FILLING IN THE MOBILE+ APPLICATION FORM

TUTORIAL: HOW TO DO IT RIGHT





With the support of the Erasmus+ programme of the European Union.

Dear applicant,

Thank you for your interest in participating in the MOBILE + Project, coordinated by the University of Porto.

This tutorial has been developed to provide you full support in the process of filling in your application form, thus assuring that you don't miss any important information. You should read it together with the general information that you may find in the project's website: http://mobileplus.up.pt and also with the FAQs section, which is available in the website.

Should you have any doubt, please feel free to contact us at the email address: international@reit.up.pt.

Good luck!

The MOBILE + Team



MOBILE+ Project

MOBility for International Learning Experiences Erasmus+ Programme

Email: international@reit.up.pt

English | Português

Central European Time (CET) 18:12:11

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- TIP -

Before starting to fill in the application form, read the general information in the website and FAQs section.

University of Porto in the framework

1 Internsional Credit Mobility, is aimed to student mobility at various levels as well as academic and ab interative staff, in both directions, IN and OUT, and includes institutions from almost 30 countries from outside Europe.

About



Downloads

heck out the latest documents of the OBILE+ Project:



Easy access to your personal account.

Please authenticate with your username and password.

Usemame

Password

Sign in

New applicant? Apply now!

The call for applications is now open.

<u>Apply now!</u>

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This project has been funded with support from the European Commission.

Fracmus + This communication reflects the views only of the author. The Commission cannot be held responsible for any use which may

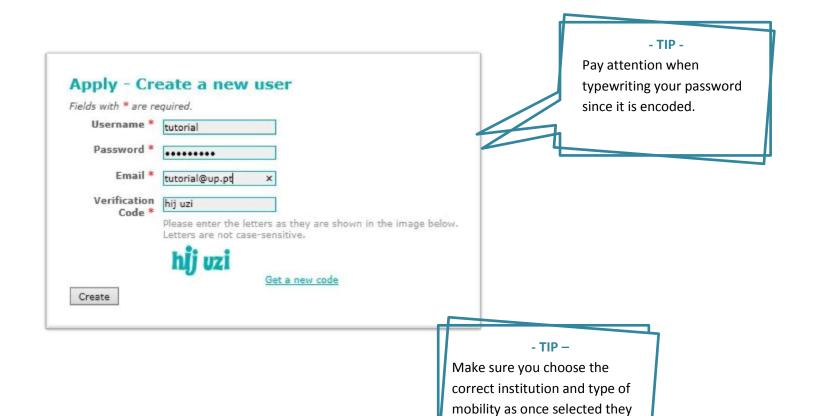
- TIP -

Pay attention to the clock on the top-right corner of the home page. It indicates CET time zone, the one taken into consideration to open and close the call for applications.

STEP 1

To start your application form you must create a new Username and Password.

Username	
Password	j –
assword?	Sign in Forgot your







cannot be changed afterwards.

Application data Caption Octorate (mobility) This section of the form is not properly filled in. This section of the form is properly filled in. 4 1. Personal details 2. Home institution 4 3. Academic background - TIP -4. Employment experience A green dot will appear in the 5. Language skills 6. Publications sections that are duly 7. Mobility proposal completed. 8. Proposed host universities 9. Motivation and added value ■ 10. Documents upload I declare to have granted permission to have my name published in the website of the project or in any other format, for dissemination purposes of he selection process. I declare, on my honor, that the information supplied by me in this application form is true and correct and that the documents uploaded are true. I declare having knowledge that, as candidate, I will have to supply all documents to support my eligibility for this project. In case I fail to do so my application will be automatically and immediately rejected. ☐ I have consulted with the contact person about the internal eligibility criteria that may exist in my home institution. Submit application After selecting this option, it is not possible to make any additional change to the already submitted proposal. Accordingly, if you would like

to make any valid changes, you must create a new user and start your application from the beginning.

Please note that all contacts with candidates, including the notification of the selection results will be made exclusively by email. Please check if the field in the application form corresponding to your email address is correctly filled in.

STEP 2

Fill in each of the 10 sections of the application form.

- TIP —

Make sure you provide the correct address without translating it.

- TIP -

If possible provide two different email addresses to assure an efficient communication. If you don't have two, **DON'T** write the email of another candidate.

pplicant's personal	details							
Surname/Family								
Forenames/Giver	n							
Date of birth *	(Ye	ar-Month-Day)						
Place of birth *								
Gender *	O Male O Femal	e						
Nationality ID/Passport (at least one) *	Identity no.		Passport no.					
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Please do not include the email address of a fellow colleague also applying to this project so that the selection results cannot be send to third

parties.

- TIP -

Don't forget to mention any possible vulnerability or disability, as this will be taken into consideration during the selection process.

Additional information

How did you get to know the project? *

Have you applied at the same time to other financial support (Project funded by the European Union or other)? *

O Yes O No

If yes, please specify which financial support.

Are you in a particularly vulnerable socio-economic situation?

O Yes O No

If yes, please upload in section 10 (mandatory) a formal document (dated, signed and stamped by the issuing entity) that specifically proves your vulnerable situation. In case you fail to do so we will not consider you as a candidate in particularly vulnerable socio-economic situation.

Do you have any physical disability?

O Yes O No

If yes, please specify which physical disability.

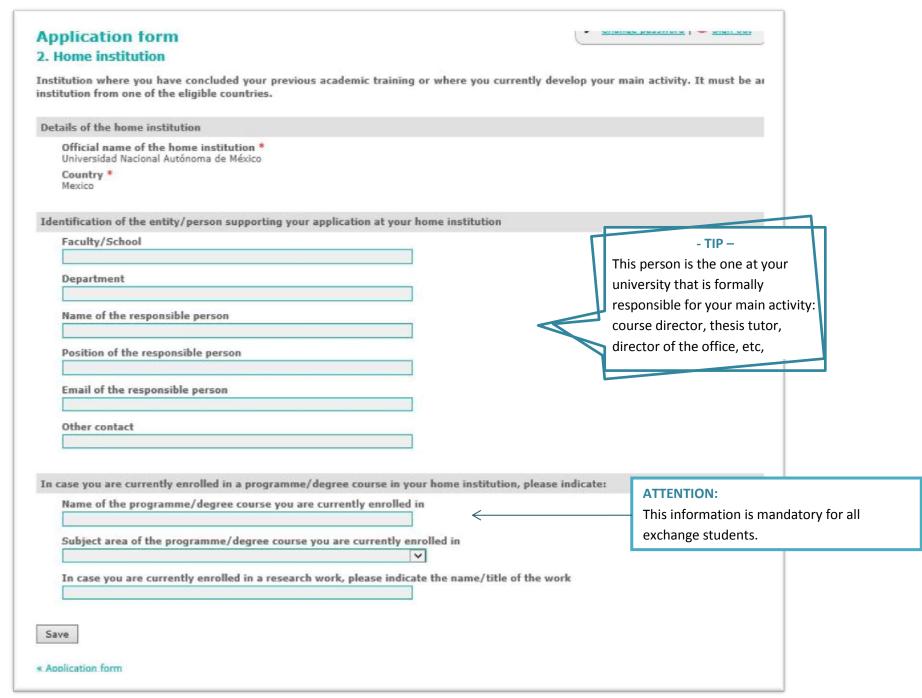
Please upload in section 10 (mandatory) the document that specifically proves your current status of physical disability. For example: declaration of honor from a doctor; recent medical exam; etc. In case you fail to do so we will not consider you as a candidate with a physical disability.

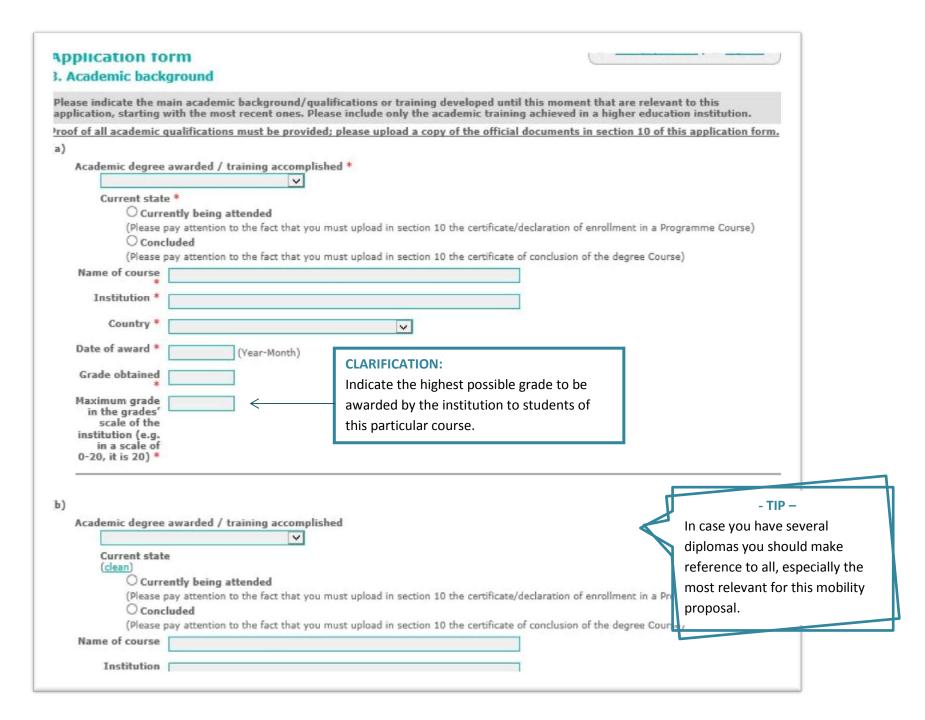
Save

: Application form

- TIP -

Don't forget to save the data before going back to the list of sections.

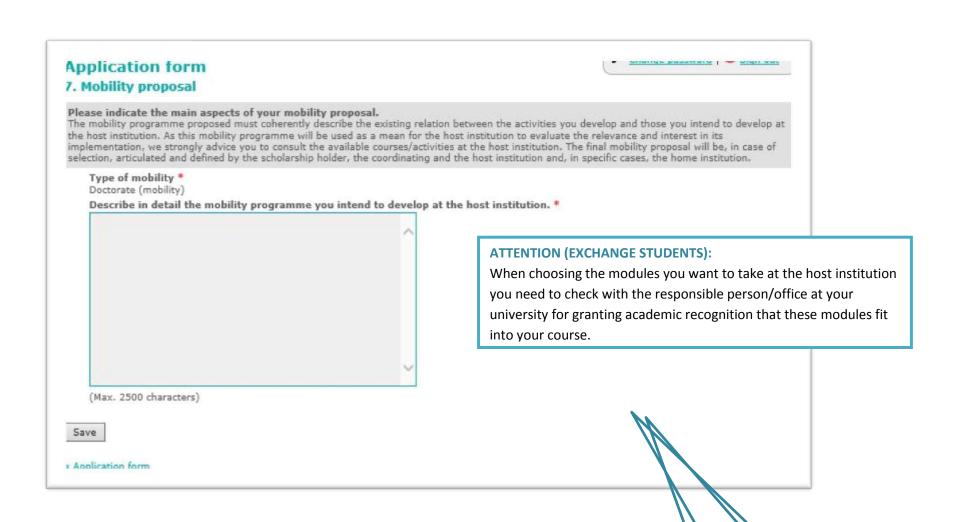




. Employment experience	
f you don't have any employment experience, click on [Save] without writing any i	information.
Indicate which is your main activity at the moment * Student Professor / Academic Staff (full-time) Researcher (with a permanent link with the home institute of the company of	tion) manent link with the home institution)

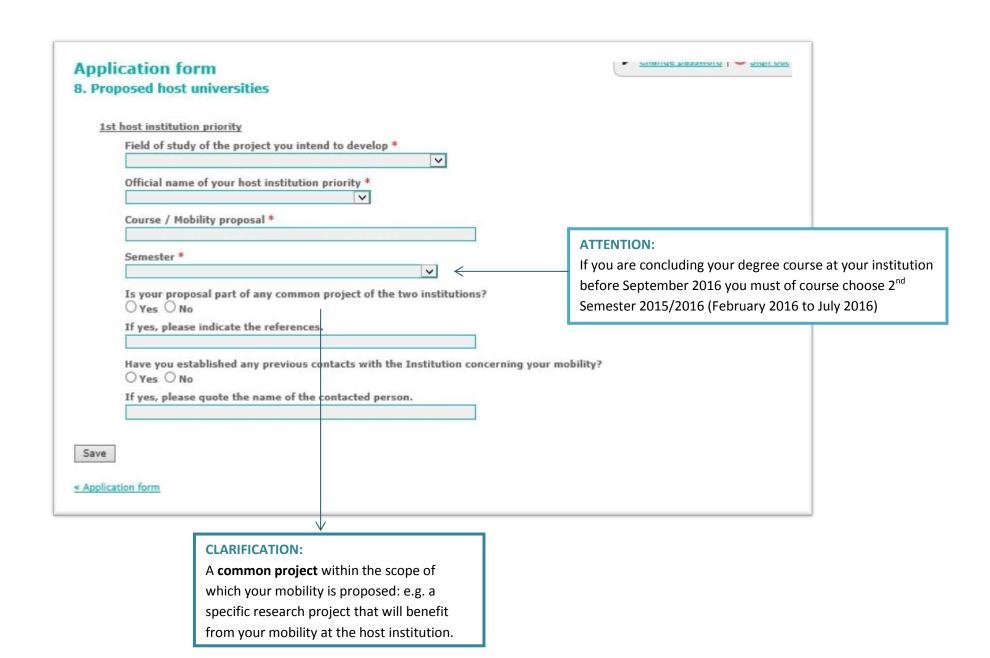


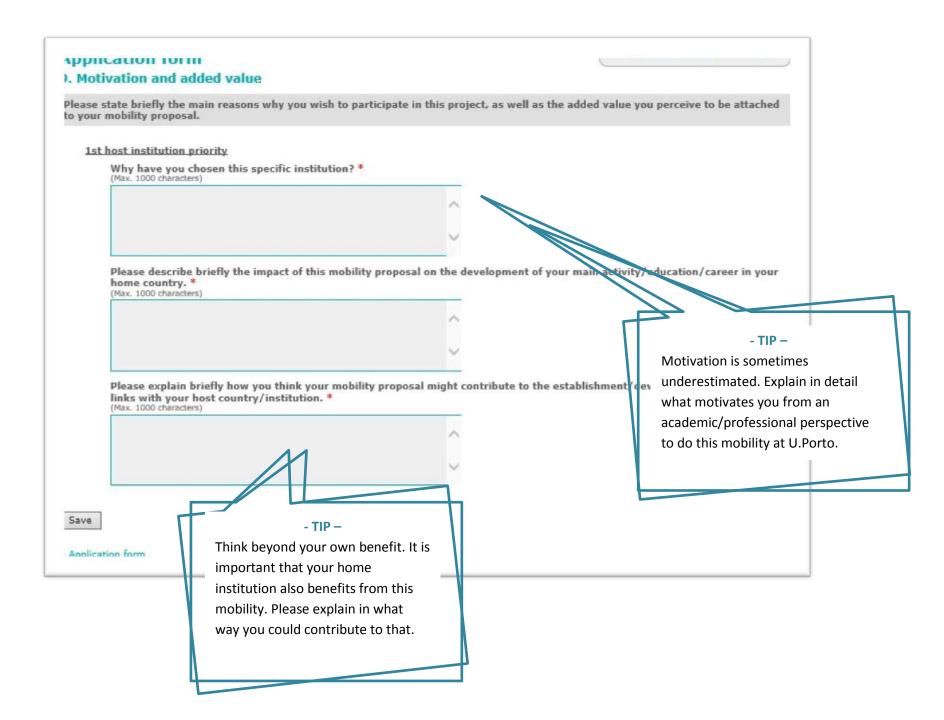
esentative ones, maximum five, giving pr	ic work or contributed to the publication of any paper please indicate the most riority to those most related with your mobility proposal. her, year, city, page number and other relevant bibliographical data. ave] without writing any information.
b) (Max. 500 characters)	- TIP – Even if you have no relevant publications for the mobility proposal, indicate other publications as it proves your
c) (Max. 500 characters) d) (Max. 500 characters)	merit and dedication.
e) (Max. 500 characters)	



- TIP -

If you are unsure about who is the person you must check this with, contact the person identified in the section "Contacts" of the MOBILE+ website. This person will guide you.





Application form

10. Documents upload

In case a document is considered mandatory by the host institution it must be included online. If a candidate fails to do so the application will be immediately rejected without any possibility of appeal. Each uploaded document must have a maximum size of 5 MB.

Each field accepts only one document. If you wish to upload more than one document in the same field, first you have to merge those documents into a single one.



PDFBinder is a simple tool to merge several PDF documents into one. You can download it here:

Download PDFBinder

- TIP -

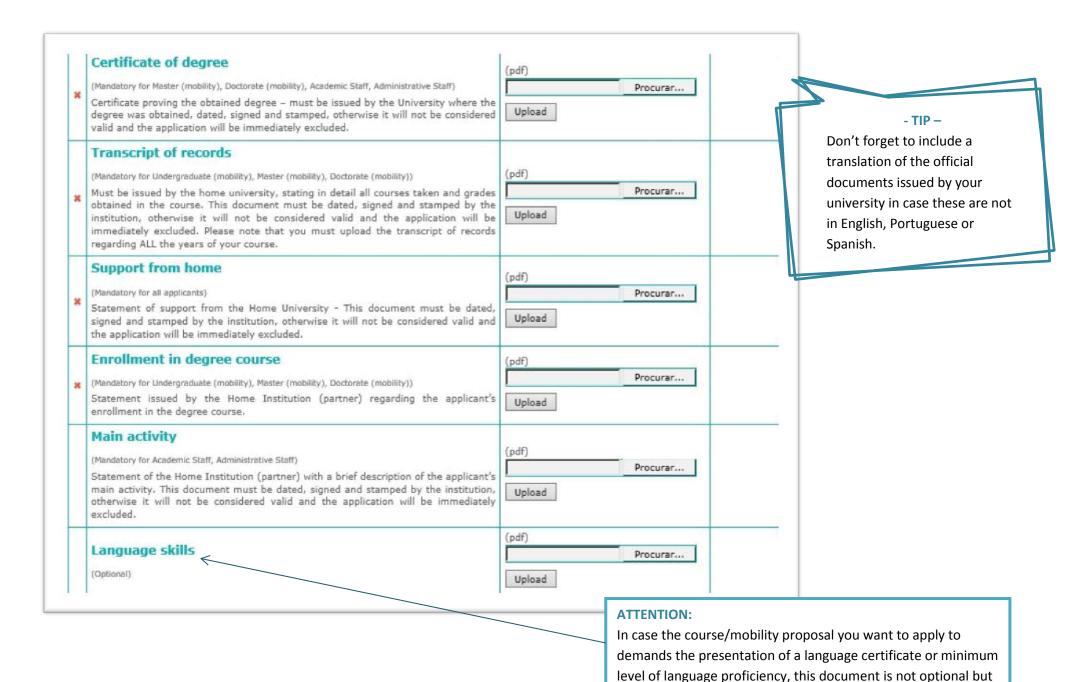
Double check the documents you upload as there is no option to delete a document after uploading it.

Applicants must upload the following documents:

Uploaded Document Upload document (jpg,jpeg) Photo Procurar... (Mandatory for all applicants) Upload (avi,mov,mpg,wmv,zip) Video Procurar... (Optional) Upload Identity (pdf) (Mandatory for all applicants) Procurar... Formal Identity Document, Must be issued by a national authority otherwise it will not be considered valid and the application will be immediately excluded. In case Upload your country does not issue such document it is mandatory to upload a copy of your passport here. (pdf) Passport Procurar... (Optional) Upload

- TIP -

The red dots indicate what are the mandatory documents in your case.



mandatory.

- TIP -

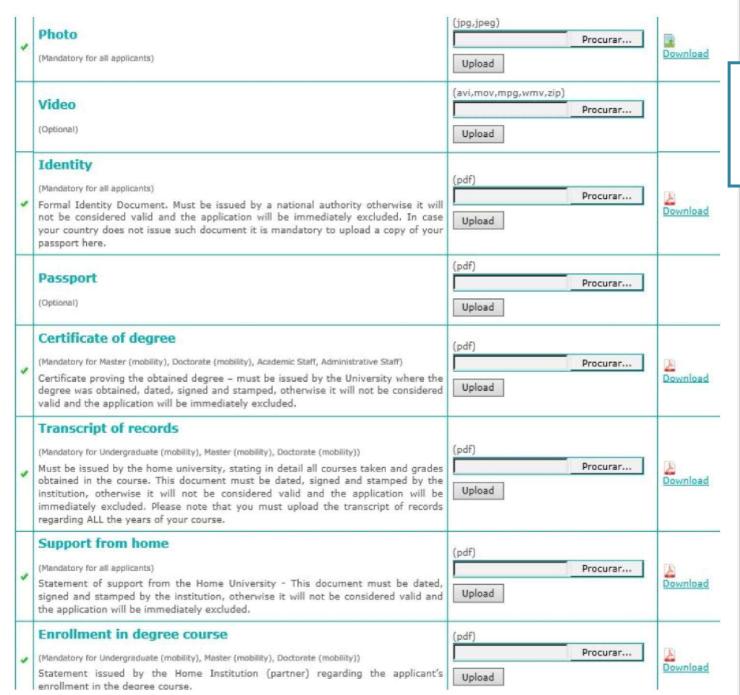
Don't forget to include the documents proving your favourable condition, otherwise it won't be taken into consideration during the selection stage.

Physical disability (pdf) Procurar... Document that specifically proves your actual status of physical disability. For Upload example: declaration of honor from a doctor'; recent medical exam; etc. In case you fail to do so we will not consider you as a candidate with a physical disability. Socio-economic vulnerability (pdf) Procurar... Document that specifically proves your vulnerable socio-economic situation. This document must be dated, signed and stamped by the issuing entity. In case you fail Upload to do so we will not consider you as a candidate in particularly vulnerable socioeconomic situation. Proof of social/political vulnerable situation Procurar... Document that specifically proves your social/political vulnerable situation. This Upload document must be issued by a recognized authority and must also be dated, signed and stamped by the issuing entity. (pdf) Other documents Procurar... (Optional) Upload Other documents relevant for the application.

- TIP -

Recommendation letters, certificates of participation in conferences, etc. may be uploaded to allow U.Porto to get to know more about your profile.

Andinain form



CLARIFICATION:

When all documents are marked with a green dot on the left side, the section is completed.

CLARIFICATION:

When all sections are marked with a green dot on the left side, the form may be submitted.

Application data

Doctorate (mobility)

- ✓ 1. Personal details
- ✓ 2. Home institution
- 3. Academic background
- 4. Employment experience
- ✓ 5. Language skills
- ✓ 6. Publications
- ✓ 8. Proposed host universities
- 9. Motivation and added value
- ✓ 10. Documents upload
- ☑ I declare to have granted permission to have my name published in the website of the project or in any other format, for dissemination purposes of
- ☑ I declare, on my honor, that the information supplied by me in this application form is true and correct and that the documents uploaded are true.
- ▼ I declare having knowledge that, as candidate, I will have to supply all documents to support my eligibility for this project. In case I fail to do so my application will be automatically and immediately rejected.
- ✓ I have consulted with the contact person about the internal eligibility criteria that may exist in my home institution.

Submit application

After selecting this option, it is not possible to make any additional change to the all ea to make any valid changes, you must create a new user and start your application from Please note that all contacts with candidates, including the notification of the selecti

check if the field in the application form corresponding to your email address is correct

- TIP -

Make sure you don't want to do any additional change, as after submitting the form no more changes are possible.

- * This section of the form is not properly filled in.
- This section of the form is properly filled in.