

Guidelines for online application

Erasmus Belgica Study



Deadlines

All the steps described in these guidelines (including the upload of all the signed documents) have to be taken by:

- 01/06 for students applying for the Autumn semester or the full academic year
- 01/11 for students applying for the Spring semester

Nomination

Exchange students need to be officially nominated by their home university. After your nomination is received and checked by PXL, you'll receive an e-mail. The email contains a registration link.

STEP 1: Registration Mobility Online

Follow the link in the email that you receive after nomination and register in Mobility Online.

Your registration number is already filled in. Fill in your birth date and select **Continue**.

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 (dd/mm/yyyy) * Today

[Back](#) [Continue](#)

English

You have to choose a personal login and password. Be aware that you will need this login and password for later access to your personal application work flow in Mobility Online.

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

[Back](#) [Continue](#)

Select **Continue** to finish the registration.
If you want continue your application immediately, go to **Login to Mobility-Online**.

You will receive a second email with the confirmation of registration. This email contains a **personal link** that you have to **use for all future access** to the online portal. Here you can manage and edit your application at any time (update, change, upload documents, ...).

STEP 2: Log in to the online portal and complete your personal data

Go to the online portal. The workplace guides you through the steps that you have to take in order to finalise your application.

Select **"Complete your additional data"** to complete your application data.

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility				
Confirmation e-mail registration	<input checked="" type="checkbox"/>	10/03/2022	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	10/03/2022		
Online application form	<input checked="" type="checkbox"/>	10/03/2022		
Additional information completed	<input type="checkbox"/>			
Personal data completed	<input type="checkbox"/>			



Select **"Click here to update"** to unlock your data.



Then complete all data.

Select **"Update"** and then **"Back"**

Select **"Complete personal data"** in the work flow.

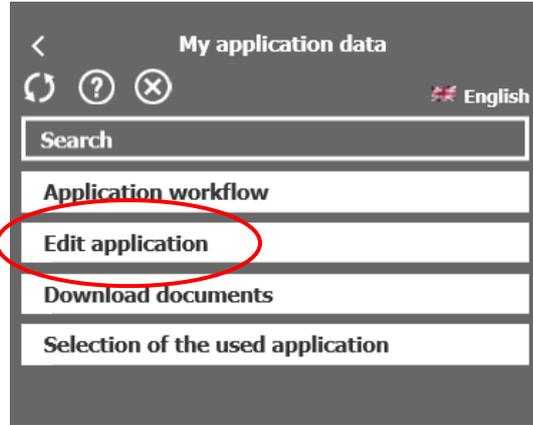
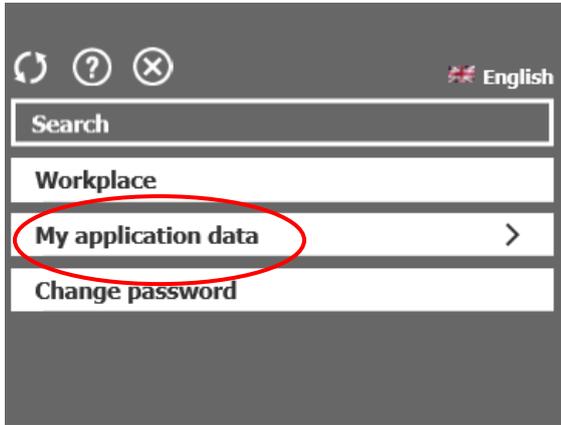
Select **"Click here to update"** to unlock your data.

Complete your personal data and select "update personal data". In order to proceed, select "Back to general overview".

Select **"upload picture of yourself"** in order to upload a photo that will be included in your application form and can be used for your PXL student card.

*Optional: select **"print application form"** in order to download the application form as a pdf file.*

If you want to make changes to your application data. Click 'My application data' in the left menu.



Select **"Click here to update"**

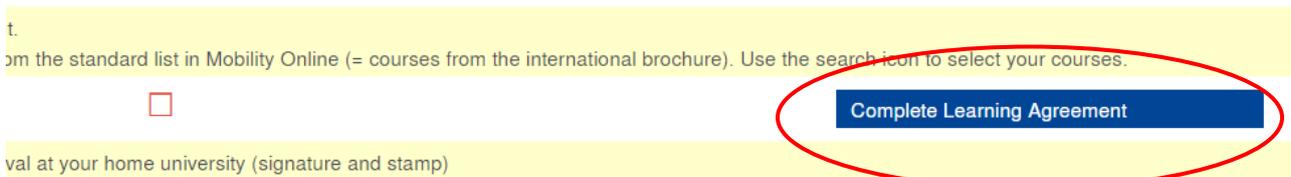
STEP 3: Complete learning agreement

You now have to complete your learning agreement with the courses that you intend to take at PXL.

Erasmus Belgica students can select [courses for exchange students](#) (in English) and/or courses from the [regular degree courses](#) (in Dutch).

Please contact the [departmental coordinator international relations](#) for more information on the courses that can be selected by Erasmus Belgica students.

Select **Complete learning agreement**.



Select **Enter further courses** to enter a course.

For [regular degree courses](#), ask the coordinator for the exact name, the code and the ECTS credits of the courses you would like totake. Fill in the course unit code, title and the number of credits in the text fields. Click **Create** to add the course unit to your learning agreement.

For [exchange courses](#)

Semester → Select:

- Autumn for courses taking place in the Autumn semester
- Spring for courses taking place in the Spring semester
- Full academic year for courses lasting a full academic year

click the **search icon**.

Host institution

Study area

Study field

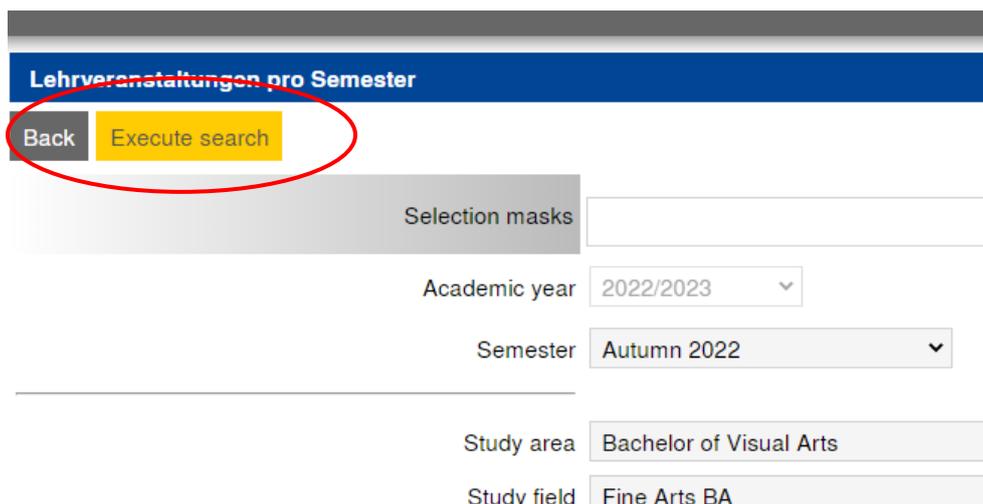
Academic year ?

Semester

Course unit code at the host institution ?

Use the search icon to select courses from the list. Only Erasmus Belgica

Click **'Execute search'**.



Lehrveranstaltungen pro Semester

Back Execute search

Selection masks

Academic year 2022/2023

Semester Autumn 2022

Study area Bachelor of Visual Arts

Study field Fine Arts BA

The list of exchange courses will appear. Click the box to select a course unit. All the fields will be completed automatically. Select **"Create"** to add the course unit to your learning agreement.

Select **"Enter further courses"** to add more courses to your learning agreement, or go back to your application workflow (if you completed the learning agreement).

STEP 4: Print the learning agreement and collect signatures

Print the learning agreement so you can download it as pdf.

Online (= courses from the international brochure). Use the search icon to select your courses.

14/03/2022	Test Testing	Complete Learning Agreement
14/03/2022	Test Testing	Print Learning Agreement
home university. Don't forget to sign yourself first.		
Upload signed Learning Agreement		

- Sign it yourself
- Go to the representatives at your home university for approval and signatures.
- Collect the extra documents
- Scan the signed documents so you can upload them.

STEP 5: Upload signed learning agreement and extra documents

Scan and upload the signed learning agreement in pdf format (all pages).

For students applying for the international courses in Arts and Design and Music, an extended electronic artistic and personal portfolio must be submitted. For more information, please contact dirk.kenis@pxl.be (Arts and Design) or gert.stinckens@pxl.be (Music).

A transcript of records, CV or motivation letter could be necessary. Check your programme information on www.pxl.be/international-exchange.

You can review (delete or edit) all uploaded documents through the step **"view all uploaded documents"**

STEP 6: All documents received by PXL?

Your application is complete as soon as

- you filled in everything correctly,
- your learning agreement is approved by your home institution with signatures,
- you uploaded the signed learning agreement,
- you uploaded necessary additional documents

We will then check whether your application is valid. You can check the status in your personal work flow.

The documents are checked by the International Office of PXL

All necessary documents received by PXL



STEP 7: Approval by the department (faculty) of PXL

After the formal check, the PXL department where you applied for will screen and approve your application. After the departmental approval, the central international office approves and uploads the learning agreement and letter of acceptance in MobilityOnline.

Application approved by PXL



Learning Agreement signed and uploaded by PXL



Acceptance letter uploaded by PXL



[Download signed learning agreement](#)

[Download signed acceptance letter](#)

STEP 8: final registration at PXL

You'll receive an e-mail with confirmation of your acceptance at PXL.

Now you still have to register yourself in another system in order to be enrolled as a PXL student and receive your student account and -card.

You find the link and manual to do this in the e-mail.

Good luck with your application!

PXL International Relations

international@pxl.be