2024-2025 EXCHANGE APPLICATION INSTRUCTIONS FOR STUDENTS

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# 2024-2025 Exchange Application Deadlines

Graduate Studies: <u>March 1, 2024</u>

Undergraduate Studies: <u>April 1, 2024</u>

* 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.
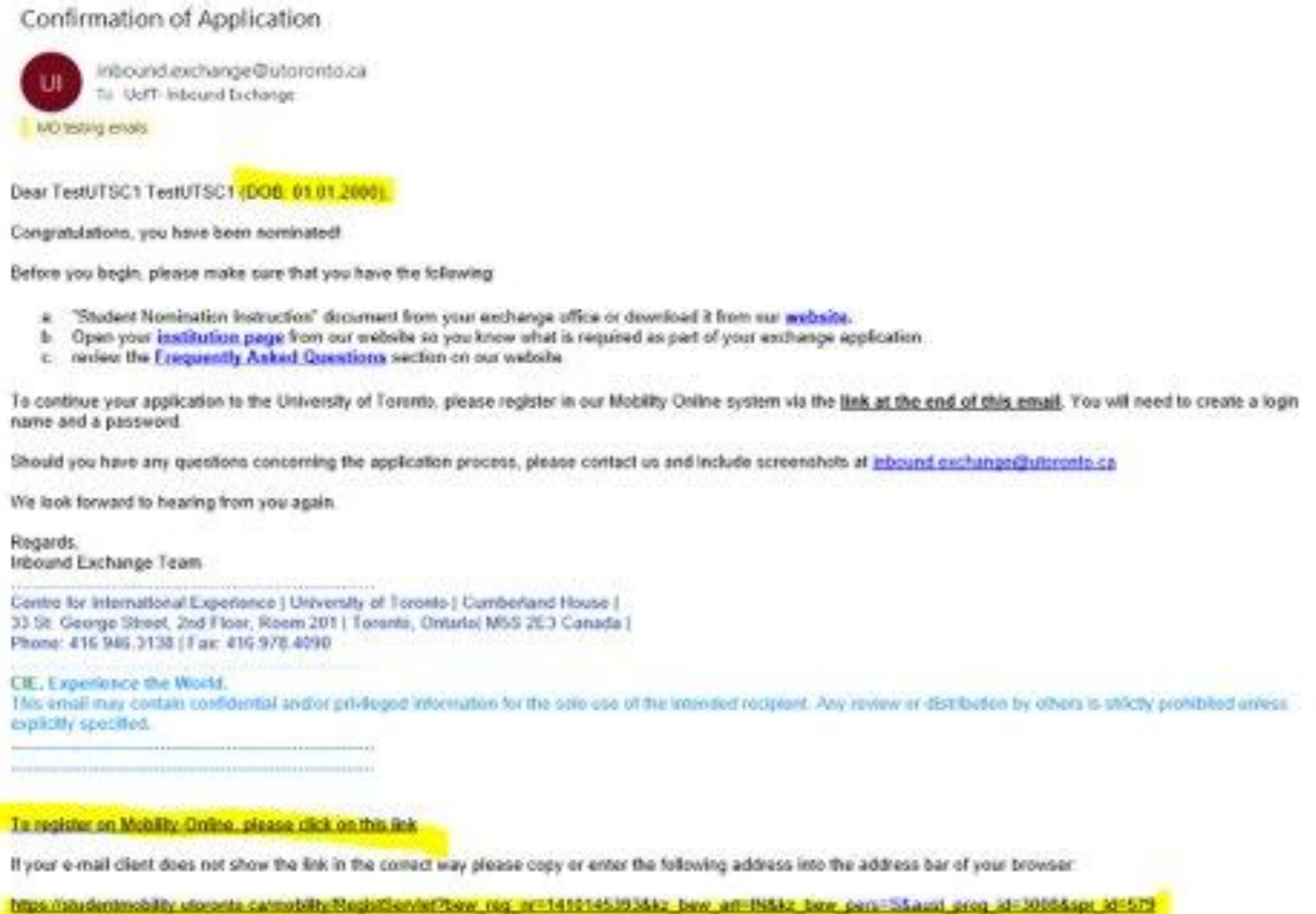
Once you click on the registration link, you will be able to complete the remainder of the registration process:

❑ **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:

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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

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MOBILITY-ONLINE
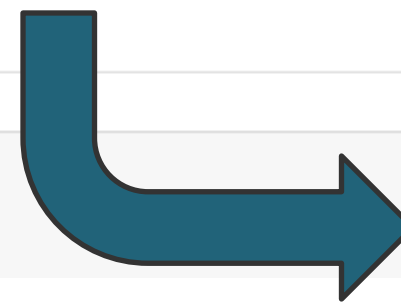
Login to Mobility-Online

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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).

❑ 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.***"
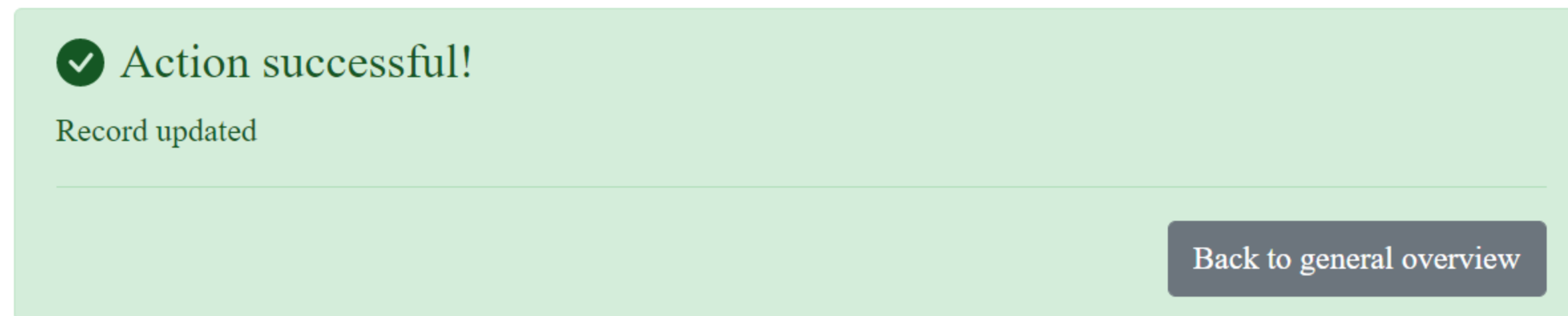
❑ Click **"Back to general overview"**.

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.

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 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 <u>your institution's page</u> 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 <u>this list</u> 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.

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

❑ 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**.

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❑ 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 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	✔	16.12.2022	▮	Begin your application here
Document: Statement of Intent	✔	16.12.2022	▮	Upload statement of Intent
Document: Description of courses previously taken	☐			Upload courses taken
Document: Resume/CV	☐			
Document: Proposed course list at nominated Faculty/host department	☐			
Terms and Conditions	☐			

▪ Your course descriptions should include the following:
1. Title of the course
2. Description of the course (1-2 sentences max)
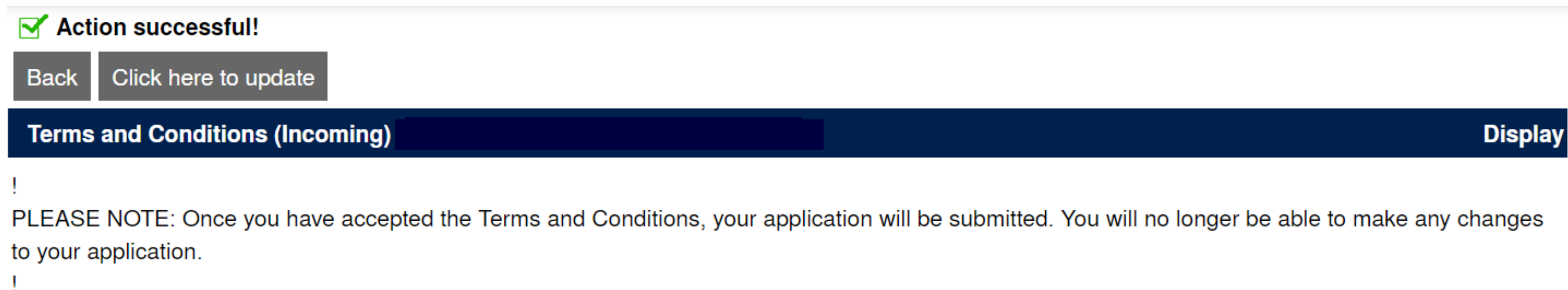3. Description of major topics covered in each course (2-3 sentences max)

❑ 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.

☑ **Action successful!**

| Back | Click here to update |

Terms and Conditions (Incoming)   **Display**

!
PLEASE NOTE: Once you have accepted the Terms and Conditions, your application will be submitted. You will no longer be able to make any changes to your application.
!

❑ Once you click "**Save**," your application is complete and submitted. After that, you cannot make any changes to your application.

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❑ 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.

❑ 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.

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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 can download your exchange admission letter 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.