Erasmus+ for Study a.y. 2018/2019 – Guidelines for filling out the on-line application form

Before you apply, please read the following documents carefully: "Programme guide and instructions for submitting the application"; "University list".

Log in with your email address and password, in order to identify and verify your personal data.

Please check your personal data before applying, in particular the sections "General data" and "Contacts"

1	Enter: USERNAME PASSWORD
2	Select MOBILITY CALLS FOR APPLICATIONS – under INTERNATIONAL MOBILITY in the right hand column
3	You can then select the call related with your Department, click on the hand lens on your right.
4	Select HOW TO APPLY to complete your online application.
5	Click on BOOKLET to check your exams. **Note**: If you have passed exams that have not yet been registered on your booklet, or if you have achieved the First Level Degree in another University, you are requested to certify all

	the data (exams and final mark) in Annex 2
<u>6</u>	
<u>7</u>	Based on your Department, there is a list of institutions you can choose from Select your destination in order of preference (drop-down list).

IMPORTANT: students stating not to have any language knowledge (declaring to have some language certificates) must fill out Annex 2 (Upload documents).

SUBMIT

Select <u style="color:red">VIEW APPLICATION DRAFT – not final -</u> to check your application.

Note: the "<u style="color:red">VIEW APPLICATION DRAFT – not final</u>**" step does not mean you have submitted your application. You can finalize your application later.**

If the color of the button is yellow, this means that you still can:

  Check your data and verify the uploaded documents

   Follow the instructions to confirm your data

You can click on <mark>INVIO CANDIDATURA DEFINITIVA E STAMPA</mark> (final step) after uploading Annex 2

(If you need to cancel your application, select "RIMUOVI ISCRIZIONE AL BANDO")

<u>Upload Annex 2 (mandatory). You may upload additional documents that you think might contribute to your profile. In this case, select the appropriate item in the drop-box list and describe the documents uploaded.</u>

SUBMISSION OF ON-LINE APPLICATIONS

If you have checked your data and uploaded Annex 2 and/or other additional documents, you can select INVIO CANDIDATURA DEFINITIVA E STAMPA.

ATTENTION: if your application is submitted successfully, this will be marked with a green LED light and your application cannot be amended or removed anymore. Your application has been submitted.

You may save and keep a printed copy. We do not require a hard copy of your application.

CONFIRMATION APPLICATION SUBMITTED: After submitting your Application Form, an automatic confirmation email will be sent to your UNIMORE email address.

ATTENTION: the confirmation email is automatically sent every day from **02.00 a.m**.

Please also check in your SPAM folder.

> ➢ Should you not receive it, please contact the studentmobility@unimore.it

> ➢ For any **technical issues** related to the application submission, please contact webhelp@unimore.it.

BEFORE STARTING, PREPARE ALL THE DOCUMENTS YOU HAVE TO UPLOAD IN SUPPORT OF YOUR ONLINE APPLICATION:

- Check your personal data

- Fill out Annex 2 - MANDATORY

- Upload documents (Annex 2 and/or other additional documents)

- **Submit the online application form by pressing the button:** INVIO CANDIDATURA DEFINITIVA E STAMPA

If you need to contact us with regard to your application, please write an email to studentmobility@unimore.it