



Inbound Mobi Guide

RMIT Australia Internship Program

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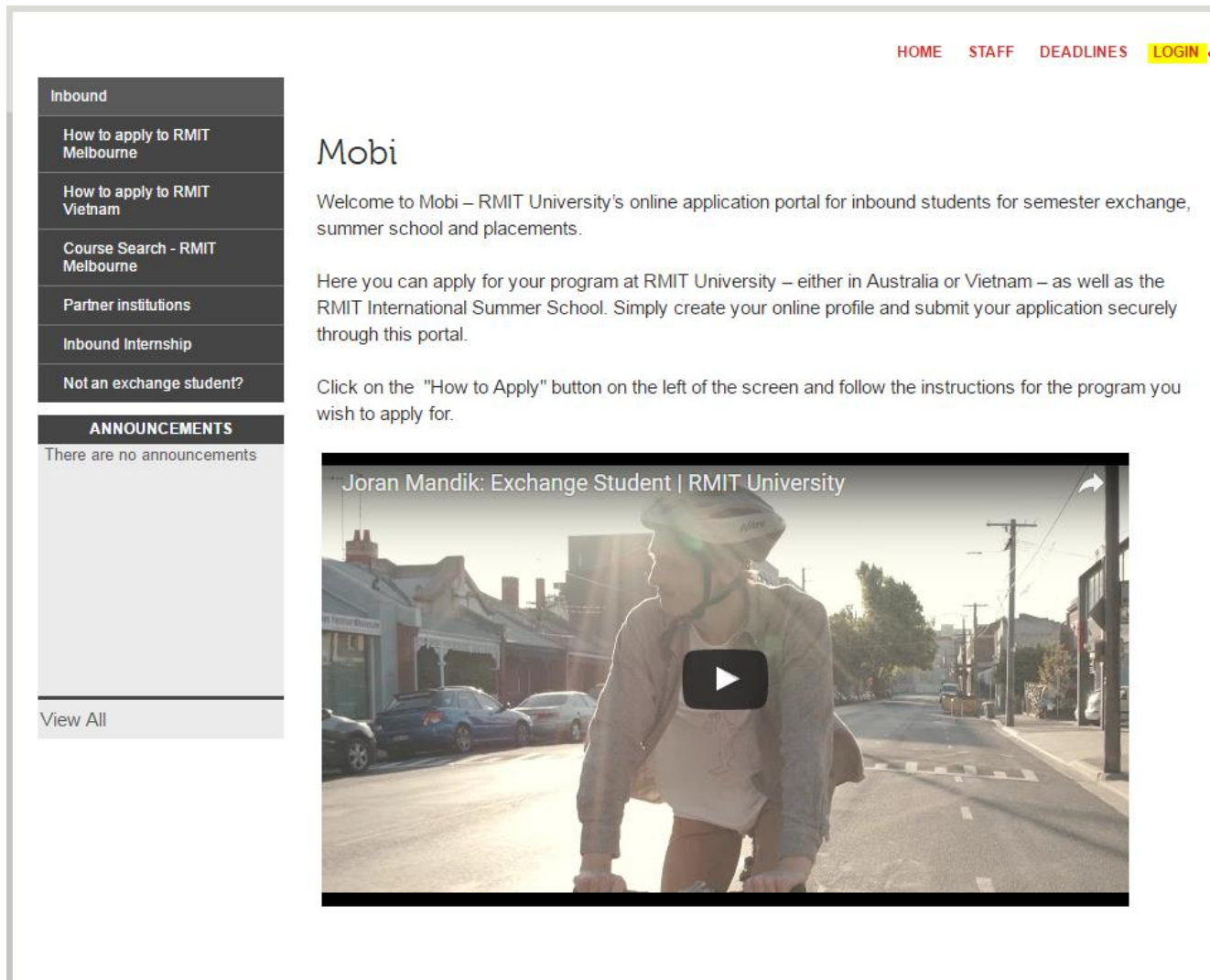
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Step 1: Creating your Mobi profile



The screenshot shows the RMIT Mobi homepage. At the top right, there is a navigation bar with links: HOME, STAFF, DEADLINES, and LOGIN. The LOGIN link is highlighted in yellow and has a red arrow pointing to it from the right. On the left side, there is a sidebar with a menu under the heading 'Inbound' containing links: 'How to apply to RMIT Melbourne', 'How to apply to RMIT Vietnam', 'Course Search - RMIT Melbourne', 'Partner institutions', 'Inbound Internship', and 'Not an exchange student?'. Below this is an 'ANNOUNCEMENTS' section stating 'There are no announcements' and a 'View All' link. The main content area has the title '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 is a paragraph: '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.' Another paragraph follows: '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 is a video player with the title 'Joran Mandik: Exchange Student | RMIT University' and a play button icon. The video shows a person wearing a helmet and a backpack riding a bicycle down a street.

> On the Mobi homepage, click on "Login"

Step 1: Creating your Mobi profile

> On the next two screens, select


“I do not have login credentials to this site”

and then select

“I am a new applicant interested in the following program: RMIT Australia Internship”.

> Click “Submit” to proceed to the next step.

Security : User Identification Wizard: Step 1Hide 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

Security : User Identification Wizard: Step 2Hide 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: RMIT Australia Internship ▼

Submit

Step 1: Creating your Mobi profile

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.

> Complete the “New User Form”.

New User Form:

First Name* (Be sure to capitalize only the first letter of your name):	<input type="text"/>
Middle Name:	<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"/> *Other Institution - Not Listed

> Fill in your personal details as per your passport.

Create Account

Step 1: Creating your Mobi profile

- > You will receive a system email sent from Mobi that will include 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: waLK511wOorld

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

- > 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."**

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

Step 1: Creating your Mobi profile

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.

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

Make sure to complete all three questions.

Select Password Reset Security Questions

Question #1:	<div>Select One: ▼</div>
Correct Response:	<div></div>
Question #2:	<div>Select One: ▼</div>
Correct Response:	<div></div>
Question #3:	<div>Select One: ▼</div>
Correct Response:	<div></div>


- Update >

Step 1: Creating your Mobi profile

> You are now able to create a password for your profile.

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:	<input type="password"/> (this is the password you would like to use for all future login attempts)
Re-enter New Password:	<input type="password"/>

Change

Step 1: Creating your Mobi profile

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

Profile : Required Information

Hide 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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Step 1: Creating your Mobi profile

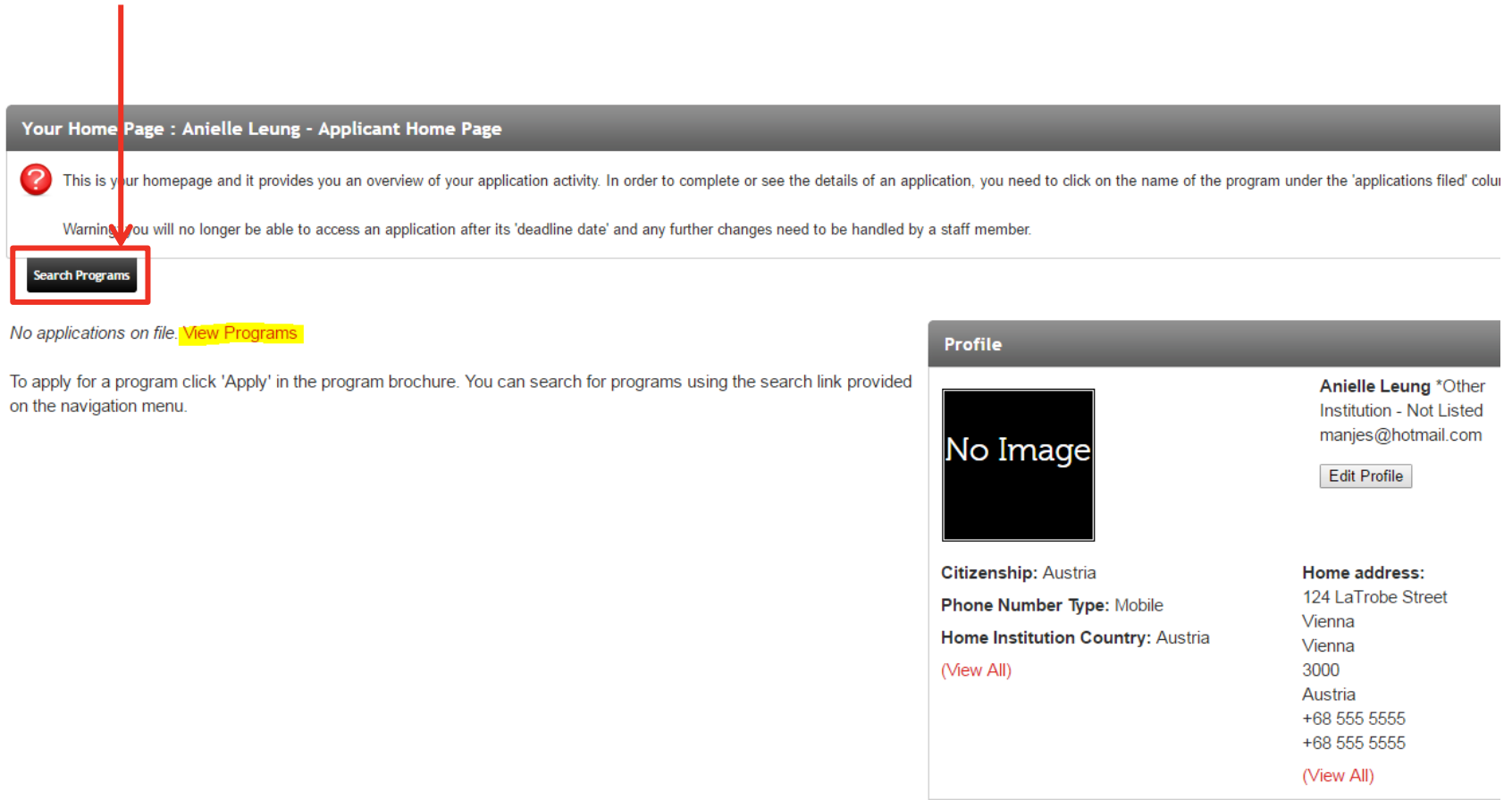
Required Addresses**	
Home address	
Address:	124 LaTrobe Street
City:	Vienna
State/Province:	
Zip Code (or Postal Code):	3000
Country:	Austria
Phone:	+68 555 5555
Mobile:	+68 555 5555
Emergency contact	
Address:	330 Swanston Street
City:	Vienna
State/Province:	
Zip Code (or Postal Code):	3000
Country: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

> 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.

Step 2: Applying for the program

> You will now be redirected to your applicant home page. You now apply for the RMIT Australia Internship by clicking on **“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.

Search Programs

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

Anielle Leung *Other Institution - Not Listed
manjes@hotmail.com
[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](#))

Step 2: Applying for the program

> From here, click on “**Inbound Internship**” in the left hand navigation pane. This should bring up the screen below.

The screenshot shows the RMIT Australia Internship application page. On the left is a navigation pane with a red arrow pointing to the 'Inbound Internship' link. The main content area is titled 'Programs : Brochure' and contains a message box with a question mark icon. Below this are search buttons: 'List All', 'Simple Search', 'Advanced Search', 'Featured Programs', 'Course Search', and 'Map Search'. The main section is titled 'RMIT Australia Internship' and 'Melbourne, Australia (Incoming Program)'. It contains a table with program details: 'Program Terms: Rolling', 'Program Dates & Deadlines: Click here to view', and 'Restrictions: Non-RMIT applicants only'. A red box highlights the 'Apply Now' button, with a red arrow pointing to it from the right. To the right of the button is a 'Print' button. Below the table is a 'Fact Sheet' section with four items: 'Campus: RMIT Australia', 'Minimum age: Applicants must be minimum 18 years old at time of arrival.', 'English language: Applicants must meet RMIT's English Language requirements (at time of accepting the RMIT offer)', and 'Partner Nomination: Official approval from home institution required for internship'. At the bottom left of the fact sheet is 'RMIT Study Level: Postgraduate, Undergraduate'. At the bottom right of the page is the RMIT University logo.

Programs > Brochure

Programs : Brochure Hide Tips

? This page is the brochure for your selected program. You can view the provided information for this program on this page and click on the available buttons for additional options.

List All Simple Search Advanced Search Featured Programs Course Search Map Search

RMIT Australia Internship

Melbourne, Australia (Incoming Program)

Program Terms:	Rolling	Apply Now Print
Program Dates & Deadlines:	Click here to view	Save This
Restrictions:	Non-RMIT applicants only	

Fact Sheet:

- Campus:** RMIT Australia
- Minimum age:** Applicants must be minimum 18 years old at time of arrival.
- English language:** Applicants must meet RMIT's English Language requirements (at time of accepting the RMIT offer)
- Partner Nomination:** Official approval from home institution required for internship
- RMIT Study Level:** Postgraduate, Undergraduate


View All

> To apply, click on “**Apply now**”.

Step 2: Applying for the program

> Select the term that you are applying for.

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.

Available Terms


<input checked="" type="radio"/>	Rolling, 2016
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> Click on “**Apply >**”.

Step 2: Applying for the program

- > You will now be taken to the Program Application Page. You will need to complete the highlighted questionnaires.
- > You may begin a questionnaire and save it for later completion.

Please note that you **must click Submit** in order for the questionnaire to be logged as complete and ready for review

Program Application Page (Pre-Decision)		Hide Tips
<p> 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.</p>		
Anielle Leung		
Program:	RMIT Australia Internship	
Term/Year:	Rolling, 2016	
Deadline:	31/12/2016	
Dates:	01/01/2016 - 31/12/2016	
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
Australia Inbound Internship 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 Mobility: Privacy and Submission Declaration		<input type="checkbox"/>
Inbound Student Mobility: Statement of Rights and Responsibilities		<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: 01/01/2016		
End Date: 31/12/2016		

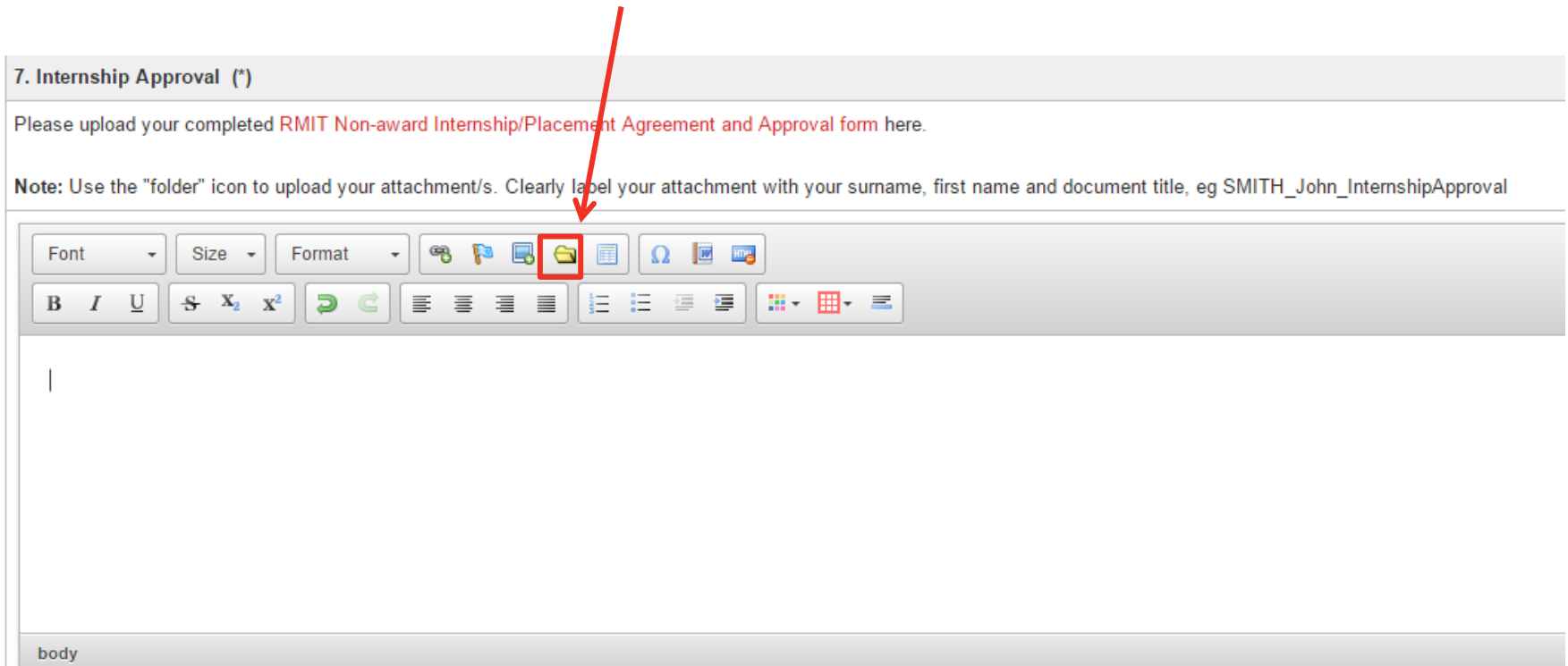
Step 2: Applying for the program

> Within the “Australia Inbound Internship Application” questionnaire, you will need to upload a copy of your internship approval. To upload documents, click on the yellow folder.

7. Internship Approval (*)

Please upload your completed **RMIT Non-award Internship/Placement Agreement and Approval** form here.

Note: Use the "folder" icon to upload your attachment/s. Clearly label your attachment with your surname, first name and document title, eg SMITH_John_InternshipApproval



The screenshot shows a document editor interface. At the top, there is a section titled "7. Internship Approval (*)". Below this, a text prompt asks the user to upload their completed "RMIT Non-award Internship/Placement Agreement and Approval" form. A note instructs the user to use the "folder" icon to upload attachments and to label them with their surname, first name, and document title. The toolbar below the text contains various icons for text formatting (Font, Size, Format, Bold, Italic, Underline, Strikethrough, Subscript, Superscript, Undo, Redo) and document editing (List, Indent, Outdent, Table, Grid, etc.). A red arrow points to the yellow folder icon in the toolbar, which is used for uploading documents.

body

Step 2: Applying for the program

> 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.

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

Australia Inbound Internship 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 Mobility: Privacy and Submission Declaration



Inbound Student Mobility: Statement of Rights and Responsibilities



Step 2: Applying for the program

> Your applicant home page will look like this 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 > Anielle Leung - Applicant Home Page

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

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.

Search Programs

Applications

▼ Rolling, 2016

RMIT Australia Internship

(ID 13824)

Deadline: 31/12/2016

Withdraw

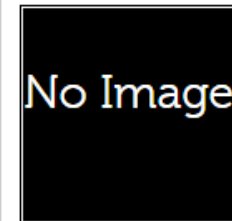
Itinerary:

Melbourne, Australia (Asia and Pacific)

01/01/2016

31/12/2016

Profile



Citizenship: Austria

Step 3: Changes to your Application Status

> After the application deadline, RMIT Global Mobility will begin assessing your application. Once a decision has been reached, you will receive an email notifying you of a change made to your application.

Inbound - Application Activity

Following is the list of current activities:

1. Your application status has changed.
Program Name : RMIT Australia Internship
Application Cycle : Rolling, 2016

To login, use the following link:

<https://inbound.rmit.edu.au/index.cfm?FuseAction=Security.Login>

Step 3: Changes to your Application Status

> You can view the decision by clicking on your application.

Applications	
▼ Rolling, 2016	
<div>RMIT Australia Internship (ID 13624)</div>	<div>DECISION REACHED <i>Please click application link to view decision letter.</i> Program end date: 31/12/2016 Itinerary: Melbourne, Australia (Asia and Pacific) 01/01/2016 31/12/2016</div>

Step 3: Changes to your Application Status

> If your status has been changed to “Unconditional/Full Offer”, you will receive a notification. Here is an example of a decision letter for an acceptance.

Applications : Decision Letter



Following is information regarding your application decision.

Dear Anielle Leung,

Congratulations on your offer. Please refer to your official offer letter which has been sent to your email. This will provide you with step-by-step instructions on how to accept. Please look out for this correspondence in the email account that you provided.

If you have any questions, please contact us at global.mobility@rmit.edu.au

Program: RMIT Australia Internship, Rolling, 2016,
Status: Unconditional/Full Offer

Sincerely,

RMIT Mobility

Continue >

Step 4: Commitment to Participate

> You will need to commit to your place in the program. Once you've committed, you will be pushed through to the next step and will not be able to withdraw your application. If you do not "commit", your application will not be able to move on to the next stage.

Decision Letter

STATUS: Unconditional/Full Offer

[View Decision Letter](#)

Commitment to Participate

Your status: **Unconditional/Full Offer**

In order to participate in this program of study, you must state your intent and commitment by clicking the Commit button below. It is important to do this as soon as possible so that the office will be notified of your intent to participate in this program. If you wish to decline your admission into the program, click Decline.

Accept

Withdraw

Step 5: Complete the Post-Decision Questionnaires

> You will now need to complete the relevant questionnaire for your visa. You will only need to complete **one** questionnaire that is relevant to the visa you will be applying for.

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
Australia Inbound Internship Application	<input checked="" type="checkbox"/>
Australia Inbound Acceptance for Australian or New Zealand Citizens Only	<input type="checkbox"/>
Australia Inbound Acceptance for Student Visa Applicants Only	<input type="checkbox"/>
Australia Inbound Acceptance for Training and Research Visa Applicants Only	<input type="checkbox"/>
Australia Inbound Acceptance for Working Holiday Visa Applicants Only	<input type="checkbox"/>
Australian Inbound Acceptance for Tourist Visa Applicants Only	<input type="checkbox"/>

→ Only complete **one** of these questionnaires

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 Offer Acceptance	<input type="checkbox"/>
Inbound Student Mobility: Privacy and Submission Declaration	<input checked="" type="checkbox"/>
Inbound Student Mobility: Statement of Rights and Responsibilities	<input checked="" type="checkbox"/>

> Make sure to complete the Inbound Offer Acceptance document as well.