



Guidelines for online application Traineeship

When we receive your information from the department, 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 creating your application 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.

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				
Online application form	<input checked="" type="checkbox"/>	20/03/2023		Fill in/make changes to the application form
Confirmation e-mail registration	<input checked="" type="checkbox"/>	20/03/2023	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	20/03/2023		
Additional information	<input type="checkbox"/>			Complete your additional data
Personal data completed	<input type="checkbox"/>			
Picture	<input type="checkbox"/>			
Application form printed	<input type="checkbox"/>			

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



Then complete all data.

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

Select **"Fill in/change personal information"** 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/download application form"** in order to download the application form as a pdf file.*

STEP 3: Upload extra documents

If you were asked to upload some extra documents, you can do this here.

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

STEP 4: All documents received by PXL?

Your application is complete as soon as

- you filled in everything correctly,
- your traineeship agreement is approved by your home institution with signatures,

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

STEP 5: Approval by the department (faculty) of PXL

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 signed agreement and letter of acceptance in MobilityOnline.

STEP 6: 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 at PXL 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