

# Mobility Online guideline **for partners**

## Introduction

Mobility Online is a software that will involve incoming students, and UADE and partner Universities staff for the nomination and application process to UADE for the following programs:

- Exchange semester mobility
- Dual degree programs
- Doing Business in Latin America Program
- Freemover students

Let's see how it works...

## Step 1 Nomination

If you are willing to send students for one (or two) exchange semesters, dual degree programs or Doing Business in Latin America course as per a valid agreement, you need to nominate the students in the following website:



Username and password will be given by UADE International Office. In case you have not received them, please contact us at [incoming@uade.edu.ar](mailto:incoming@uade.edu.ar)

### Nomination deadline

The nomination deadlines are:

- **31 May**  
for students that will start their semester in August
- **31 October**  
for students that will start their semester in March
- **31 October**  
for Doing Business in Latin America Program

Note: In case you want to nominate a regular exchange semester student for two semesters, you will be able to nominate it just for the first one. A second semester will be added after receiving an email from you.

## Step 2 Student steps

Once the students have been nominated, they will need to follow several steps before and during the exchange period in Mobility Online:

- Register with personal information
- Upload documents
- Prepare their exchange program
- Send the learning agreement
- Get student VISA and hire health insurance
- Require an extension (if it happens)

## Step 3 Transcript of records

Once the students have finished their semester, UADE will generate a transcript of records and send it to the home University mobility advisor.

It will also be possible to download it in the Mobility Online account.

Warning: Transcripts of records will be sent in September for those students who attend classes during our Autumn semester and February for those who attend our second semester. Students that attend for two semesters or double degree programs will receive a transcript of records after their second semester has finished.