

## Welcome to RMIT's online application system, Mobi.

RMIT's online application system, Mobi, enables students to easily apply online for an outbound mobility program. Planning a successful overseas study experience takes time, so start researching where you would like to go and what is required six to 12 months before the program starts.

When you want to apply, please follow this step-by-step guide.

STEP 1 – Program Search

STEP 2 – Start Application

STEP 3 – Login in/ create an account

STEP 4 – Applicant home page and Apply for a program

STEP 5 – Program Application Page (Pre-Decision)

STEP 6 – Completing Questionnaires and Signature Documents

# STEP 1: Choose the program for which you would like to apply, through the programs tab.

> There are different ways to search for programs based on your needs:

**1. Program Type search:** click on the relevant tab on the left of the screen to view a list of programs for each type of mobility.

**2. Advanced search:** will let you search for programs based on different criteria, including relevant RMIT college and school.

**3. Map search:** will display a world map for you to search for programs by destination. Simply click on the region you are interested in and check what programs are available.

1. Program Type Search

RMIT UNIVERSITY | Global Mobility > BACK TO RMIT AUSTRALIA

HOME PROGRAMS STAFF DEADLINES  
Logout | Applicant Home | Admin Home | User: Anna Munro

Programs > List All

Programs : List All [Hide Tips]

This is a listing of programs that are currently active on this site. Click on the name of a program to view the brochure page of that program. You can also click on the column headers to re-sort this listing.

List All Simple Search **Advanced Search** Featured Programs **Map Search**

Program Type: Outgoing

Program Name	City	Country	Region	Save/Share
Aalborg University (Exchange)	Aalborg	Denmark	Europe	[Icon]
Aalto University (Exchange)	Helsinki	Finland	Europe	[Icon]
Aarhus School of Architecture (Exchange)	Aarhus	Denmark	Europe	[Icon]
Aarhus University (Exchange)	Aarhus	Denmark	Europe	[Icon]
Aarhus University - School of Business and Social Sciences (Exchange)	Aarhus	Denmark	Europe	[Icon]
ACICIS (Australian Consortium for In-Country	Yogyakarta	Indonesia	Asia	[Icon]

3. Map Search

Programs : Map Search

To find a program using this map search tool, first click on the continent and then click on the country you would view. You can go to the brochure pages of the programs by clicking on the name of the program displayed.

List All Simple Search Advanced Search Featured Programs **Map Search**

2. Advanced Search

Programs > Search (advanced)

Programs : Search (advanced)

Use the form below to search for programs based on one or more criteria. The list boxes allow you to select multiple values within them by holding the Ctrl/Cmd key while clicking. When values are selected from more than one list box, programs are returned that match the criteria from all the list boxes selected. However, multiple selections from within a list box will return results that fit any of the selections within that list box. If searches are not yielding enough results, try reducing the number of list boxes you select from.

List All Simple Search **Advanced Search** Featured Programs **Map Search**

< Cancel - - Reset - - Search >

Program Search:

Program Name [Text Box]

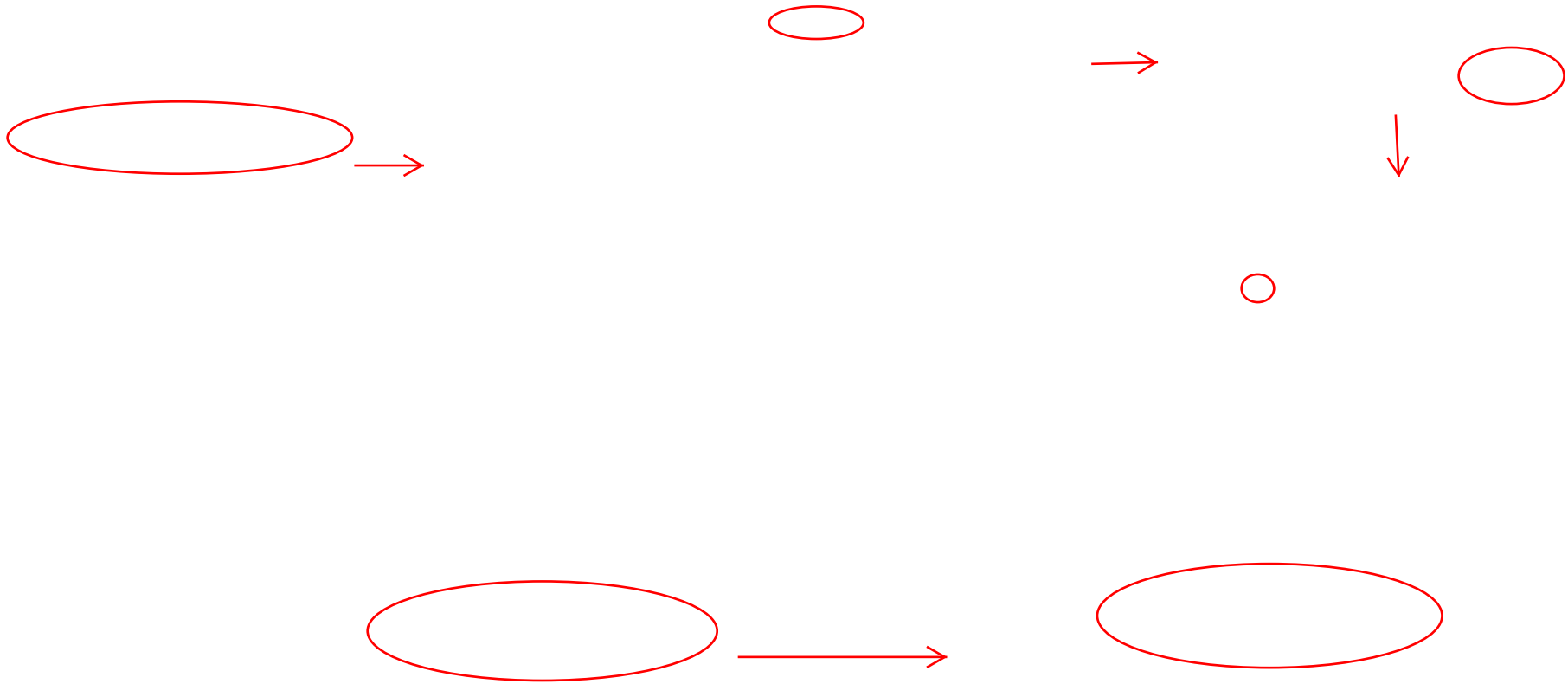
Show: Outgoing

Parameters:

RMIT College (AUS)/Centre (VTN): Any compatible discipline Business (BUS) Commerce and Management

RMIT School: Any Accounting Any compatible discipline Architecture and Design

Study Level: Undergraduate Undergraduate (UG) Vocational Education Vocational Education (VE)






### STEP 3: Login using your RMIT Student ID

- > Select the "I have a RMIT username and password" option and click "Submit"
- > Make sure you use your RMIT student ID (s#####) and password when logging in.

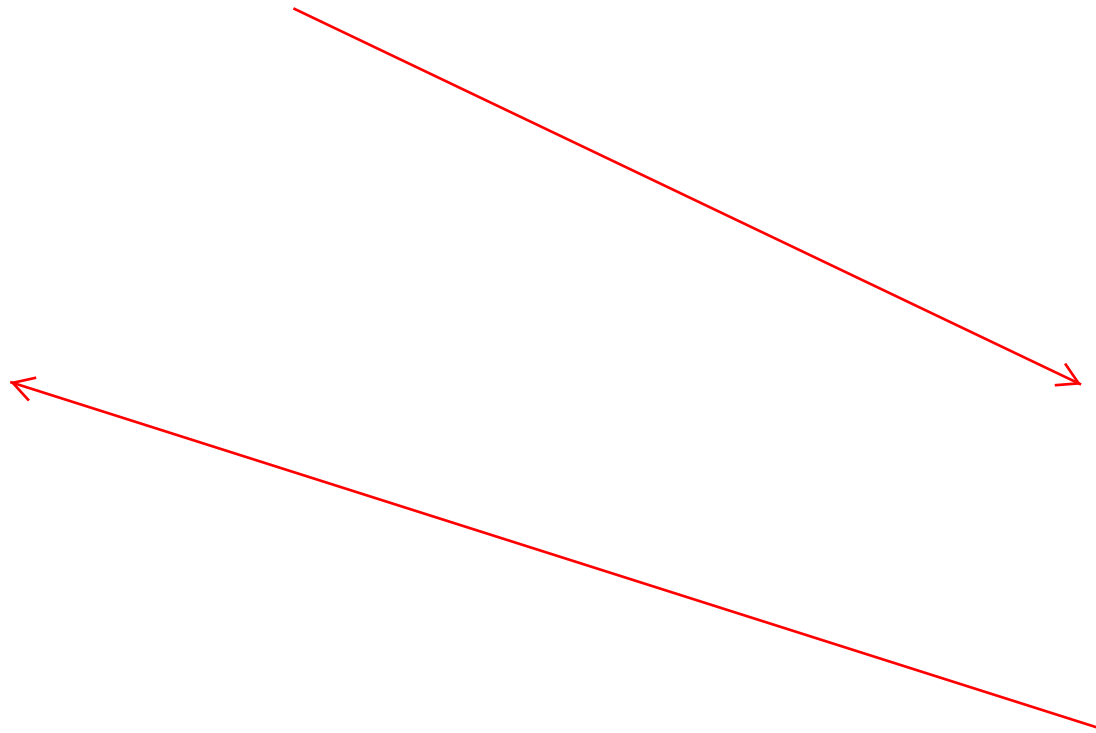
**Security : User Identification Wizard: Step 1**

 In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

**Please indicate how you will be logging in:**

- I have a RMIT username and password.
- I have login credentials to this site that I received by email.
- I do not have login credentials to this site.

Submit



## STEP 5: Complete the sections on the Program Application Page (Pre-Decision)

> Now you are logged in, when you apply for a program you will be taken to the **Program Application Page**

> The sections you must complete are listed on the right hand side of the screen, in the **Signature Documents** and **Application Questionnaires**.

> In the case of the **Exchange Program (Semester/Year)** you only need to complete one program application and you are required to list your first and second preference host institution in the application questionnaire **2. Exchange Program (Semester/Year): Host Institution Selection**.

> You are also required to upload two study plans; one for each institution.



## STEP 6: Complete the Questionnaires and Signature Documents

- > Click on the Signature Document **Outbound Student Mobility: Application Submission Terms and Conditions**, read the Terms and Conditions and click "CLICK HERE TO SIGN DIGITALLY". Click "Accept" to accept the conditions.

I understand that by clicking on this agreement, I am signing a legal document. I acknowledge that I am the person whose name is listed below and I logged on to this website on the date listed below.

Applicant Name:	Anna Munro
Date:	20/06/2016

[CLICK HERE TO SIGN DIGITALLY](#)

### Electronic Signature

I understand that I am signing a legal document. By clicking "Accept", I am performing the same task as though I were signing on paper and hold legal responsibility for signing this document.

[Accept](#) [Cancel](#)

- > Complete all of the Application Questionnaires, starting with **1.Outbound Student Mobility: General Information**.
- > Please Note: you may begin a questionnaire and save it for later completion, but note that you must click "Submit" in order for the questionnaire to be logged as complete and ready for review.

You may enter information on this form and use the Save button to keep your information until you are ready to submit it. Please note that your application questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.

[< Cancel -](#) [- Save -](#) [- Submit >](#)

- > Click the folder icon to upload any required documents, such as your passport or study plan:

3. Exchange Program (Semester/Year): Study Plan:

Instructions:

Once you have submitted your Study Plan, you will not be able to edit or make changes to it in the Mobi portal. If you wish to make any changes to it, you will need to send your updated Study Plan to global.mobility@rmit.edu.au

(\*) Indicates the question is required.

1. Semester/Year Exchange Study Plan and Course Information (\*)

Please upload your approved and signed study plan and course descriptions for your first and second preferences.

Note: Use the "folder" icon to upload your attachments. Clearly label your attachment with your surname, first name and document title. eg SMITH\_John\_Studyplan



- > Complete all of the relevant questionnaires and signature documents. Once you have completed and submitted the questionnaires, a tick will appear in the box next to them. Your application will not be considered complete until ticks appear in each relevant box on your Program Application Page.

Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding.	
Title	Submitted
Outbound Student Mobility: Application Submission Terms and Conditions	<input checked="" type="checkbox"/>

Application Questionnaire(s)	
Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click SUBMIT in order for the questionnaire to be logged as COMPLETE and ready for review.	
Title	Submitted
1. Outbound Student Mobility: General Information	<input checked="" type="checkbox"/>
2. Exchange Program (Semester/Year): Host Institution Selection	<input checked="" type="checkbox"/>
3. Exchange Program (Semester/Year): Study Plan	<input checked="" type="checkbox"/>
4. Exchange Program (Semester/Year): RMIT Academic Referee	<input checked="" type="checkbox"/>

- > Once you have completed your application, it will be processed by RMIT Global Mobility and we will contact you regarding the outcome.
- > In the case of applications for the Exchange Program (Semester/Year), you will be notified of the institution to which you are nominated approximately 2 months after the application deadline. The institution to which you are nominated will appear in your Mobi portal.

Applications	
▼ S1 Melb (Feb-Jun), 2017	
<input type="checkbox"/> Aalto University (ID 23081 not ranked)	<p>DECISION REACHED</p> <p>Please click application link to view decision letter.</p> <p>Program start date: 01/01/2017</p> <p>Itinerary: Helsinki, Finland (Europe) 01/01/2017 31/05/2017</p>