APPLICATION GUIDELINES FOR INCOMING ERASMUS STUDENTS

ERASMUS+ MOBILITY for STUDY

2018 – 2019
1. Finding an exchange possibility
2. Apply and complete the online application
3. Create/register your account
4. Complete your personal data
5. Upload the required documents
6. What is next?

1. Finding an exchange possibility
To search for student mobility possibilities please click [here].
You can search a field of study through the use of (some of) the available filters (country, study field,...).

- Do not select Continent
- Select your country
- Select home institution
- The exchange programme is “Erasmus+ for studies”
- Select your study field
- Academic year is 2018 – 2019

![Exchange Possibilities Image](image-url)
Now click on the box *show exchange details* to see the fields of study matching your search criteria. Student mobility possibilities marked with a green button are open for application, while those with a red button are not accepting applications on this moment.

**Example:**

<table>
<thead>
<tr>
<th>Partner institution</th>
<th>Partner no.</th>
<th>Home country</th>
<th>Home institution</th>
<th>Inst.no</th>
<th>Study field</th>
<th>Exchange program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Koninklijk Conservatorium Brussel</td>
<td>KCB</td>
<td>Poland</td>
<td>Academy of Music in Krakow</td>
<td>KRAKOW9</td>
<td>Music and Musicology</td>
<td>Erasmus + for studies</td>
</tr>
</tbody>
</table>

2. **Apply and complete the online application open between 15.02.2018 & 31.05.2018**

To apply for student mobility please click on the green button next to your choice (see example above).

You will be directed to the online application form (see example below). Please fill in all the mandatory fields marked with a red asterisk (*). To continue, click on the button *Send application*.

After sending the application, you will receive an e-mail **confirming** that your application was received correctly. Please click on the link at the end of this e-mail in order to **continue registering** your application on the Erasmus University College Mobility-Online database.

**Please check if you have entered your correct email address**
Example:

Click once at Send Application and wait till your screen is renewed. You’ll get a message in your mailbox.
3. Create/record your account

A. Date of Birth

The link in the Confirmation of application e-mail will ask to fill in your date of birth.

![Image of Step 1 of 2 - Input Registration number]

B. Login and Password

Click on the continue button. You will be directed to the online registration form. To create your applicant account, choose a login name and password. Enter them in the dedicated fields and click on the Continue button.

Please note that for security reasons your password must be six symbols long and contain at least one digit and one upper case letter.

![Image of Step 2 of 2 - Input User Name and Password]

Save or remember your username and password as you will need these for future login during the application process.

Upon successful registration you will receive an automatically generated e-mail confirming your registration. To continue your registration, click on ‘Direct entry to Online portal’ to start completing your online application form.

If you wish to finalize your online application at a later stage, you can access your account via the link in the Confirmation of registration e-mail via your login and password. This e-mail also contains important information regarding the next steps to the application, so please take your time to read it carefully.

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¹ No later than 31.05.2018
4. Complete your personal data

When consulting your online mobility account, an overview of the necessary steps to complete your application will be visible.

Click on **Complete personal data** to fill in personal data regarding your contact details. Please fill in all mandatory fields and click on **Create** to proceed with your application.

5. Upload the required documents

After your personal data have been registered, click on **Back to the application workflow** to return to the workflow. Go through the remaining steps of your application.

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**In order to complete the application, it is recommended to complete each step in the given order.**

**A. Passport**

Please upload:

- A passport photo (maximum size of the picture is 300x300 pixels and 1Mb disk space);
- Your academic records (preferably in English)
- Music students also need to upload a c.v., motivation letter & recommendation letter.
B. **Complete**

Once your passport photo and academic records are uploaded finish the workflow. You will be able to complete the Learning Agreement for studies by clicking on `Complete Learning Agreement`.

Start preparing your Learning Agreement as soon as possible since it may take some time to finalize.

C. **Website**

As a next step, please consult the website carefully. You will find information on the following elements:

1. An overview of mobility programs and course offerings;
   a. Any additional prerequisites that may be in place are mentioned
2. The academic calendar of each study program;
3. Contact details of the academic and administrative coordinators.
4. Practical info
5. Student support services (welcome activities, accommodation ...
Note that there are two coordinators for each program. The academic coordinator will counsel you in matters such as choosing the right course for you, while the administrative coordinator will process your application. Johan De Sterke (johan.de.sterke@ehb.be) is the administrative coordinator for all study programs.

Click on the icon next to **No courses found! Please select the left icon to enter a new course.**

For **each course** you will have to fill in the mandatory fields, marked in white. You also need to add the equivalent courses from your home university that will be replaced by the courses you choose at Erasmus University College. This is an important indication for the academic Erasmus coordinator at EhB in order to give advice on available courses. The field ‘course unit code at the host institution’ does not need to be filled out.

When you are done, click on **Create**. You can add more courses by clicking on **Enter next record**.

**Example:**

When you have finished adding all courses, you can return to the workflow by clicking on the **Reload Application Workflow** button on the top right side of the screen.
6. What’s next?

A. Print out the learning agreement for studies;
B. Have it signed by the international coordinator of your home institution;
C. Sign the document yourself;
D. Upload the agreement on the Mobility Online platform.

Afterwards, your application will be:

E. Reviewed by the mobility coordinator of the faculty you have applied for;
F. Checked by the international office of the EhB;
G. An upload of the duly signed learning agreement for studies will be available in Mobility Online.

Once your application has been accepted by the EhB, you will receive an e-mail confirming your enrollment as an incoming student under the Erasmus+ mobility program.

You will be automatically informed on housing possibilities and the registration procedure. On our website you can find more practical information such as:

- Traveling to Brussels
- To-do’s in and around Brussels
- The orientation day for international students
- ...

Only after the start of the academic term will you be able to make changes to your learning agreement. This will only be possible during the first month of your stay. From that moment on, the agreement in place cannot be modified anymore.

We look forward to welcoming you in Brussels!