

STUDENT APPLICATION PROCESS IN MOBILITY ONLINE SOFTWARE AT COMENIUS UNIVERSITY IN BRATISLAVA

1. STEP 1: Insert your date of birth in dd.mm.yyyy format
2. STEP 2: Choose your own login and password
3. Registration successful, you can click on the “Login to Mobility Online” button to continue with the application

(Erasmus+ (SMS))

Step 1 of 2 - Input Registration number

First you have to enter your registration code and your date of birth. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.

Please confirm your entries and press the button **[Next step]**

Registration number *
Date of birth

Step 2 of 2 - Input User Name and Password

Now, you can enter your desired login and password (at least 6 characters, at least one upper-case letter, at least one digit, no special characters).

Should your desired login already exist in the database, please try another one.

For the purpose of password security, repeat the chosen password to confirm.

Please proceed by clicking on the button: **[Continue]**.

Login
Password
Repeat password

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.



Action successful!



4. Click on the “Complete application data”

Comenius University in Bratislava

MOBILITY-ONLINE

VerTEST HabTEST

Application workflow

Applicant details

Family name	HabTEST	Study field	Law
First name	VerTEST	Host country	Slovakia
Date of birth (day/month/year)	02/03/1992	Host institution	BRATISL02 - COMENIUS UNIVERSITY IN BRATISLAVA
Country of the home institution	Ireland	Stay from	12/02/2018
Home institution	IRLMAYNOOT01 - Maynooth University	Stay to	29/06/2018

Necessary steps

Step	Done	Done on	Done by	Direct access via following link
Cancelation of application	<input type="checkbox"/>			0 / 1
Before the mobility - Application and registration	<input type="checkbox"/>			3 / 7

Before the mobility - Application and registration

Step	Done	Done on	Done by	Direct access via following link
Online Application	<input checked="" type="checkbox"/>	08.10.2017	VerTEST HabTEST	Show/Change application
Online application confirmed per e-mail	<input checked="" type="checkbox"/>	08.10.2017	Automatically generated	
Online Registration	<input checked="" type="checkbox"/>	08.10.2017	VerTEST HabTEST	
Application data completed	<input type="checkbox"/>			Complete application data

5. Before adding the details scroll down and click on “Forward to update”

Teaching language at the home institution

Level of competence in English

Level of competence in Slovak

Other language (Optional) you are currently studying

Level of competence in this language

Statement

I agree with the use of my personal data for the purpose of the Academic Information System ("AIS 2") at the Comenius University in Bratislava ☐ *

I agree with the use of my personal data by TransData s.r.o for the purpose of issuance of International Student Identity Card ☐ *

I agree to become a member of the CKM SYTS for the purpose of issuance of International Student Identity Card ☐ *

I confirm that I have completed all of the application data ☐ *

Cancel Forward to update

6. Fill in the details and click on “Update”

Comenius University in Bratislava MOBILITY-ONLINE

Reload Application Workflow | Help | Logout

VerTEST HabTEST English

▼ My Application Data
▼ My Settings

Application workflow

Applicant details

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First name	VerTEST	Host country	Slovakia
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Home institution	IRLMAYNOOT01 - Maynooth University	Stay to	29/06/2018

Necessary steps 4 / 27

	Done	Done on	Done by	Direct access via following link
Application cancelled	<input type="checkbox"/>			Cancel application
Before the mobility - Application and registration 4 / 7				
Online Application	<input checked="" type="checkbox"/>	08.10.2017	VerTEST HabTEST	Show/Change application
Online application confirmed per e-mail	<input checked="" type="checkbox"/>	08.10.2017	Automatically generated	
Online Registration	<input checked="" type="checkbox"/>	08.10.2017	VerTEST HabTEST	
Application data completed	<input checked="" type="checkbox"/>	08.10.2017	VerTEST HabTEST	Complete application data
Document regarding the agreement with the use of personal data by TransData s.r.o for the purpose of issuance of International Student Identity Card downloaded				Download the document regarding the agreement with the use of personal data by TransData s.r.o for the purpose of issuance of International Student Identity Card
Application for the membership in COM SYTS for the purpose of issuance of International Student Identity Card downloaded				Download the application for the membership in COM SYTS for the purpose of issuance of International Student Identity Card
Personal details completed	<input type="checkbox"/>			Complete personal details
Before the mobility - Documents and enrollment 0 / 12				
CV uploaded	<input type="checkbox"/>			
Passport format photo uploaded	<input type="checkbox"/>			

Info Box ^ Refresh

7. In the last part of application data you checked the consents to use your personal data that we need for your student card – now you can download and read the terms and conditions if you wish
8. The next compulsory step is to Complete personal details, fill them in and click on Create

Comenius University in Bratislava MOBILITY-ONLINE

Reload Application Workflow | Help | Logout

VerTEST HabTEST English

▼ My Application Data
▼ My Settings

Application workflow

Applicant details

Family name	HabTEST	Study field	Law
First name	VerTEST	Host country	Slovakia
Date of birth (day/month/year)	02/03/1992	Host institution	BRATISL02 - COMENIUS UNIVERSITY IN BRATISLAVA
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Necessary steps 5 / 27

	Done	Done on	Done by	Direct access via following link
Document regarding the agreement with the use of personal data by TransData s.r.o for the purpose of issuance of International Student Identity Card downloaded				Download the document regarding the agreement with the use of personal data by TransData s.r.o for the purpose of issuance of International Student Identity Card
Application for the membership in COM SYTS for the purpose of issuance of International Student Identity Card downloaded				Download the application for the membership in COM SYTS for the purpose of issuance of International Student Identity Card
Personal details completed	<input checked="" type="checkbox"/>	08.10.2017	VerTEST HabTEST	Complete personal details
Before the mobility - Documents and enrollment 0 / 12				
CV uploaded	<input type="checkbox"/>			Upload CV
Passport format photo uploaded	<input type="checkbox"/>			
Scan of passport uploaded	<input type="checkbox"/>			
Transcript of records from home institution uploaded	<input type="checkbox"/>			
Signed Confirmation of Acceptance uploaded by IRO	<input type="checkbox"/>			
Download signed Confirmation of acceptance	<input type="checkbox"/>			
Learning agreement uploaded	<input type="checkbox"/>			
Signed learning agreement uploaded by IRO	<input type="checkbox"/>			

Info Box ^ Refresh

9. Upload all 4 necessary documents
 - a. CV
 - b. Passport format photo
 - c. Scan of passport or other ID
 - d. Transcript of records from your home institution

Now the application procedure is complete. The deadline to complete these steps is December 15, 2017.

10. Wait for your faculty coordinator at CU to upload the Confirmation of Acceptance, you will be informed by an email.