



1. Complete the application form in Mobility Online

- You will receive a nomination email with a link to register yourself
- Complete the application form

→ You will receive a registration email with a link to follow-up your file in Mobility Online.

2. Complete your personal data

- Complete personal data (address, contact details, ...)

→ In the meantime, your international KdG coordinator will check if your file is complete. You might be prompted to complete application or personal details. An email will be sent to confirm provisionally approval or rejection of your file. In case of rejection, no further action is required.

3. Select or create the internship company

4. Upload documents

- **Upload Traineeship Contract**
- **Upload Evaluation Form Template** of your home institution, so the KdG international coordinator can complete this document once you have finished your traineeship

5. Download completed Evaluation Form

- Once the evaluation form is completed by your KdG international coordinator, you can retrieve and download the document in your workflow.

6. Your exchange is completed and closed

7. Cancellation is possible at any time

- The 'cancel exchange' link at the top of your workflow allows you to cancel the exchange at any time in the process.