

Uploading documents

You need to upload the application documents to further process your application.

Application documents to be uploaded:

- Transcript of records in English of your studies so far
- Motivation letter in English
- As to the other documents needed, please check with your International Coordinator of TUAS (for. e.g. learning agreement, portfolio etc.)
- Design and Arts Academy students, Do not upload the portfolio into the database!! Please send the portfolio by regular mail to TUAS with the application and other required documents.

Turku University of Applied Sciences

Tuesday, March 3, 2009 Etunimi Sukunimi [Reload Workplace] [Reload Application Workflow]

My Personal Data My Application Data My Settings

My Personal Data Edit Personal Data

Show Application Work-Flow

In this survey all necessary steps of an application are shown in the correct order. Also, you can see if every single step has been completed appropriately. If the step has been completed the execution date and the executing person is shown.

Each program for completing the next step can be accessed by clicking the link.

Personal details

Family name: Sukunimi	Field of study:
First name: Etunimi	Host country: Finland
Date of birth: 01.01.1988	Host institution: TURKU UNIVERSITY OF APPLIED SCIENCES
Home country: Germany	Stay from: 26.08.2009
Home institution: UNIVERSITÄT LüneBURG	Stay to: 31.12.2009

Other student exchange - Incoming

Necessary steps	Done	Done on	Done by	Direct access via following link
Online-Application	<input checked="" type="checkbox"/>	Mar 3, 2009	Etunimi Sukunimi	Display/Edit Application Data
Confirmation e-mail online application	<input checked="" type="checkbox"/>	Mar 3, 2009	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	Mar 3, 2009	Etunimi Sukunimi	
Personal data completed	<input checked="" type="checkbox"/>	Mar 3, 2009	Etunimi Sukunimi	Complete personal data
Passport photo for the application uploaded	<input type="checkbox"/>			Upload passport photo for the application (optionally)
Application documents uploaded	<input type="checkbox"/>			Upload application documents (optionally)
Application Form printed	<input type="checkbox"/>			Print Application Form
Application checked and approved	<input type="checkbox"/>			

Uploading the passport photo:

Click the link **"Upload passport photo for the application"**

This window opens:

Insert

By means of this upload functionality it is possible to upload your passport photograph. This image will be added to your application document.

Name of upload: Passport Photograph

Owner: Sukunimi, Etunimi

File: [] Selaa...

Cancel Create

Search for the passport photo by clicking **"Selaa/Browse"**. After selecting the document, click **"Create"**.

Uploading the application documents:

Click the link **"Upload application documents"**

This window opens:

Form fields:

- Name of upload: Certificates
- Owner: Sukunimi, Etunimi
- File: <--Please choose selection -->

Buttons: Selaa/Browse, Cancel, Create

Search for the passport photo by clicking **"Selaa/Browse"**. After selecting the document, click **"Create"**.

Click **"Back to the general overview"**.

If you want to upload more than one document, you need to click again the link **"Upload application documents"**.

This window opens:

Name of upload	Owner	Name of file	Created from	Created on
 Certificates	Sukunimi - Etunimi	Document.doc	login	Feb 17, 2009 14:06:20

Navigation: First Previous (1 Record found!) Next Last

You can upload a new document by clicking the white blank paper figure on the left.

This window opens:

Form fields:

- Name of upload: Certificates
- Owner: Sukunimi, Etunimi
- File: <--Please choose selection -->

Buttons: Selaa/Browse, Cancel, Create

After uploading all the required documents, click **"Reload Application Workflow"** to return to the normal view.

NOTE!

You can upload up to 10 different documents to Mobility Online. The applicants upload different kinds of documents in many forms, that's why the limit is 10. Only after that the system shows that step "Application documents uploaded" done (green mark). Your application is complete when you have uploaded all the required documents, the step doesn't have to be completed.