

Uploading documents in your application

In Mobility Online you can add as many attachments you like by pressing **Upload application documents**. Notice that your application may show you any of the steps but still you can go whenever to this step.

Last name	TEST	Degree Programme	Music
First name	Andra	Country of Destination (1. choice)	Spain
Birthday (dd.mm.yyyy)	01.01.1900	Host Institution for Studying Abroad (1....)	E SALAMAN03 - UPPER CONSERVATO
Country of the sending institution	Finland	Stay from	08.09.2022
Sending institution	TURKU05 - TURKU UNIVERSITY OF APPLIED SCIENCES	Stay to	28.02.2023

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the exchange period				
Online-Application	<input checked="" type="checkbox"/>	08.02.2022		Display/Edit Application Data
Confirmation e-mail online application	<input checked="" type="checkbox"/>	08.02.2022	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	08.02.2022		
Personal data completed	<input checked="" type="checkbox"/>	08.02.2022	Andra TEST	Complete personal data
Application documents uploaded	<input type="checkbox"/>			Upload application documents

Search your file in the window

Allocation of documents


[Back](#) [Create](#)

Application documents uploaded

Upload name

Certificates

File




Drag your files here

Or [search files](#)

When you have added a file, press **Create**.

If you want to add more files, press **Enter next record** in confirmation box. If you already pressed **Back to general overview**, just go back to same **Upload application documents** button.

 **Action successful!**
Record created

[Back to general overview](#) [Enter next record](#)

In case you pressed **Enter next record**:

You get window that looks different than when you added the first file. It shows preview of the already added file:

Upload application documents



Back

Upload File

Open/Close all

– testiCERTIFICA... (0.08 MB) ZEUGNIS

File

testiCERTIFICATE.pdf  

CERTIFICATE

Student xxxx xxxxx
has studied in Turku University of Applied Sciences

Turku 29.11.2023

Edit Delete

Press **Upload file** if you want to add another file.

In workflow of your application you can see that there is something saved in documents now

Application documents uploaded



29.11.2023