**Online application system tutorial** 

**Incoming students** 

KA107 – mobility with partner countries

Application rules

Enter online application system



# 📕 Office 365 📓 Uniwersytet Szczeciński 🛷 Staff - Sutgoing



Q Find programmes

About us

# More information





Poland •	
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# Home > Choose your home institution

Please find the university using the search below. If you can not find the university in the list, please contact us for further assistance.





# Pick your home University from the list and click THIS IS MY HOME INSTITUTION



### Please do not use language filters!





Choose specific departments



ST CZECINST

System shows exchange options for your University. Do not use any search filters, just look below at the results.

Pick option with area closest to your studies, eg. earth sciences

# Click APPLY NOW, make sure that you are applying for the correct semester: I (first)or II (second)

< back

# Sign in to continue

You need to be authenticated before you can continue.



# If you use system for the first time BECOME AN APPLICANT



Home > Sign up to begin your application!

Please fill in the following fields to create your applicant account. If you already have an account, please click here

Your given name(s) 🌞	1	Your family name 🍁

Please write your name exactly as shown in your passport.

## Your e-mail 🕸

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Please double-check that your email is correct.

### Your Skype name (optional)

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### Your mobile phone (optional)

+48 123456789

### Your citizenship 🌸

Poland	*
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### I have a reference code:

 $\Omega$ 

Here you can insert a reference code that you may have received. If you do not have a reference code, just leave this empty. It will not affect your application.

Please keep in mind that you are only allowed to register one account in the application system. If you have lost your access, please use the applicant code reminder facility or contact the admissions office.

Moreover, you can only add up to 10 programmes to your application with no more than 4 programmes from one institution.

I hereby declare that I read and agree to follow the Erasmus+ incoming students: Formal Procedures. \*

# Sign up and continue >



# Fill only obligatory fields in, SIGN UP and CONTINUE





When you're sure that your application is completed, SUBMIT it.

K Next page >

~	Save	1
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ubmit



# Priorities Given name(s) \* Passport Profile Test Passport number \* Contacts Family name(s) \* Home university Test Birth Please write your name exactly as shown in your Mobility Date of birth (yyyy-mm-dd) \* passport. Education Gender \* male female Country of birth \* Documents \* Citizenship \* Motivation Poland -Place of birth \* Other Checklist Identity document \* Passport Identity card Please tick the appropriate identity document, which you will upload into the system. Identity document country \* -Please choose a country in which your identity document (whihc you will upload into the system) was issued.

# Formal photo

You are required to upload a formal photograph of yourself. \*

Please note that you can only upload JPEG files that do not exceed 2MiB. The photo will be cut to the 'standard' passport size of 35 x 45 mm.



# This is an example how a tab looks like



Upload all required documents in this section. Don't forget to SAVE it.

K Next page >



Whenever you add new document, for example changes in Learning Agreement, you need SUBMIT application again.



You always have access to your application, inbox and list of tasks that need to be done.