (e.g., study permit).
- ☐ If you accept the offer, you will receive an email in June-July with full details about course selection.

Questions?

Email: inbound.exchange@utoronto.ca with screenshots.

We look forward to receiving your application.