ONLINE APPLICATION MANUAL

This manual was created in order to help you with your JoinEU-SEE IV online application and to provide you with an overview of the different sections you have to fill in for your application.

As first step, you need to click on “Apply Now” on the JoinEU-SEE IV website: www.joineusee.eu

You will be asked to create an account.

Please note that you have to accept the terms of service before clicking on the „Register“ button. You will see then the following notification:
You need to check now your e-mail account in order to activate the link for your application account.

By clicking on the link provided you will be redirected to the following window.
Click on the highlighted sentence in order to proceed with your application.

In order to log in, please introduce your email account and the password provided in the registration e-mail. Then click on “login”.

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The JoinEU-SEE IV call for applications is now open. You can submit your application online until February 1st, 2013 (at 23.59h).
You will then be redirected to your account:

On the left side, you can consult all the different sections you have to complete in order to submit a successful application. They are divided in step 1 and step 2:

- Email
- Password: For user-friendly reasons, you are advised to change your password.
- Main Data
- Profile
- Language Skills
- Application Documents
- Priority 1, incl. motivation statement
- View & Submit Your Application

Please note that you need to click on the “Finish Data Entry” button in order to complete step 1. It is not possible to proceed to step 2 without having completed step 1. You can see if you have completed step 1 if all marked sections have turned into checked marked ones. Once you have

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clicked on the “Finish Data Entry” button, you will no longer be able to change any data introduced within step 1.

Within step 2 you will have to upload your application documents and indicate the host university of your choice.

Before you start with the first step, you are advised to change your password by clicking on “Password” on the left side.
**LET’S START WITH THE MAIN DATA.**

Please click on **Main Data** (left menu), and complete all fields. Once completed, please click on the “Save” button. Don’t forget to upload a picture (only jpg format). As soon as you have saved your data entry, the ❌ will turn into ✔️.

*Please indicate which of these levels you have already successfully completed at a higher education institution. In case you are choosing “Other”, another field will open where you can introduce the obtained level.*

*Please click on „Upload Picture“, in order to upload your photo.*
Within the following step you have to complete the **Profile** section.

**Target group 1:**
Please indicate at which partner university you are currently registered/employed. Don’t use “Other EU University/Western Balkan University”, as target group 1 applicants need to be currently (= February 2013) registered/employed at one of the partner universities (see: http://www.joineusee.eu/content.aspx?sm=0&men=8&AID=8).

**Target group 2:**
For EU applicants:
1. If you are currently registered/employed at or if you have already obtained your degree from a Higher Education Institutions of any EU country, please choose “Other EU University” and type in the name of your university.

For Western Balkan applicants:
2. If you are currently registered/employed at or if you have already graduated from a Higher Education Institutions in a Western Balkan partner country, please choose “Other Western Balkan University” and type in the name of your university.

**Target group 3** (only Western Balkan applicants):
1. If you are currently registered/employed at a Western Balkan partner university, please choose the corresponding partner university from the list.
2. If you are currently registered/employed at or if you have already graduated from a Higher Education Institutions in a Western Balkan partner country, please choose “Other Western Balkan University” and type in the name of your university.

For staff applicants only:

Please indicate whether you are academic or non academic staff and the faculty, department or office you work at.
If you are applying for an undergraduate or master exchange, then you will be able to apply for a 2nd choice of host university.

Master degree, doctorate exchange, doctorate degree, post-doctorates and staff applicants may only apply for one host university.

Please click on the “Save” button in order to finish and leave this section.
Let’s continue with the Language Skills section.

Please be aware that you need to upload language certificates for all the languages which you indicate here!

Specific language requirements of the host university: all applicants need to check the general information sheet of the respective host university and upload the required language certificates which are mentioned there:

http://www.joineusee.eu/content.aspx?sm=0&men=8&AID=8

After finishing this section (by clicking on the “Save” button), you have completed step 1. In order to proceed to step 2, you need to click on the “Finish Data Entry” button which you will find in the center of the website which opens after saving the “Language Skills” section.
Before leaving step 1, you will be asked if you are sure to continue. Note that after closing step 1 you will no longer be able to make any changes on the sections **Main Data, Profile and Language Skills**. In order to confirm if you have successfully completed all these sections, please have a look at the menu on the left side. If all three sections (**Main Data, Profile and Language Skills**) are marked with 🔄, then you are ready to proceed. Please click on OK.
**Erasmus Mundus Action 2**
**JoinEU-SEE IV**

**STEP 2 (APPLICATION DOCUMENTS, PRIORITY 1 AND PRIORITY 2 INCLUDING MOTIVATION STATEMENT)**

**APPLICATION DOCUMENTS**

After you have clicked on the “Finish Data Entry” button, you will be redirected to the first section of step 2 – application documents.

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**Please note:**

1.) It is the responsibility of the applicant that all obligatory documents are uploaded.

2.) Your CV needs to be filled in as accurately as possible. For Western Balkan applicants, it should be made evident that you have not resided nor carried out your main activity (studies, work, etc.) for more than a total of 12 months over the last five years (February 1, 2008 – February 1, 2013) in one of the European countries (Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom, Turkey, Iceland, Liechtenstein, Norway).

3.) If you belong to target group 2, you must:
   a. upload a document which certifies that you are currently registered or employed at a non-partner university or
   b. upload your degree diploma if you have already obtained your degree at any EU or Western Balkan university (both partner and non-partner universities).

4.) If you belong to target group 3, you must upload a document proving that you are in a vulnerable situation.

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In order to start with the upload of the documents, please click on „Upload new document“. 

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After clicking on “Upload new document” you will see the following window:

Please select the type of the document, *i.e. CV, passport, etc.*, you are going to upload and select the file. Note that you can only upload pdf documents. Then click on “Upload”.
You will note that the word “REQUIRED” has changed to “OK” and that the uploaded document appears in the lower table. Please continue to upload all the other documents by clicking on “Upload new document” and proceed as described before.

When you have uploaded all documents, please click on “Continue to Application”.
**Priority 1 and 2 incl. motivation statement**

If you applied for two host universities in step 1/Profile Section, you will now have to enter two motivation statements; one per university.

Please choose the field of study which automatically will appear by choosing the host university.

Please indicate your first choice for a host university.
After introducing the data and writing the motivation statement, please click on the “Save” button.

Undergraduate and master exchange applicants must complete the Priority 2 section if they chose to apply for two host universities. Once all the data has been introduced, please click on the “Save” button.
You will then be redirected to the following page:

Once you have completed step 1 and step 2, which means all ☒ have turned into ☑ you can click on “Finish Application” in order to submit your application. Please do so before February 1, 2013 at 23.59h.

By clicking on the “Finish Application” button, you will be asked if you are sure to continue to the next step, the submission of your application. If this is the case, please click on “OK”. (Please note that once your application is closed, you will not be able to introduce any further changes. Your application will be completely locked!)

Meldung von Webseite
Should you experience any technical difficulties, please contact joinsee@uni-graz.at
Applicants will be notified of the selection results by the end of May 2013 at the latest.

**GOOD LUCK WITH YOUR APPLICATION!**