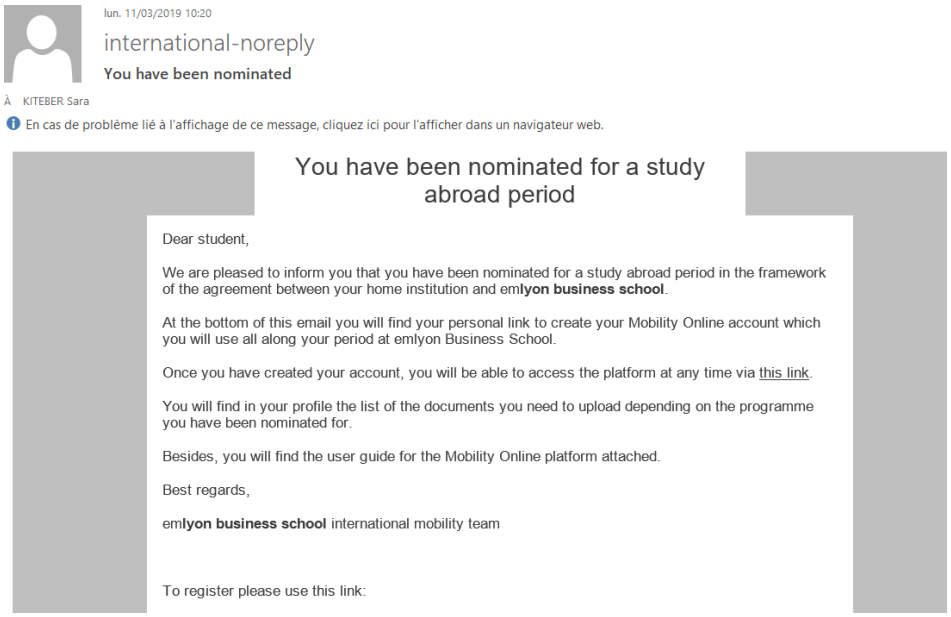
Application guide for an exchange period at emlyon business school

1) Create your account

- Once your home university has nominated you in the em**lyon business school** nomination platform, you will receive the following email:



lun. 11/03/2019 10:20

international-noreply

You have been nominated

À KITEBER Sara

En cas de problème lié à l'affichage de ce message, cliquez ici pour l'afficher dans un navigateur web.

You have been nominated for a study abroad period

Dear student,

We are pleased to inform you that you have been nominated for a study abroad period in the framework of the agreement between your home institution and em**lyon business school**.

At the bottom of this email you will find your personal link to create your Mobility Online account which you will use all along your period at emlyon Business School.

Once you have created your account, you will be able to access the platform at any time via this link.

You will find in your profile the list of the documents you need to upload depending on the programme you have been nominated for.

Besides, you will find the user guide for the Mobility Online platform attached.

Best regards,

em**lyon business school** international mobility team

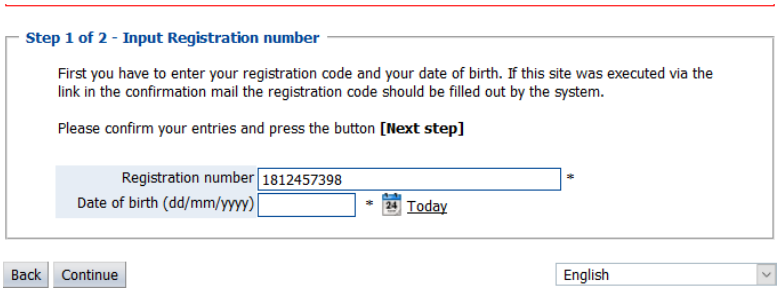
To register please use this link:

Please do not reply to this email as it is coming from no-reply generic email address. If you have any questions, please contact your respective coordinator:

Master - Graduate Students: incoming.master@em-lyon.com

Bachelor - Undergraduate Students: incoming.globalbba@em-lyon.com

- Then, you need to register by clicking the link (you will find it on the bottom side of the email). Your registration number will be automatically generated after you indicate your date of birth (please correctly enter your date of birth).



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.

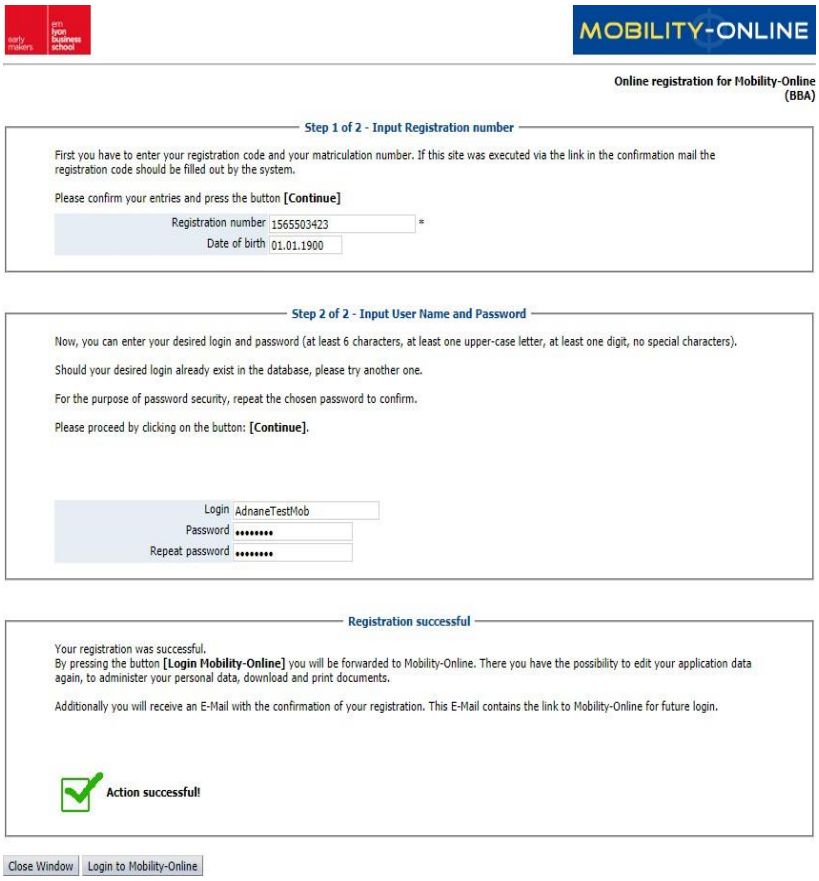
Please confirm your entries and press the button **[Next step]**

Registration number 1812457398 *

Date of birth (dd/mm/yyyy) * Today

Back Continue English

Then, you will be able to choose a login and a password.



Afterwards, you can access the platform and fill in your application information.

Thanks to your login ID and your password, you can access your account on Mobility Online at any time via this link below:

https://www.service4mobility.com/europe/LoginServlet?identifier=LYON23&sprache=en

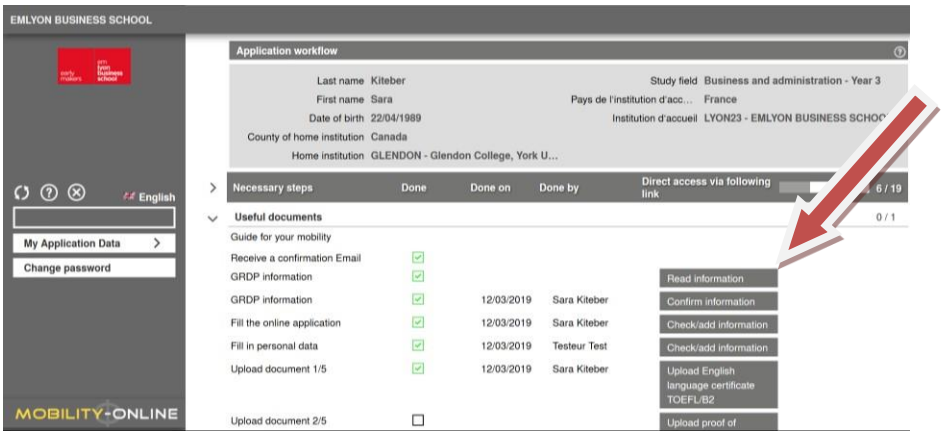
2) Fill in your application

Before you start your application, please read this guide carefully. Please download your all documents in PDF FORMAT.

With Mobility Online, you can fill in your details and upload the required application documents. *On the left side of the screen*, you will find the different steps of your application. Once a step is completed, the black box will become green. *On the right of the screen*, you can access the step to complete it and move forward to the next stage.

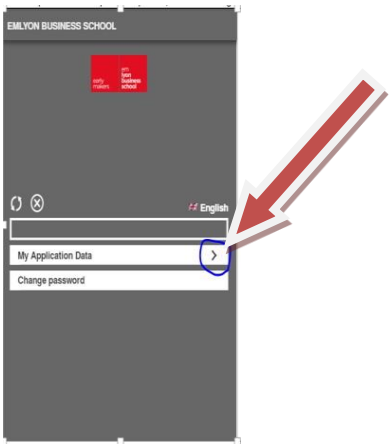
To do so, you will need to click on each line.

- **Start your application by clicking on *GDPR information*** on the right of the page.



For the majority of the steps, you need to click on *Forward to update* to activate and modify the fields inside a screen and on *back*, to move forward or go back to the main screen:

You can always click on *My application data* on the left to see the main screen if you would like to edit your application or download the documents:



Once you have read and confirmed GDPR information, please complete online application and personal data steps.

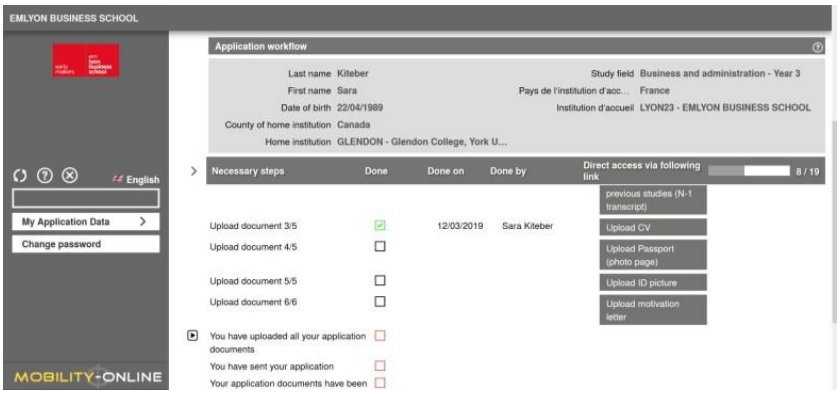
- Then please download the English language certificate. Regarding our language requirements, **we are accepting the scores below for our Undergraduate and graduate programmes**:

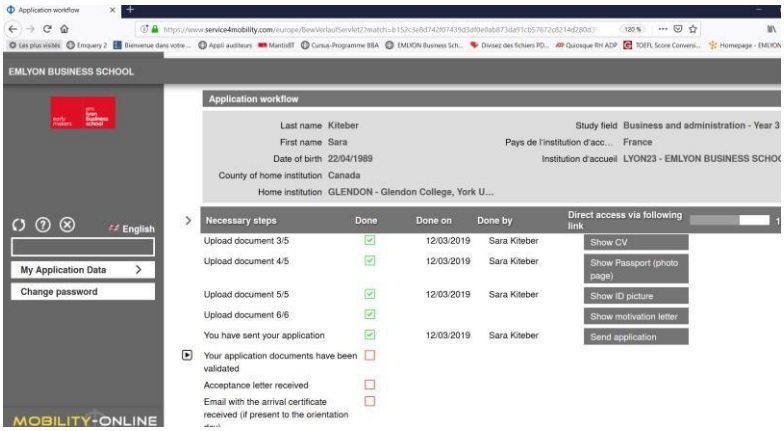
English level required: B2 (Common European Framework of Reference for Languages (CEFR)) English language proficiency letter min B2 level from home institution ou IELTS MIN 6 ou TOEFL MIN 72. Only official documents will be accepted.

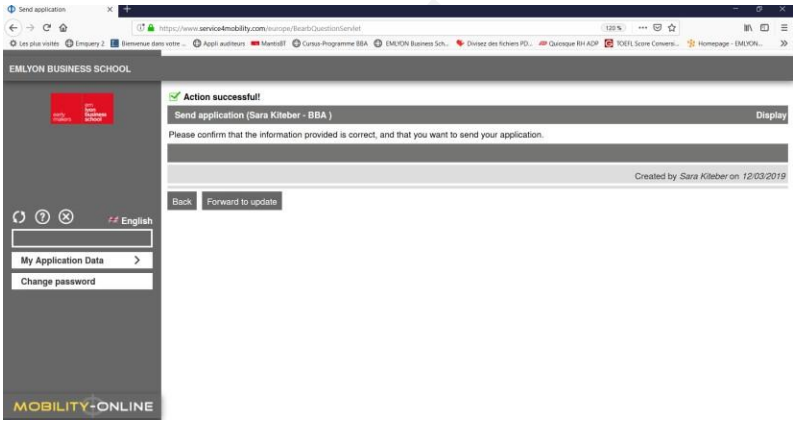
We are only accepting documents/English scores issued before 2022. If you are native speaker countries (Australia, Canada, Ireland, Jamaica, Malta, New Zealand, United Kingdom, United States of America), please only download a copy of your passport.

- Proof of French language: <u>This step is not mandatory</u>. You can pass it without filling.
- Latest transcript: Please download your latest transcript. Your transcript must indicate your study level (bachelor or master) and issuance date.

- Please download your CV and cover letter (motivation letter). Please download it **in PDF format.**





3) Submit your application

You can submit your application once you have followed all the compulsory steps. The em**lyon business school** mobility online platform will be active during your exchange period abroad. It will help you with your exchange documents and information regarding your period abroad with your coordinator at the host institution.