RMIT Global Mobility

Make the world your classroom

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Inbound Mobi Guide

For Inter-Location SIM students applying to RMIT Melbourne

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About this Guide

This Guide is prepared for Inter-Location SIM students who are applying for the Inter-Location program to RMIT Melbourne.

The system to submit the application is the Global Experience system (Mobi).

To access Mobi
http://inbound.rmit.edu.au

In this guide, you will be provided information on how to:

Part 1: Creating your Mobi profile

Part 2: Applying for the program

Prepared by
Global Experience
Global Development Portfolio

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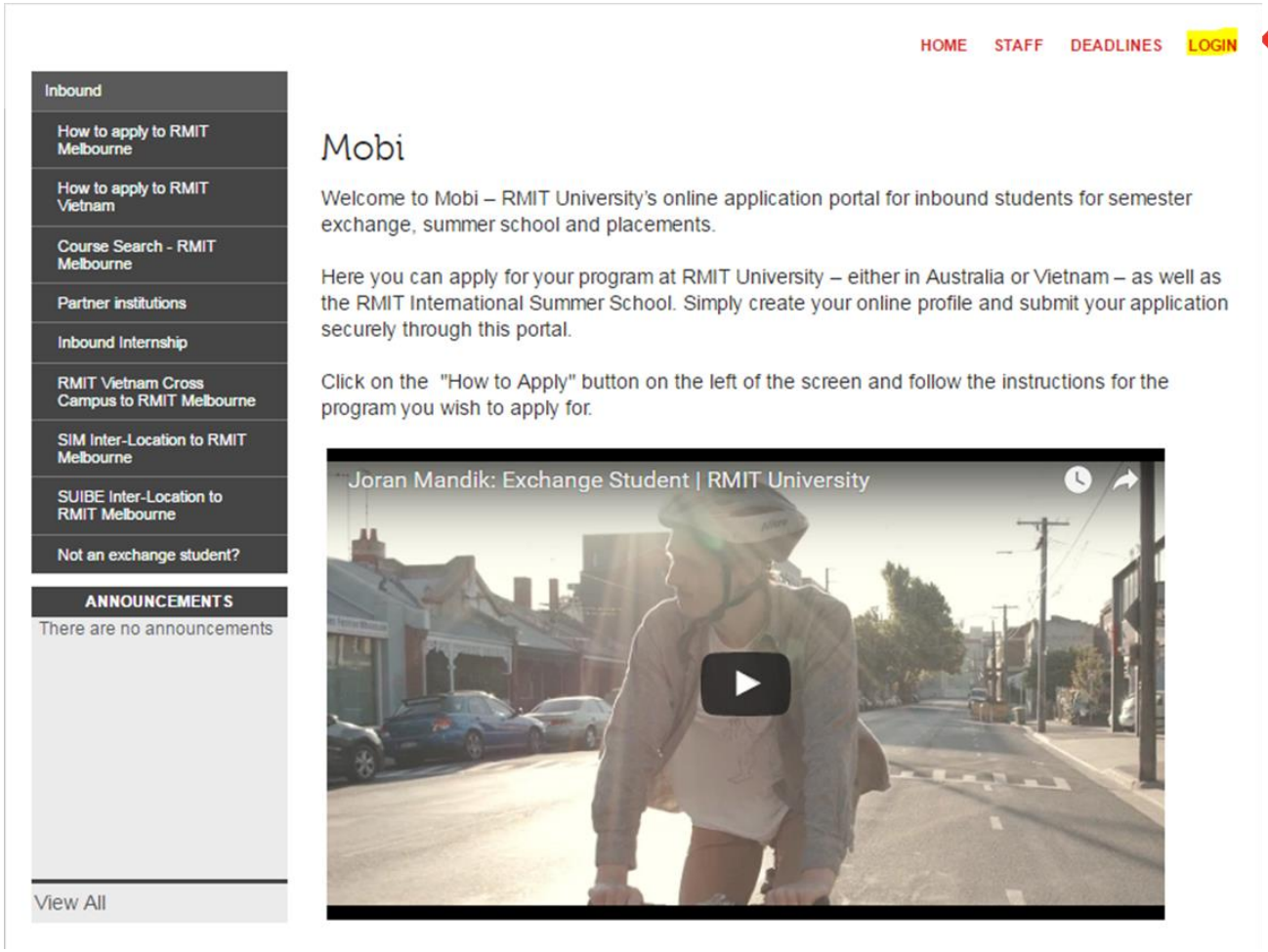
Part 1 Creating your profile

Login to Mobi (http://inbound.rmit.edu.au) and create your Mobi profile



> Step 1 On the Mobi homepage, click on "Login"

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Creating your profile

> Step 2 On the next two screens,

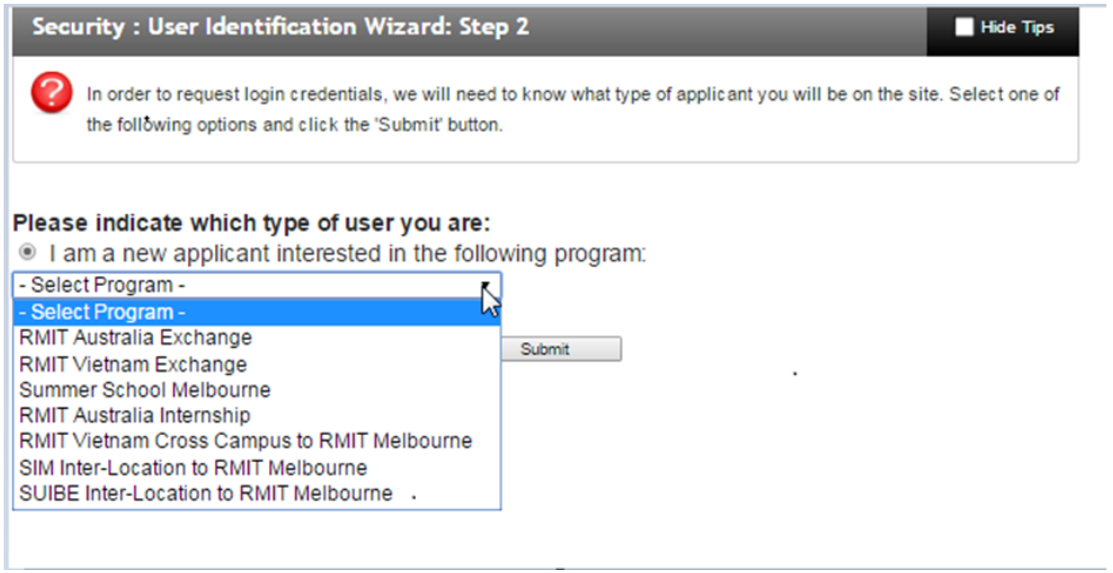
- **Step 2.1** Select

"I do not have login credentials to this site"

- **Step 2.2** Select

"**I am a new applicant interested in the following program: SIM Inter-Location to RMIT Melbourne**

- **Step 2.3** Click "Submit" to proceed to the next step.



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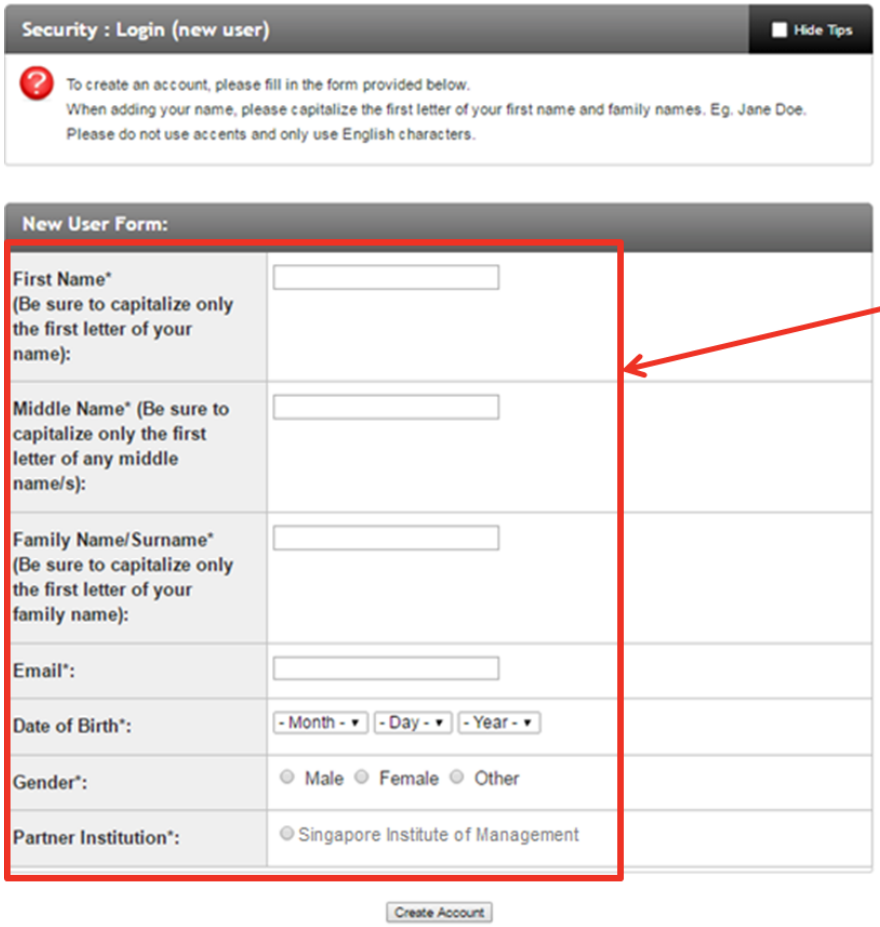
Creating your profile



> Step 3 Complete the "New User Form".

> Step 4 Fill in the details

- Complete your personal details as per your **passport**.
- For your email address, please enter your RMIT email address (**DO NOT** use a personal email address)

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Creating your profile

> Step 5 You will receive a system email sent from Mobi that will include your temporary password. Please note that the temporary password expires within 5 days. So you need to set up your profile as soon as you get your temporary password

Inbound - Account Created

Welcome to RMIT University's Inbound!
Following is your temporary login information that will enable you to apply to programs:

User ID: manjes@hotmail.com
Temp Password: waLK5111wOorld

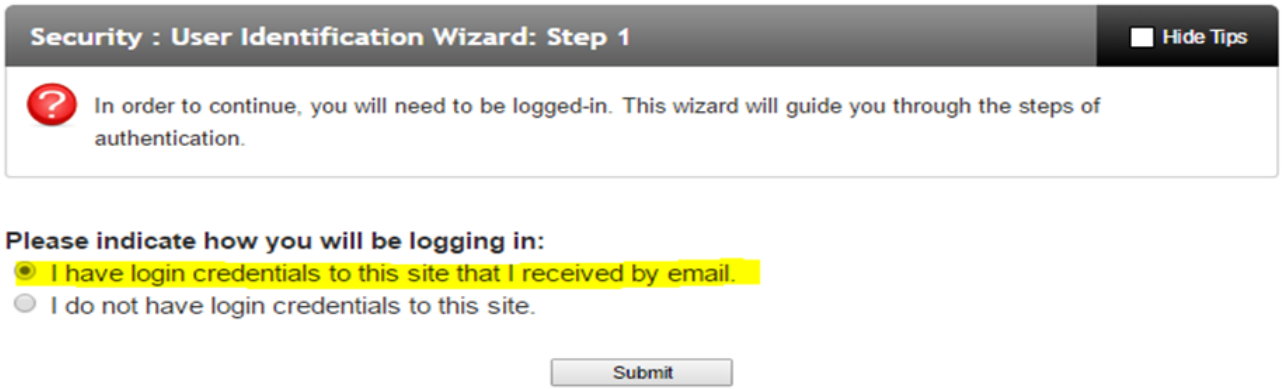
Please keep this information in a safe place.

To login, use the following link:
https://inbound.rmit.edu.au/index.cfm?FuseAction=Security.Login
Temporary login information is only valid for 2 day(s). If you do not login within 2 day(s) of receiving this message, you will be asked to request a new temporary password.

Thank you,

Inbound User Support

>Step 6 You can now log into Mobi by going back to the homepage and clicking on "Login". This time, please select **"I have login credentials to this site that I received by email."**



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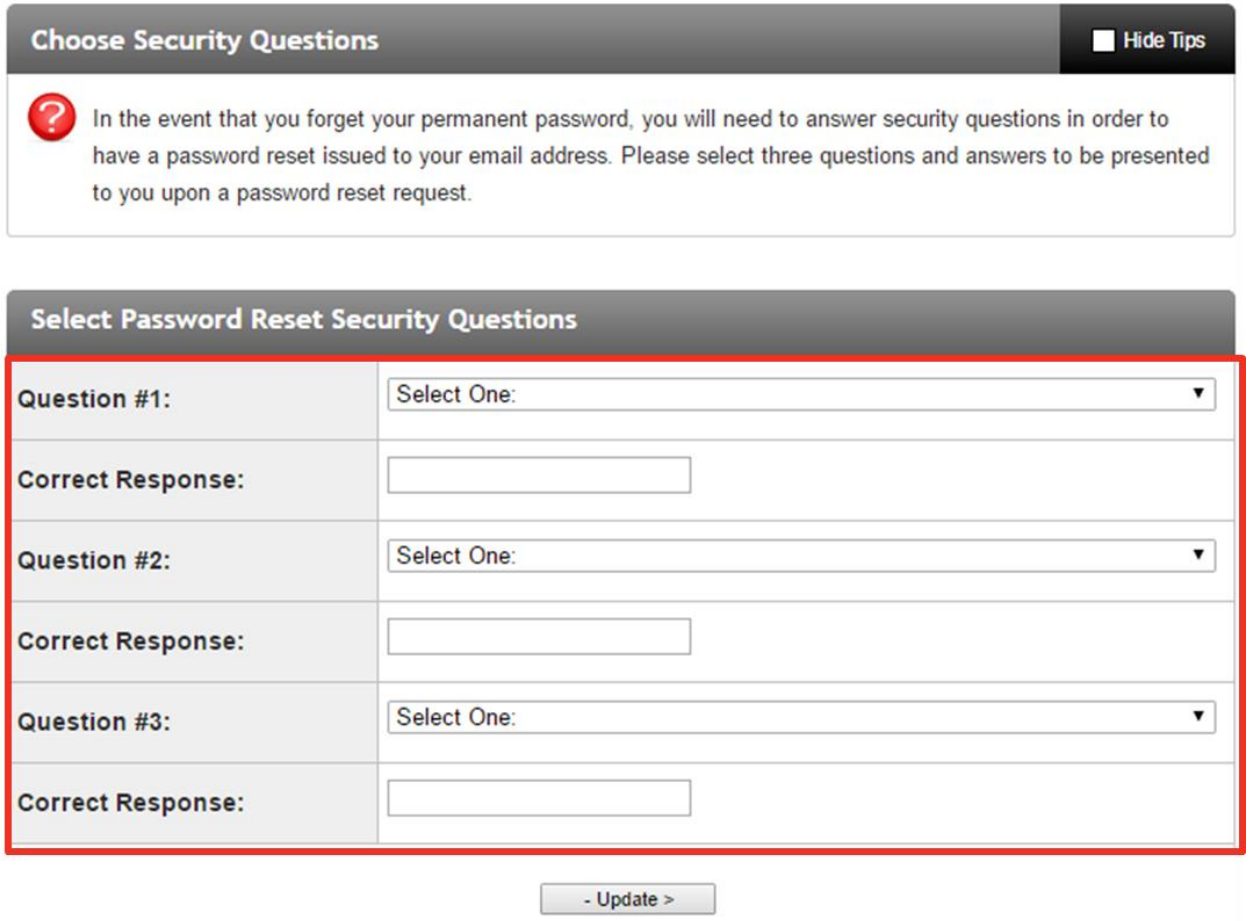
Creating your profile

> Step 7 You will now be prompted to set up your security questions.

Make sure to complete all three questions.



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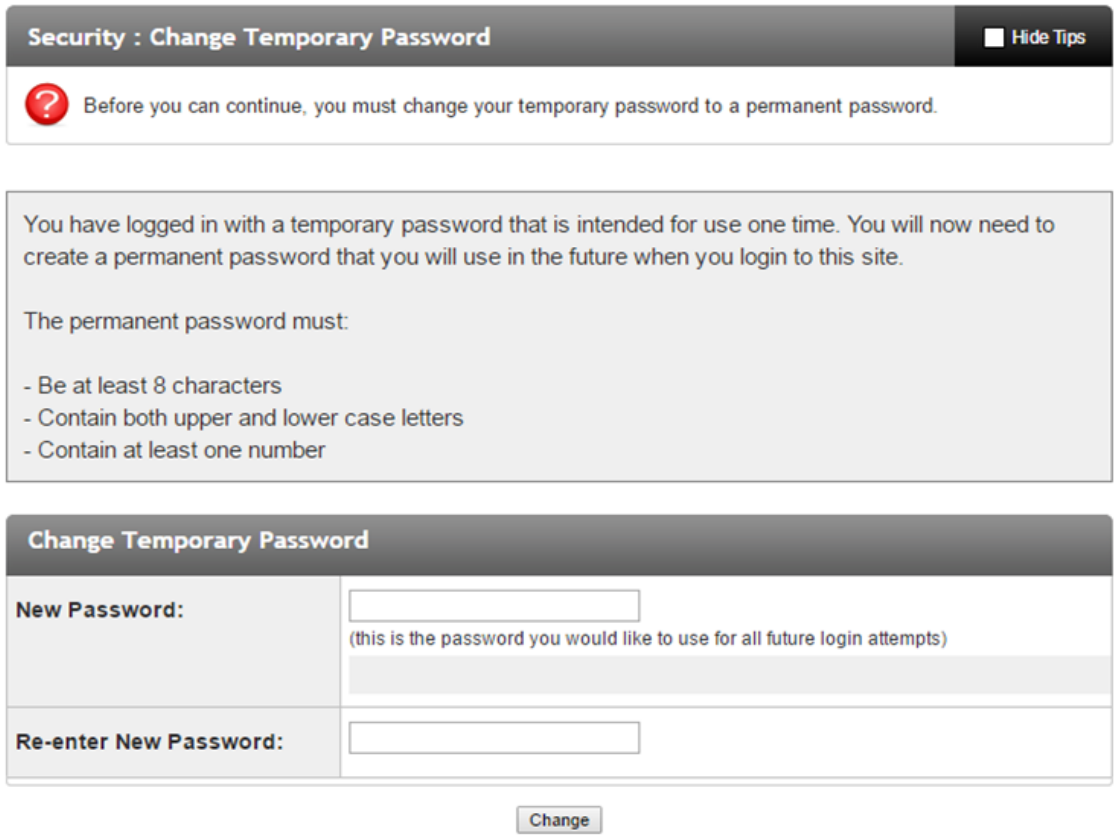
Creating your profile

➢ **Step 8** You are now able to create a password for your profile. Remember your password!!
You will need it throughout the application process.



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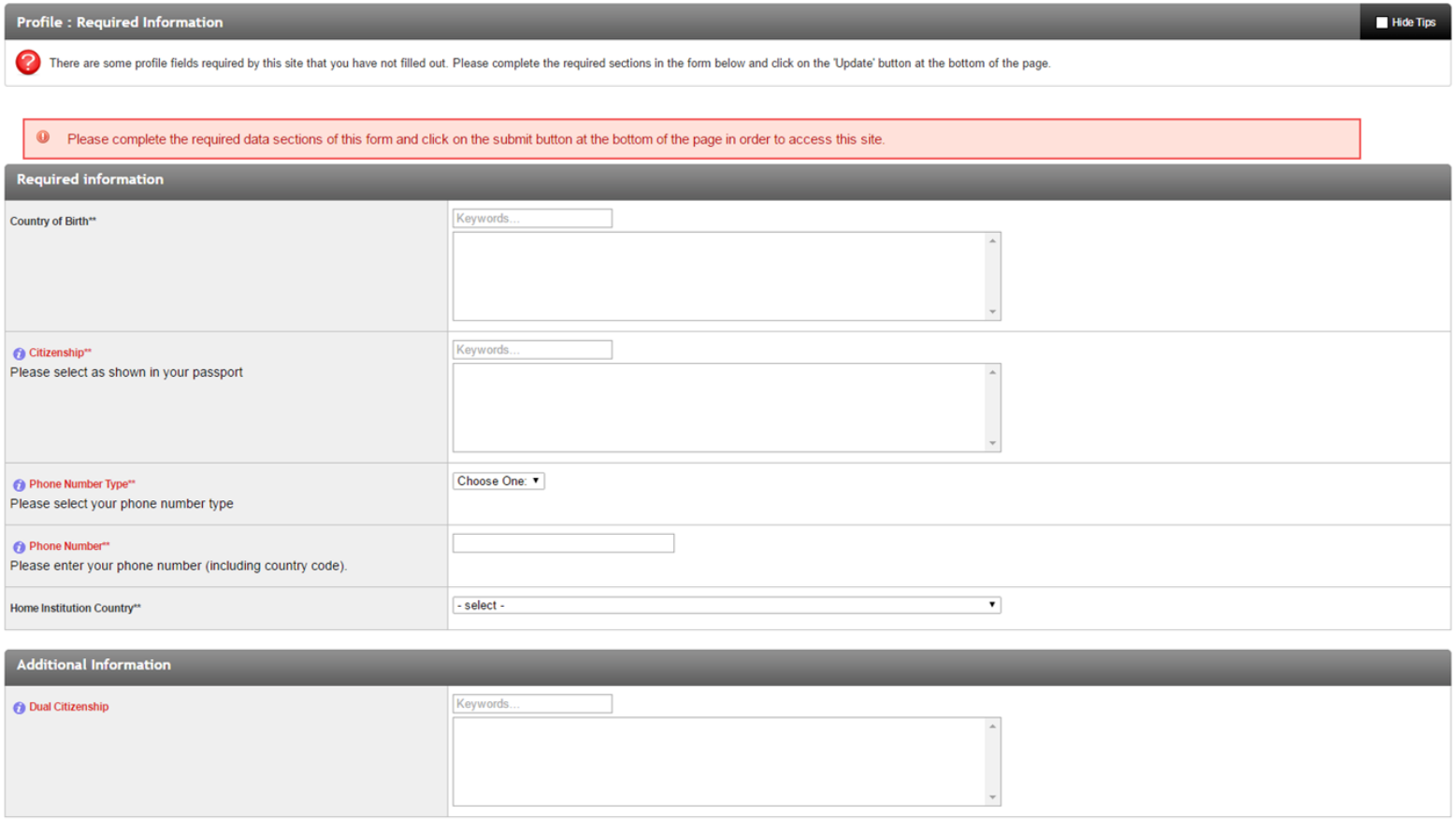
Creating your profile

> **Step 9** Next, you will need to complete your profile information. (refer to the next page on information on how to complete the "keywords" for your country to appear)



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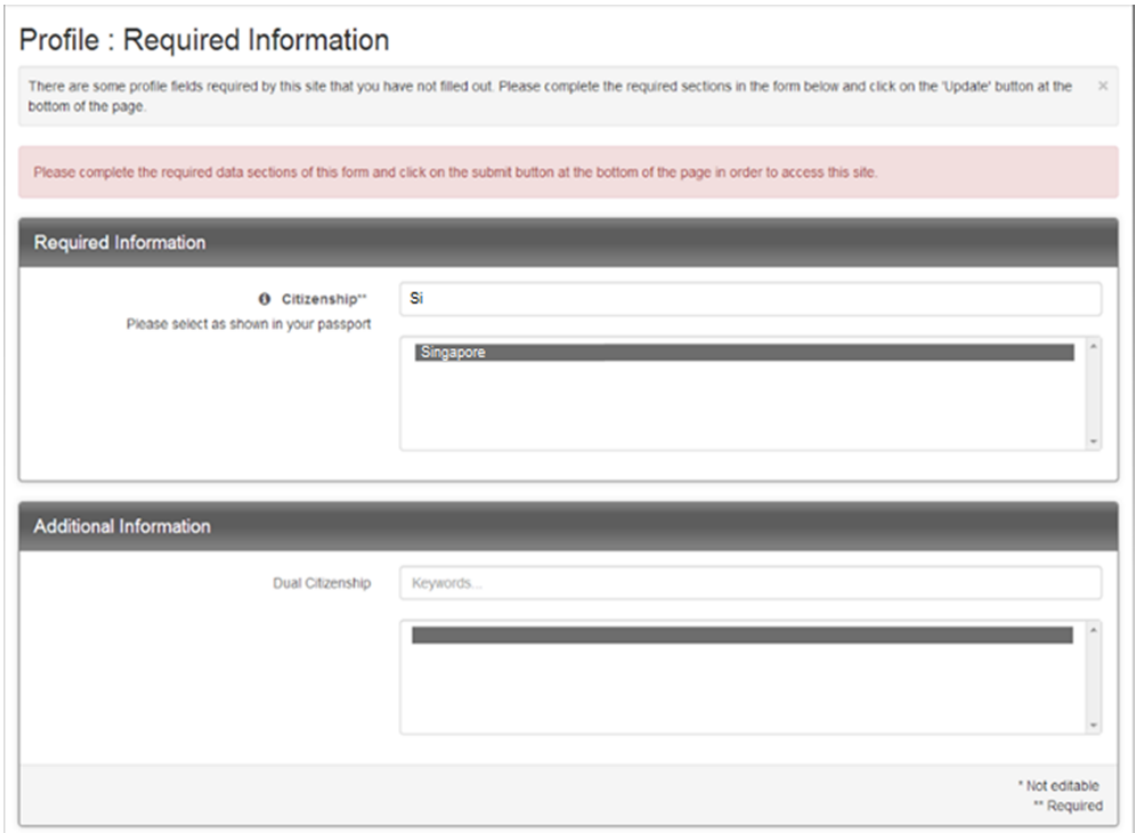
Creating your profile

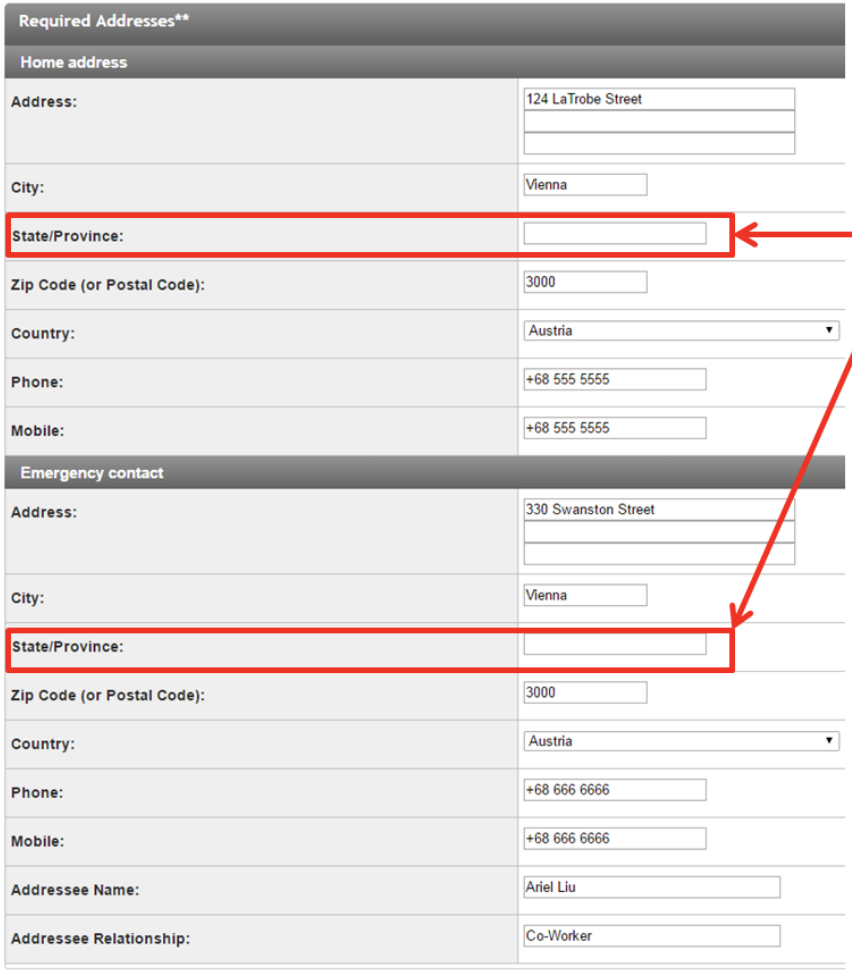
> Step10

For your Country of Birth and Citizenship, please enter the first letters of your country of birth e.g “Si” and Singapore will come up in the empty box (as you can see in the picture)

Please note that if you do not have a dual citizenship, you can leave it blank.



Creating your profile



Required Addresses**	
Home address	
Address:	124 LaTrobe Street
City:	Vienna
State/Province:	
Zip Code (or Postal Code):	3000
Country:	Austria
Phone:	+68 555 5555
Mobile:	+68 555 5555
Emergency contact	
Address:	330 Swanston Street
City:	Vienna
State/Province:	
Zip Code (or Postal Code):	3000
Country:	Austria
Phone:	+68 666 6666
Mobile:	+68 666 6666
Addressee Name:	Ariel Liu
Addressee Relationship:	Co-Worker

> Step11 Make sure to complete all parts of profile information as they are required. You will not be able to move on without completing every question.

If you do not live in area with a state/province, please put a "." to continue.

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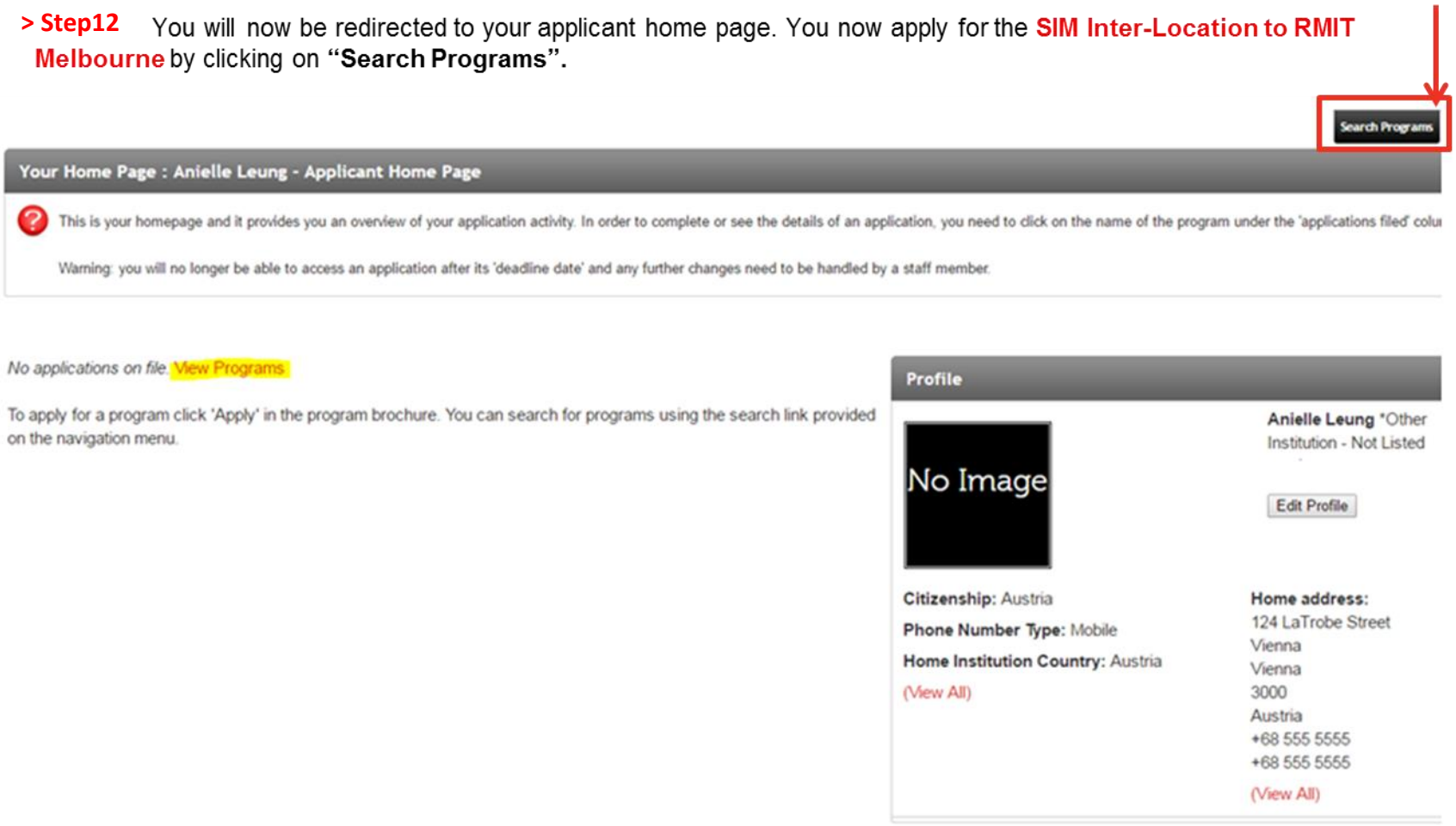
Part 2 Applying for the program

> Step12 You will now be redirected to your applicant home page. You now apply for the **SIM Inter-Location to RMIT Melbourne** by clicking on **"Search Programs".**



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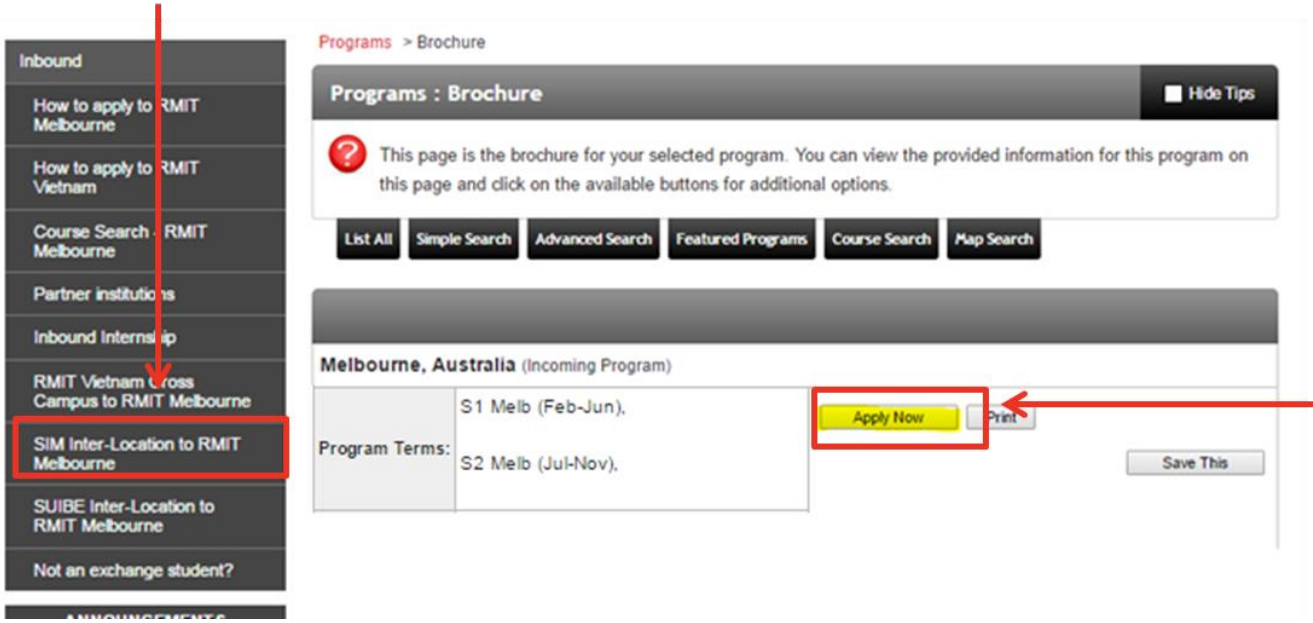
Applying for the program

> Step13 From here, click on "**SIM Inter-Location to RMIT Melbourne**" in the left hand navigation pane. This should bring up the screen below.



> To apply, click on "**Apply now**".

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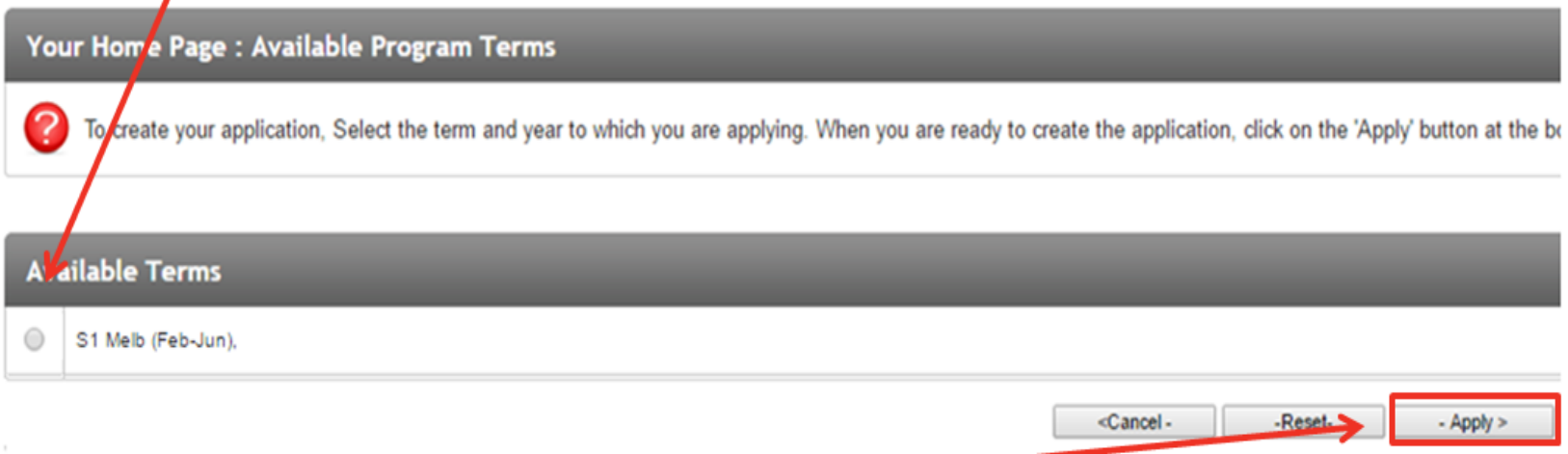
Applying for the program

> Step14 Select the term that you are applying for.

- S2 Melb (Jul-Dec) is for 1 semester



> Click on **"Apply >"**.

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Applying for the program

Stephanie Cheng

Program:	SIM Inter-Location to RMIT Melbourne
Term/Year:	S1 Melb (Feb-Jun), 2017
Deadline:	15/09/2016
Dates:	27/02/2017 - 30/06/2017

> Step15

- You will now be taken to the Program Application Page.
- You will need to complete;
  - the "SIM Inter-Location Inbound Application"
  - the Signature Documents (Inbound Student Declaration and the Sim Inter-Location to Melbourne Program Declaration)

Application Questionnaire(s)

Please view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click 'Submit', at the bottom of each questionnaire, in order for the questionnaire to be logged as complete and ready for review. When all boxes are ticked you have completed all questionnaires.

Questionnaires	Submitted
SIM Inter-Location Inbound Application	☐

Signature Documents

Please view the documents below to digitally sign and indicate your agreement and understanding. When all boxes are ticked you have completed all signature documents.

Questionnaires	Submitted
Inbound Student Declaration	☐
SIM Inter-Location to Melbourne Program Declaration	☐

Itinerary

The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.

Melbourne, Australia (Asia and Pacific)

Start Date: 27/02/2017
End Date: 30/06/2017

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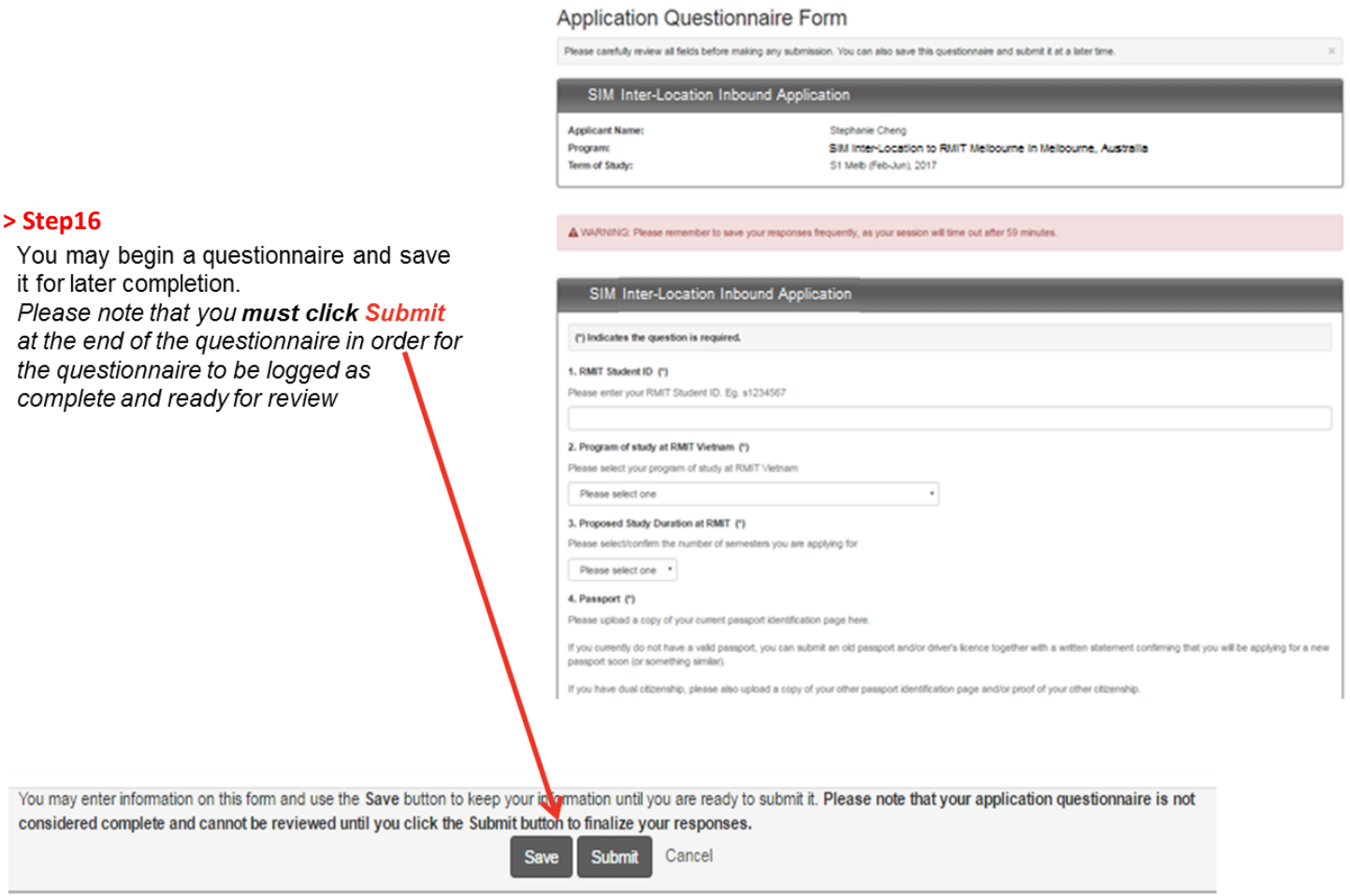
Applying for the program

> Step16

- You may begin a questionnaire and save it for later completion.
- *Please note that you **must click Submit** at the end of the questionnaire in order for the questionnaire to be logged as complete and ready for review*



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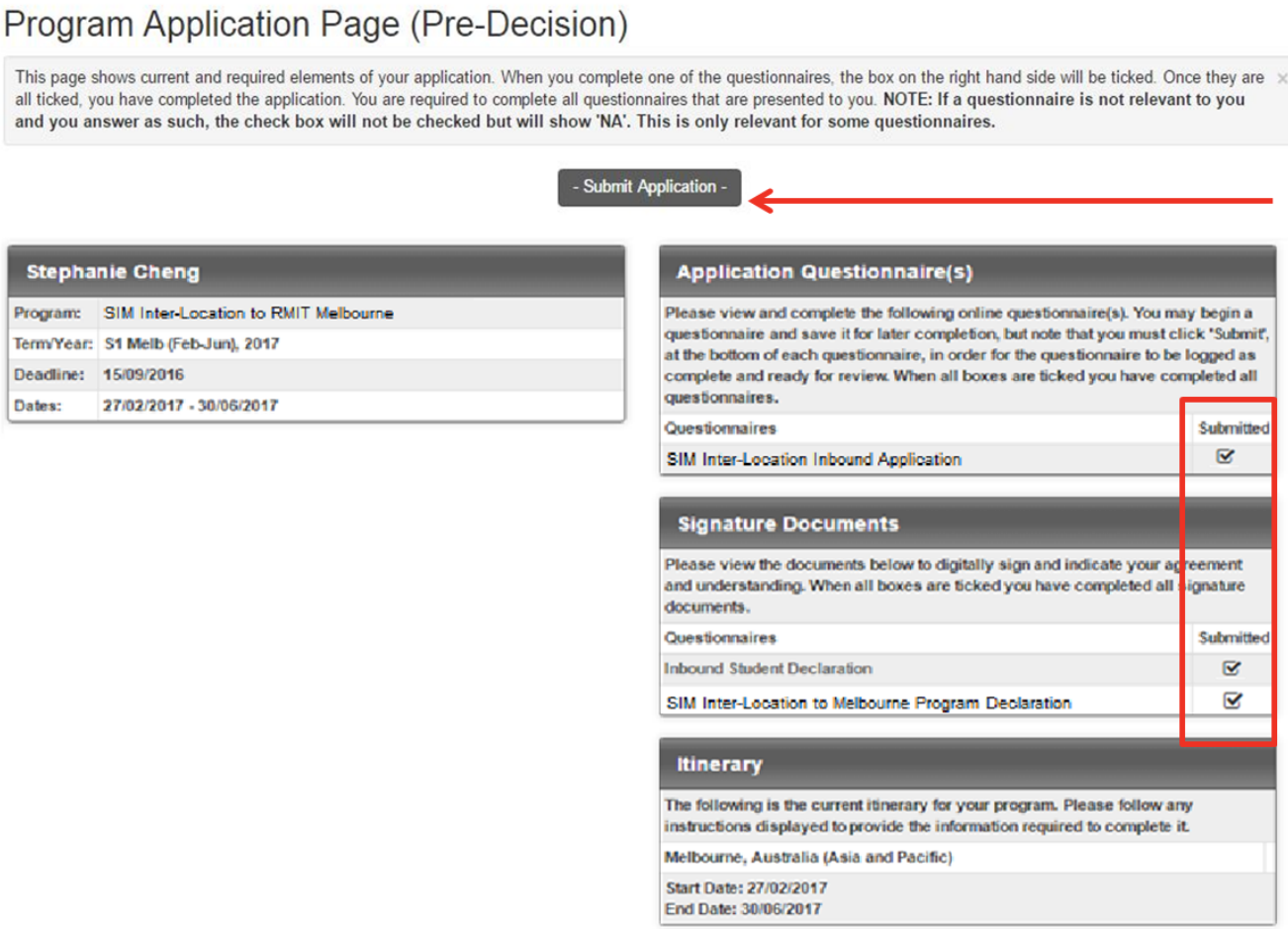
Applying for the program



> Step17

- Once you have successfully completed and submitted the questionnaires, a tick will appear in the box under “Submitted”. Your application will not be considered complete until ticks appear against each questionnaire.
- Then click on **Submit Application** to finalise your application

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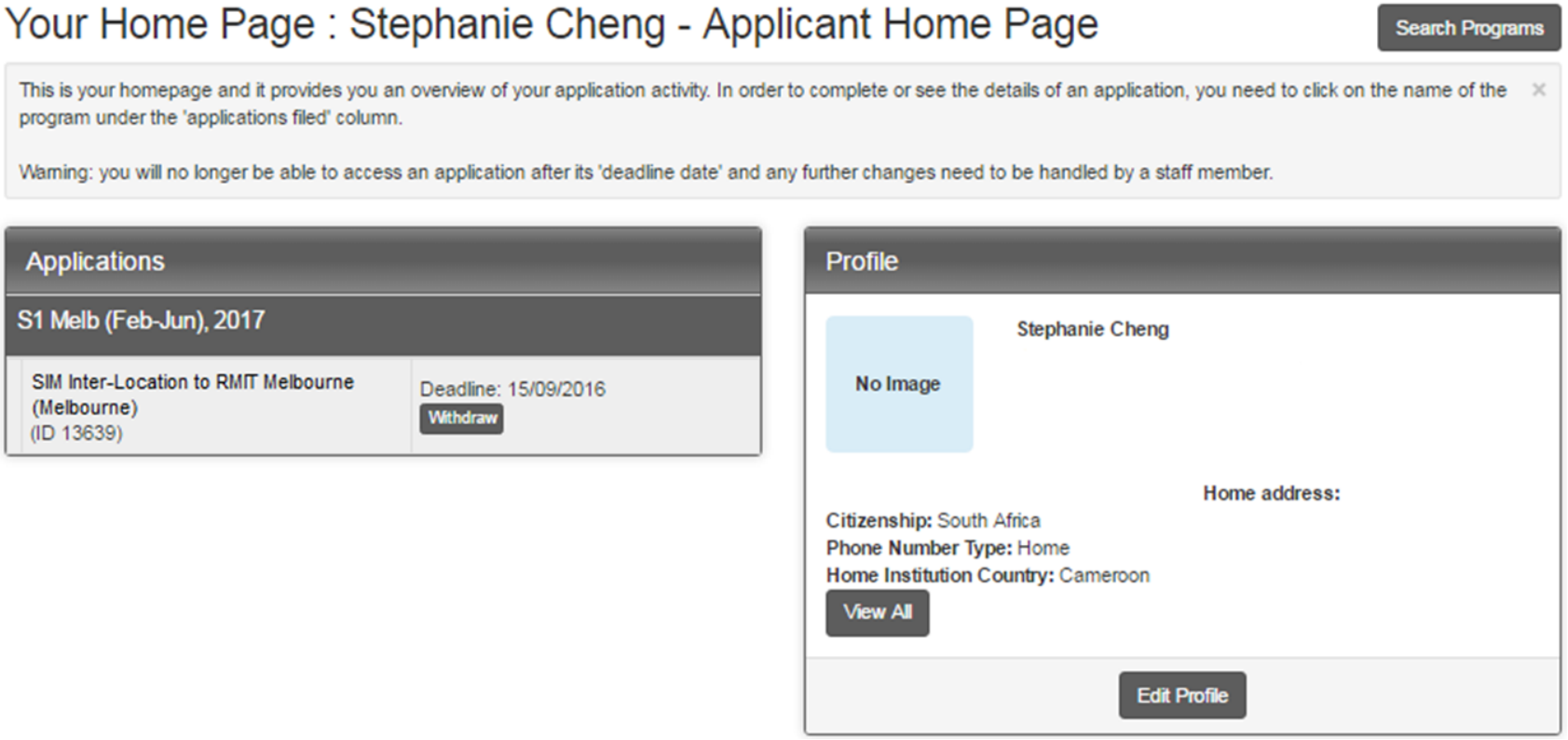
Applying for the program

> Step18 Your applicant home page will look like this format once you've completed your application. If you would like to withdraw your application, you can do so on this page. Once the application deadline has passed, a lock will appear next to your application. This means that you will no longer be able to edit your application after the deadline.