

# How to register your international mobility

STEP 1: register first via the portal <https://howest.moveon4.com/form/577cef793e5d66540c6e8180/eng>

The screenshot shows the 'Authentication' page of the Howest University of Applied Sciences. It is divided into two main sections: 'Login' and 'Registration'.  
**Login Section:** Includes fields for 'Email\*' and 'Password\*'. Below these is a CAPTCHA image with the text 'tntMCE' and a 'Log in' button. A 'Forgot your password?' link is also present.  
**Registration Section:** Includes fields for 'First name\*', 'Surname\*', and 'Email\*'. A 'Register' button is located below these fields, with an orange arrow pointing to it.  
**Additional Elements:** A CAPTCHA description asks the user to type characters from a picture. There are links for 'Show another picture' and 'Play audio'. A note states 'Captcha is required to avoid spam login.'

- STEP 2: Immediately after the registration, you will receive a link by e-mail requesting you to define your password.  
Be aware that the link expires after 24h and that you will need to register again in case you haven't activated your password in time.
- STEP 3: Log in via the portal <https://howest.moveon4.com/form/577cef793e5d66540c6e8180/eng>.  
Scroll down to the bottom and click on 'Start new application'

## Portals

### WELCOME TO THE ONLINE APPLICATION PORTAL FOR HOWEST INCOMING STUDENTS!

Howest is excited to be welcoming new students to our campus for the upcoming terms.  
Deadlines Online Applications

- **June 1<sup>st</sup>, for study in the next Autumn Semester.**
  - **May 1<sup>st</sup>** for nationals from outside the European Economic Area AND for traineeship in Nursing or Psychology.  
May 1<sup>st</sup> is the only yearly deadline for traineeships in Nursing, also for Spring of the upcoming academic year.
- **November 30<sup>th</sup> for study in Spring Semester.**
  - **October 31<sup>st</sup>** for nationals from outside the European Economic Area

**Important notice:** Due to the uncertainty coming along with how this global pandemic will develop and the pressure on health facilities also afterwards, internships in nursing are postponed and need to be rescheduled, Howest University of Applied Sciences has decided that for next academic year (2020-2021), all incoming mobility for internships in nursing will be suspended.

Open procedures	
Below you can find your open application form (if not submitted yet).	
Form	Status
Application for Incoming Exchange Students	<a href="#">Start new application</a>

- STEP 4: Complete your application. Once all mandatory fields have been completed and the requested documents have been uploaded, you can submit your application by clicking on the 'submit' button below.
- STEP 5: print the automatically generated pdf document, sign it yourself and have it signed/stamped by your home institution.
- STEP 6: scan and e-mail the fully signed & stamped document to [international.office@howest.be](mailto:international.office@howest.be) so that we can start processing your application.

It is useful to know that you can consult your own file at all times via this portal. You only need to log in, scroll down to the bottom and click on 'View application' in the menu 'Your applications'.

**Open procedures**

Below you can find your open application form (if not submitted yet).

Form	Status
Application for incoming students	Maximum application reached


**Your applications**

Below you can find your application from start until submission and acceptance.

Form	Status	Started on	Last changed on	Link
Application for incoming students	Submitted	15/03/2018 11:00	15/03/2018 11:02	<a href="#">View application</a>

**Contact**

If you have any questions, please contact [international.office@howest.be](mailto:international.office@howest.be)



### Questions about / problems with the online registration system?

The following persons will be able to help out, but please click first on the numerous 'help texts' (= question mark symbols) which pop up throughout the registration procedure:

- **Sophie Dewitte** and **Ann Christiaens**: [international.office@howest.be](mailto:international.office@howest.be).

Good luck!

Howest International Office

[international.office@howest.be](mailto:international.office@howest.be)