

RMIT Global Mobility

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Inbound Mobi Guide

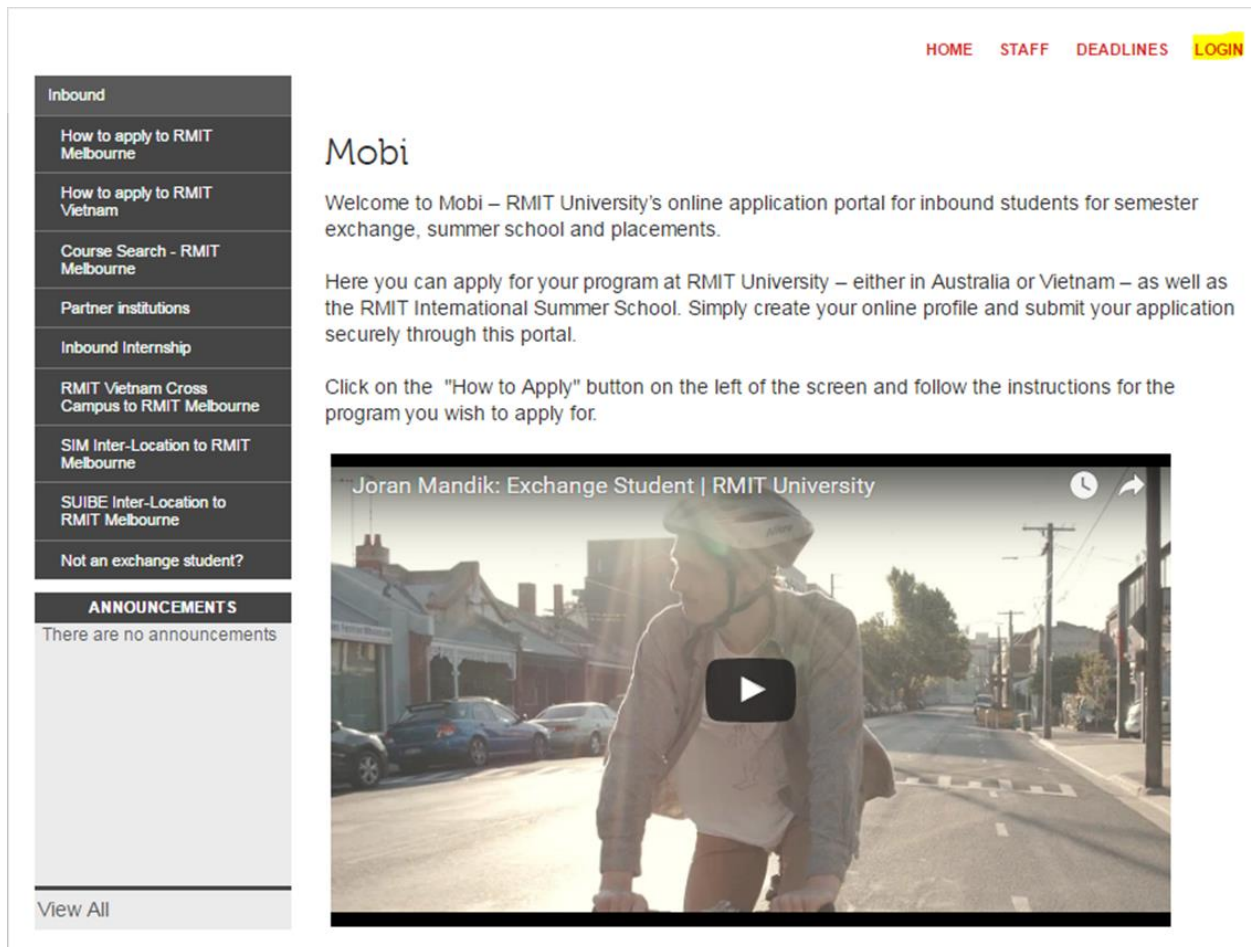
**For Inter-Location SUIBE
students (Joint or Dual Program)
applying to RMIT Melbourne**

About this Guide

- This Guide is prepared for Inter-Location SUIBE 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>)
- **Before you begin the application process, please ensure that you prepared the following documents:**
 1. A scanned copy of your passport
 2. Complete the Inter-Location SUIBE course selection excel document (the link to this excel sheet is available through Mobi (<http://inbound.rmit.edu.au>) under the 'SUIBE Inter-Location to RMIT Melbourne' section.
- **Application Process:**
 - **Step 1:** Creating your Mobi profile
 - **Step 2:** Applying for the program
- Prepared by
 - *Global Experience*
 - *Global Development Portfolio*

Creating your profile

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



The screenshot shows the RMIT Mobi homepage. At the top right, there is a navigation bar with links: HOME, STAFF, DEADLINES, and a yellow LOGIN button. A red arrow points to the LOGIN button with the text: "> Step 1 On the Mobi homepage, click on 'Login'". On the left side, there is a sidebar menu with the following items: Inbound, How to apply to RMIT Melbourne, How to apply to RMIT Vietnam, Course Search - RMIT Melbourne, Partner institutions, Inbound Internship, RMIT Vietnam Cross Campus to RMIT Melbourne, SIM Inter-Location to RMIT Melbourne, SUIBE Inter-Location to RMIT Melbourne, and Not an exchange student?. Below the sidebar, there is an ANNOUNCEMENTS section stating "There are no announcements" and a "View All" link. The main content area has the heading "Mobi" and a welcome message: "Welcome to Mobi – RMIT University's online application portal for inbound students for semester exchange, summer school and placements." Below this, it says: "Here you can apply for your program at RMIT University – either in Australia or Vietnam – as well as the RMIT International Summer School. Simply create your online profile and submit your application securely through this portal." Further down, it instructs: "Click on the 'How to Apply' button on the left of the screen and follow the instructions for the program you wish to apply for." At the bottom of the main content area, there is a video player showing a person cycling on a street, with the title "Joran Mandik: Exchange Student | RMIT University".

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: **SUIBE Inter-Location to RMIT Melbourne**”

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

Security : User Identification Wizard: Step 1 Hide Tips


 In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

Please indicate how you will be logging in:

- ☐ I have login credentials to this site that I received by email.
- ☒ I do not have login credentials to this site.

Submit

Security : User Identification Wizard: Step 2 Hide Tips

 In order to request login credentials, we will need to know what type of applicant you will be on the site. Select one of the following options and click the 'Submit' button.

Please indicate which type of user you are:

- ☒ I am a new applicant interested in the following program:

- Select Program -

- Select Program -

RMIT Australia Exchange

RMIT Vietnam Exchange

Summer School Melbourne

RMIT Australia Internship

RMIT Vietnam Cross Campus to RMIT Melbourne

SIM Inter-Location to RMIT Melbourne

SUIBE Inter-Location to RMIT Melbourne

Submit

Creating your profile

> **Step 3** Complete the “New User Form”.

> **Step 4** Fill in the details

- Complete your personal details as per your **passport**.
- Please ensure that you enter an email address that you regularly check as you will receive all the outcomes and communication updates to the email address you state in this application.

Security : Login (new user) Hide Tips

? To create an account, please fill in the form provided below.
When adding your name, please capitalize the first letter of your first name and family names. Eg. Jane Doe.
Please do not use accents and only use English characters.

New User Form:

First Name* (Be sure to capitalize only the first letter of your name):	<input type="text"/>
Middle Name* (Be sure to capitalize only the first letter of any middle name/s):	<input type="text"/>
Family Name/Surname* (Be sure to capitalize only the first letter of your family name):	<input type="text"/>
Email*:	<input type="text"/>
Date of Birth*:	<input type="text" value="- Month -"/> <input type="text" value="- Day -"/> <input type="text" value="- Year -"/>
Gender*:	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other
Partner Institution*:	<input type="radio"/> Shanghai University of International and Economics

Create Account

Creating your profile

> **Step 5** You will receive a system email sent from Mobj 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: waLK5111wOorId

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 Mobj 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."

Security : User Identification Wizard: Step 1

☐ Hide Tips



In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

Please indicate how you will be logging in:

- ☒ I have login credentials to this site that I received by email.
- ☐ I do not have login credentials to this site.

Submit


Creating your profile

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




Make sure to complete all three questions.

Choose Security Questions

Hide Tips

 In the event that you forget your permanent password, you will need to answer security questions in order to have a password reset issued to your email address. Please select three questions and answers to be presented to you upon a password reset request.

Select Password Reset Security Questions

Question #1:	Select One: 
Correct Response:	<input type="text"/>
Question #2:	Select One: 
Correct Response:	<input type="text"/>
Question #3:	Select One: 
Correct Response:	<input type="text"/>

- Update >

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.

Security : Change Temporary Password

Hide Tips

Before you can continue, you must change your temporary password to a permanent password.

You have logged in with a temporary password that is intended for use one time. You will now need to create a permanent password that you will use in the future when you login to this site.

The permanent password must:

- Be at least 8 characters
- Contain both upper and lower case letters
- Contain at least one number

Change Temporary Password

New Password:

(this is the password you would like to use for all future login attempts)

Re-enter New Password:

Change

Creating your profile

> **Step 9** Next, you will need to complete your profile information.

Profile : Required InformationHide Tips

There are some profile fields required by this site that you have not filled out. Please complete the required sections in the form below and click on the 'Update' button at the bottom of the page.

Please complete the required data sections of this form and click on the submit button at the bottom of the page in order to access this site.

Required information

Country of Birth**	<div>Keywords...</div> <div></div>
<div><div>Citizenship**</div><div>Please select as shown in your passport</div></div>	<div>Keywords...</div> <div></div>
<div><div>Phone Number Type**</div><div>Please select your phone number type</div></div>	<div>Choose One: ▼</div>
<div><div>Phone Number**</div><div>Please enter your phone number (including country code).</div></div>	<div></div>
Home Institution Country**	<div>- select - ▼</div>

Additional Information

<div><div>Dual Citizenship</div></div>	<div>Keywords...</div> <div></div>
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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

> **Step 10** 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.

Applying for the program

> **Step 11** You will now be redirected to your applicant home page. You now apply for the **SUIBE Inter-Location to RMIT Melbourne** by clicking on **“Search Programs”**.



Search Programs

Your Home Page : Anielle Leung - Applicant Home Page



This is your homepage and it provides you an overview of your application activity. In order to complete or see the details of an application, you need to click on the name of the program under the 'applications filed' column.

Warning: you will no longer be able to access an application after its 'deadline date' and any further changes need to be handled by a staff member.

No applications on file: [View Programs](#)

To apply for a program click 'Apply' in the program brochure. You can search for programs using the search link provided on the navigation menu.

Profile

No Image

Anielle Leung *Other
Institution - Not Listed

[Edit Profile](#)

Citizenship: Austria

Phone Number Type: Mobile

Home Institution Country: Austria

[\(View All\)](#)

Home address:

124 LaTrobe Street

Vienna

Vienna

3000

Austria

+68 555 5555

+68 555 5555

[\(View All\)](#)

Applying for the program

> **Step 12** From here, click on “**SUIBE Inter-Location to RMIT Melbourne**” in the left hand navigation pane. This should bring up the screen below.

The screenshot displays the RMIT application portal interface. On the left, a navigation pane lists various options, with 'SUIBE Inter-Location to RMIT Melbourne' highlighted by a red box and a red arrow pointing to it. The main content area, titled 'Programs > Brochure', shows the 'Melbourne, Australia (Incoming Program)' details. A red box highlights the 'Apply Now' button, with a red arrow pointing to it from the right. The 'Program Terms' section lists the following options: S1 Melb (Feb-Jun), S1&2 Melb (Feb-Nov), S2 Melb (Jul-Nov), and S2&1 Melb (Jul-Jun). Other buttons visible include 'List All', 'Simple Search', 'Advanced Search', 'Featured Programs', 'Course Search', 'Map Search', 'Print', and 'Save This'.

> To apply, click on “**Apply now**”.

Applying for the program

> **Step 13** Select the term that you are applying for.

- S1 Melb (Feb-Jun) is for 1 semester
- S1&2 Melb (Feb-Nov) is for 2 semesters

Your Home Page : Available Program Terms

? To create your application, Select the term and year to which you are applying. When you are ready to create the application, click on the 'Apply' button at the bottom of the page.

Available Terms

☐ S1 Melb (Feb-Jun),

☐ S1&2 Melb (Feb-Nov),

<Cancel - -Reset- **- Apply >**

> Click on “**Apply >**”.

Applying for the program

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

> Step 14

- You will now be taken to the Program Application Page.
- You will need to complete;
 - the “SUIBE Inter-Location Inbound Application”
 - the Signature Documents (Inbound Student Declaration and the SUIBE 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
SUIBE Inter-Location Inbound Application	<input type="checkbox"/>

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	<input type="checkbox"/>
SUIBE Inter-Location to Melbourne Program Declaration	<input type="checkbox"/>

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	

Applying for the program

> Step 15

- You may begin a questionnaire and save it for later completion.
- **You will need to upload your passport and the 'Inter-Location SUIBE course selection' excel document in this Inbound Application**
- *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*

Application Questionnaire Form

Please carefully review all fields before making any submission. You can also save this questionnaire and submit it at a later time.

SUIBE Inter-Location Inbound Application

Applicant Name: Stephanie Cheng
Program: SUIBE Inter-Location to RMIT Melbourne in Melbourne, Australia
Term of Study: S1 Melb (Feb-Jun), 2017

⚠ WARNING: Please remember to save your responses frequently, as your session will time out after 59 minutes.

SUIBE Inter-Location Inbound Application

(*) Indicates the question is required.

1. RMIT Student ID (*)

Please enter your RMIT Student ID. Eg. s1234567

2. Program of study at RMIT Vietnam (*)

Please select your program of study at RMIT Vietnam

Please select one

3. Proposed Study Duration at RMIT (*)

Please select/confirm the number of semesters you are applying for

Please select one

4. Passport (*)

Please upload a copy of your current passport identification page here.

If you currently do not have a valid passport, you can submit an old passport and/or driver's licence together with a written statement confirming that you will be applying for a new passport soon (or something similar).

If you have dual citizenship, please also upload a copy of your other passport identification page and/or proof of your other citizenship.

You may enter information on this form and use the Save button to keep your information until you are ready to submit it. Please note that your application questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.

Save

Submit

Cancel

Applying for the program

Program Application Page (Pre-Decision)

This page shows current and required elements of your application. When you complete one of the questionnaires, the box on the right hand side will be ticked. Once they are all ticked, you have completed the application. You are required to complete all questionnaires that are presented to you. **NOTE: If a questionnaire is not relevant to you and you answer as such, the check box will not be checked but will show 'NA'. This is only relevant for some questionnaires.**

[- Submit Application -](#)

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

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

SUIBE Inter-Location Inbound Application

Submitted



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

Inbound Student Declaration

SUIBE Inter-Location to Melbourne Program Declaration

Submitted



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

> Step 16

- 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

Applying for the program

> **Step 17** 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.

Your Home Page : Stephanie Cheng - Applicant Home Page

[Search Programs](#)

This is your homepage and it provides you an overview of your application activity. In order to complete or see the details of an application, you need to click on the name of the program under the 'applications filed' column. ×

Warning: you will no longer be able to access an application after its 'deadline date' and any further changes need to be handled by a staff member.

Applications

S1 Melb (Feb-Jun), 2017

SUIBE Inter-Location to RMIT Melbourne
(Melbourne)
(ID 13639)

Deadline: 15/09/2016

[Withdraw](#)

Profile

Stephanie Cheng

No Image

Home address:

Citizenship: South Africa

Phone Number Type: Home

Home Institution Country: Cameroon

[View All](#)[Edit Profile](#)