



1. Complete the application form in Mobility Online

- You will receive a nomination email with a link to register yourself
- Once registered, complete the application form

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

2. Complete your file and upload necessary documents

- Complete personal data (address, contact details, ...)
- Upload **passport photo and motivation letter** (uploading extra documents is optional)

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

3. Complete Learning Agreement

- Printing the application form is optional
- Create your **Learning Agreement** proposal :
 - Add courses you will follow at KdG (course title + ECTS credits)
 - Submit your Learning Agreement

→ Your international KdG coordinator will check, approve and sign your Learning Agreement. You will receive an email with the signed Learning Agreement. Make sure it is signed by yourself and by the coordinator at the home institution.

- Upload the Learning Agreement signed by all parties (KdG + student + home)

4. Complete arrival & insurance info

- Upload the most recent Transcript of Records of your home institution
- **Complete arrival info** : Belgian address details & arrival date
- **Complete insurance info** : details regarding health & third party insurance
- Confirm definitive status of stay abroad

→ Your exchange will be confirmed by the KdG international office

5. Actions during your study at KdG

- **Complete emergency contact details** : residence address, contact person in Belgium, stay dates
- **Learning Agreement Changes : indicate yes or no**
- In case of changes, process the changes in the system :
 - Add or delete courses you will follow at KdG (course title + ECTS credits)
 - Submit your Learning Agreement Changes

→ Your international KdG coordinator will check, approve and sign your Learning Agreement changes. You will receive an email with the signed Learning Agreement changes. Make sure it is signed by yourself and by the coordinator at the home institution.

- **Upload the Learning Agreement Changes signed by all parties** (KdG + student + home)
- **Add departure date**

6. Final actions upon your return

- Download Confirmation of Stay document (COS)
- Download Transcript of Records (TOR)
- Complete KdG questionnaire in Mobility Online

7. Your exchange is completed and closed

8. 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.