

2025-2026 EXCHANGE NOMINATION INSTRUCTIONS FOR PARTNERS



2025-2026 Exchange Nomination/Application Deadlines for Partners & Students

Graduate Studies: March 1, 2025

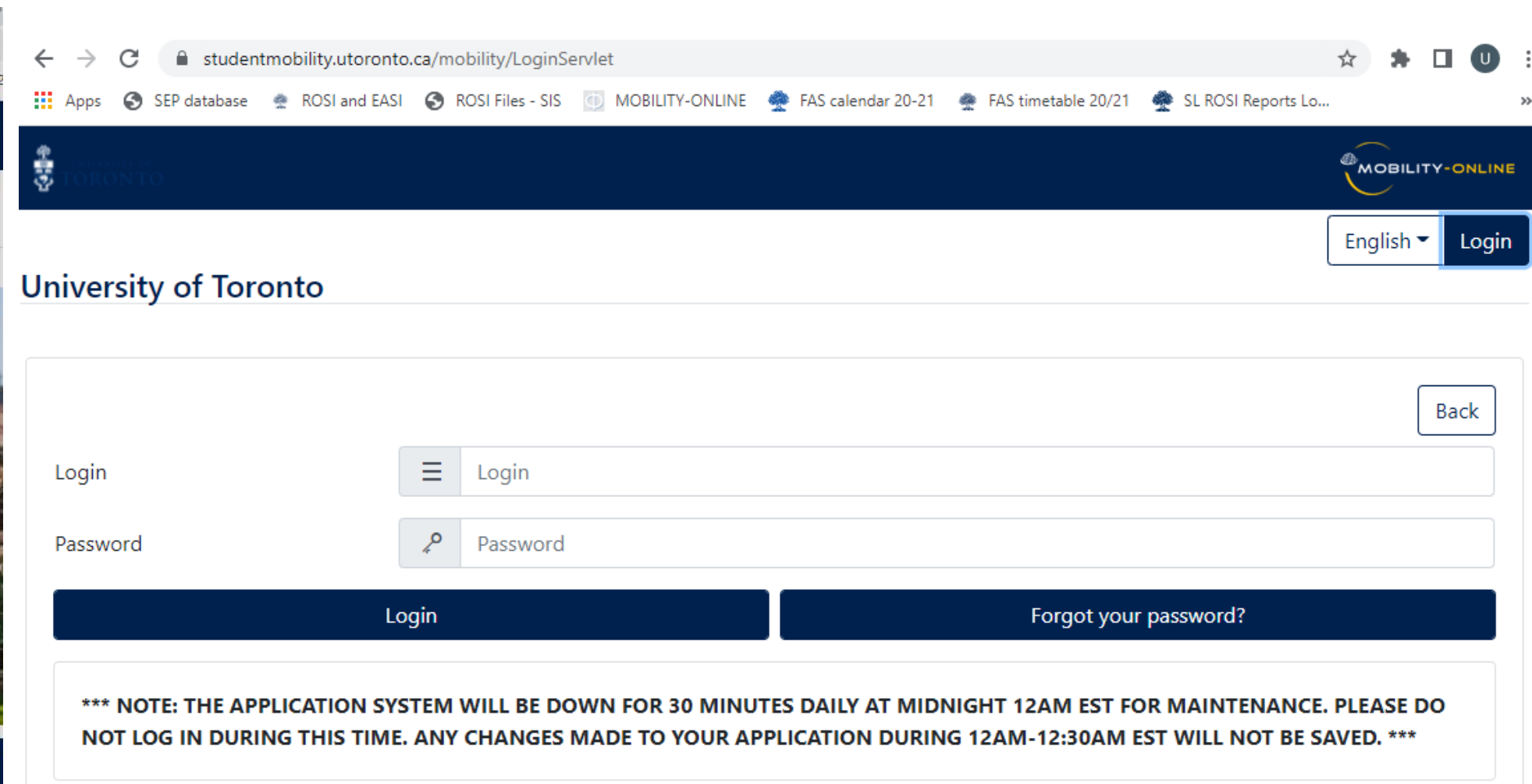
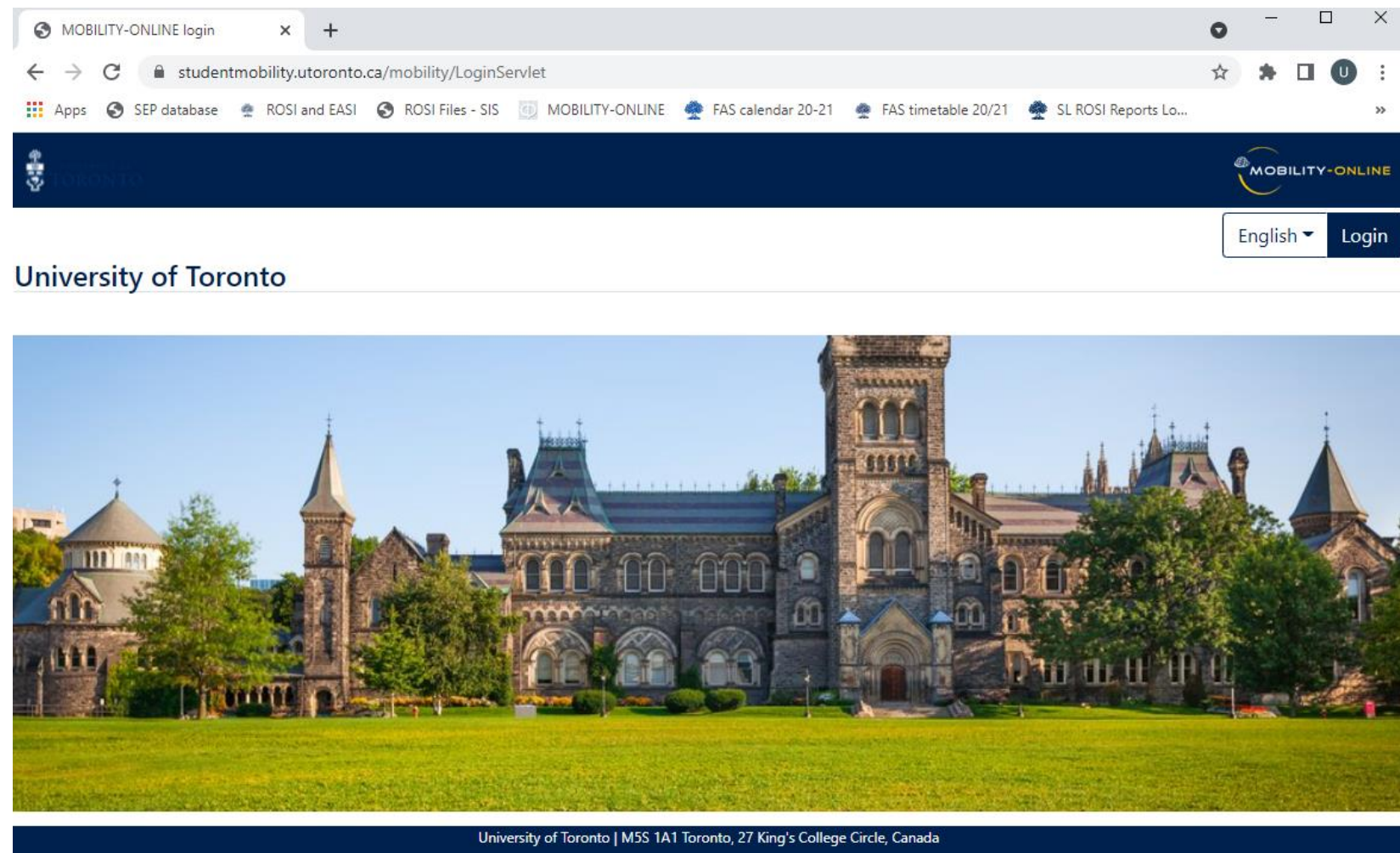
Undergraduate Studies: April 1, 2025

*** 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>

If you used MO to nominate your students last year, you can use the same login and password.

*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

English Login

Back

Login

≡

Login

Password

🔑

Password

Login

Forgot your 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

*Note: Record your login and password to access 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>

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>

.....
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.

.....
Registration link

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

Answer: Email 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 MO in the future.

Step 2 – Nominate a Student

Review the following pages before nominating your students:

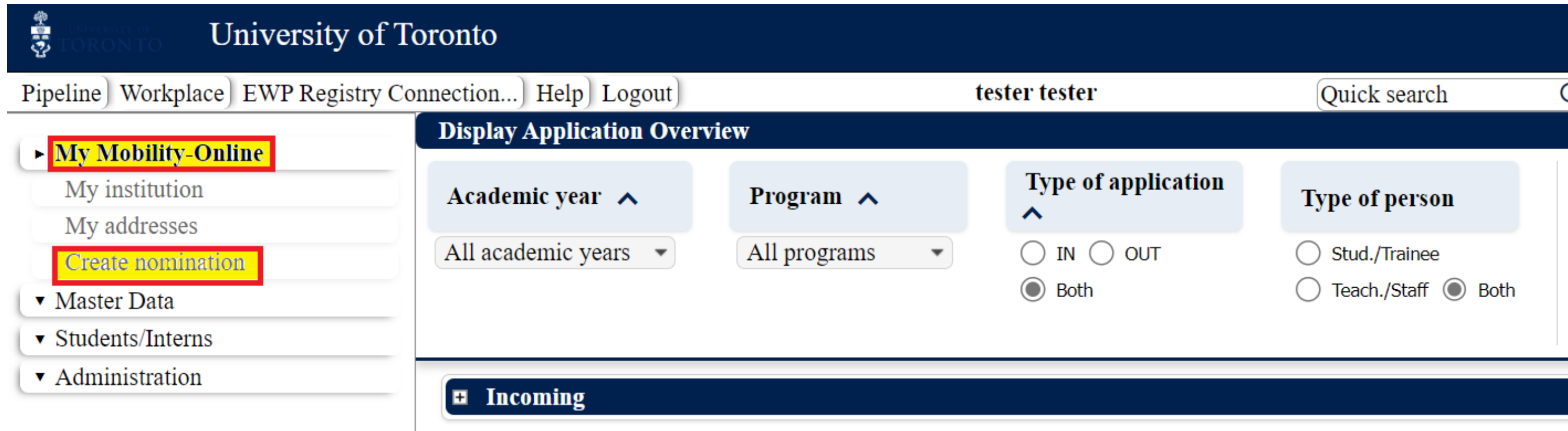
☐ Your [institution's page on our website](#)

- 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 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'. A 'Quick search' bar is also present. The left sidebar contains a menu with 'My Mobility-Online' highlighted, and sub-options like 'My institution', 'My addresses', 'Create nomination' (highlighted), 'Master Data', 'Students/Interns', and 'Administration'. The main content area is titled 'Display Application Overview' and features 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). At the bottom, there is a button 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. However, your student can update their personal information (e.g., name, DOB) after they begin their application.

– Nominating person

Person

?

– Host academic details

Host country

Canada

Receiving institution

TORONTO01 - University of Toronto

Cancel application



Create application

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

 inbound.exchange@utoronto.ca
To: UofT- Inbound Exchange

MO testing emails

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. 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

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 Find Quick insert... Eng

Students/Interns/Applications/Incoming Applications Disp

Advanced Search Show further search fields Search Reset

	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
	<u>Mouse, Mickey</u>	Exch - Full Year		ETHZurich	TORONTO01	Faculty of Music	2021/2022	01.05.2021
	<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 2025-2026.
- 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 filters for 'Academic year' (All academic years), 'Program' (All programs), 'Type of application' (IN, OUT, Both), and 'Type of person' (Stud./Trainee, Teach./Staff, Both). A sidebar on the left lists navigation options: 'My Mobility-Online' (My institution, My addresses, Create nomination), 'Master Data', 'Students/Interns', and 'Administration'. The main content area shows a list of pipelines under the 'Incoming' category, with 'Exch - Full Year' selected. The '2021/2022' pipeline is expanded, showing a list of sub-groups: 'IN Partner Nomination', 'IN Student Application', 'IN Internal Review', 'IN Student Admission', 'IN Arrival', and 'IN Closed'. The 'Open all sub groups' link is highlighted in yellow.

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

Display Application Overview		
Academic year ^	Program ^	Type of application ^
All academic years	All programs	☐ IN ☐ OUT ☒ Both
		Type of person
		☐ Stud./Trainee ☐ Teach./Staff ☒ Both
Refresh pipeline Show active steps only Show only steps with new applications		
Incoming		
Exch - Full Year		
2021/2022 Close all sub groups		
IN Partner Nomination		
▶ New nomination created - partner to upload documents	1 +1	Show nominations and upload documents
▶ Documents all uploaded by partner - not yet checked	4	Authorized users only
▶ Partner incomplete: nomination updated by partner, need check	0	
▶ Nomination complete - waiting for student application	3 +1	Authorized users only

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.
- ☐ For details, see the [English Requirements](#) page on our website

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.

[y](#)
[Help](#)
[Logout](#)

April Hoy (Administrator)

Quick search

New nomination created - partner to upload documents

[Create new record](#)
[Advanced Search](#)
[Show further search fields](#)

No bulk action

	+ Q Search 2022/2023	Search	2022/2023
	Last name, First name	Matriculation/Reg/Student ID	Academic year
✎ ✉ ⚙ 📄	██████████ ██████████		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.**”

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

New nomination created - partner to upload documents

[Show further search fields](#)

	Search	Search	2022/2023
	Last name, First name	Matriculation/Reg/Student ID	Academic year
edit email print document	[REDACTED]		2022/2023

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 +1	Authorized users only
 Partner incomplete: nomination updated by partner, need check	0	
 Nomination complete - waiting for student application	3 +1	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 Mobility-Online, 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, there 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, a "Create new record" button, and a table of existing nominations.

	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 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 with screenshots.

We look forward to receiving your students' applications.