

Guidelines for online application



Non-Erasmus Study

Deadlines

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

- 01/05 for students applying for the Autumn semester or the full academic year
- 01/10 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 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	<input type="text" value="1955167126"/>	*
Date of birth (dd/mm/yyyy)	<input type="text"/>	* 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	<input type="text"/>
Password	<input type="password"/>
Repeat password	<input type="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, ...).

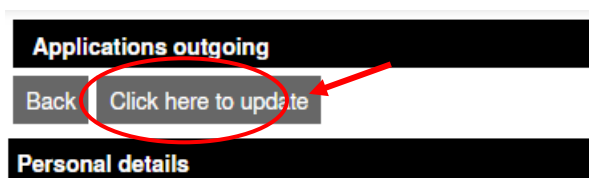
STEP 2: Log in to the online portal and complete your personal data

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 - Application				
Confirmation e-mail registration	<input checked="" type="checkbox"/>	23/02/2024	Automatically generated	
Registration Mobility Online	<input checked="" type="checkbox"/>	23/02/2024		
Online application form	<input checked="" type="checkbox"/>	23/02/2024		
Additional information	<input type="checkbox"/>			Complete your additional data
Personal information	<input type="checkbox"/>			
Picture	<input type="checkbox"/>			

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



Then complete all data.

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

Select **"Update/confirm 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 for student card"** 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 **"download application form"** in order to download the application form as a pdf file.*

STEP 3: Complete learning agreement

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

You find all the available courses on www.pxl.be/international-exchange.

Select **"Select the courses you will follow at the host institution"**.

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

Semester → Select:

- Autumn for courses taking place in the Autumn semester
- Spring for courses taking place in the Spring semester

(If you applied for a full academic year: first select autumn semester, add the courses, than select spring semester, add more courses)

Select a course from the list at **'course unit at the host institution'**

Academic year: 2023/2024
Semester: Autumn 2023
Teaching language at the host institution: English
Course unit at the host institution: <-- Please select -->
Course unit title at the host institution: 31BT3230 - Graphic Design, 32BDM1220 - English 3, 32BNL3120 - Project Management, 32IBM2010 - International Marketing Management, 32IBM2020 - International Institutions, 32INB4010 - Understanding Global Cultures, 32SCM3020 - Customer Relationship Management, 33BDM1170 - Digital Marketing Essentials, 33BT3020 - European Studies, 33INB4010 - Doing Business with New Markets, 33RPR3240 - International and European Law, 80ERA9031 - Survival Dutch, 80ERA9032 - English for eXchange Autumn, 80ERA9035 - Summer school English
Number of lessons at the host institution
Number of ECTS credits of the course
Back Create

All the fields will be completed automatically. Select **"Create"** to add the course unit to your learning agreement. Do so for all the courses you want to enroll for.

Click **"back"** to go back to your application workflow.

Select **"Fill in courses at the home institution that will be replaced"**.

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

- Optionally you can add a course unit code.
- Complete the course unit title.
- Complete the number of credits.
- Information about/link to course at home: In countries where the "ECTS" system is not in place, the name of the equivalent system that is used, and a web link to an explanation to the system should be added here.

Select **"Create"** to add the course unit to your learning agreement. Do so for all the courses you want to enroll for.

Click **"back"** to go back to your application workflow.

STEP 4: Print the learning agreement and collect signatures

Click **"Download Learning Agreement"** so you can download it as pdf.

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

Digital signatures can be accepted

STEP 5: Upload signed learning agreement

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

STEP 6: Upload extra documents

For students applying for the international courses in Arts and Design and Music, an extended electronic artistic and personal portfolio must be submitted.

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: Upload certificate English Proficiency

If your mother tongue is English, this step will not be displayed.

Upload a certificate of your English proficiency.

STEP 7: 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. This can take up to 5 working days. You can check the status in your personalwork flow.

All necessary documents received by PXL



STEP 8: 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.

You'll receive an e-mail to confirm your acceptance with your signed Learning Agreement and Acceptance Letter in attachment. You can also download them from Mobility Online at any time

Before the mobility - Approval

Approval application form



Learning Agreement signed and uploaded by PXL



[Download signed learning agreement](#)

[Download signed acceptance letter](#)

STEP 9: final registration 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 acceptance e-mail.

Good luck with your application!

PXL International Relations

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