FILLING IN THE MOBILE UNLIMITED

APPLICATION FORM

TUTORIAL: HOW TO DO IT RIGHT

mobile**unlimited**
U.PORTO

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

Erasmus+

01.08.2018

Dear applicant,

Thank you for your interest in participating in the MOBILE UNLIMITED 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: https://mobileunlimited.up.pt/ and with the FAQs section, which is also 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 UNLIMITED Team

MOBILE UNLIMITED Project
MOBility for International Learning Experiences 3
Erasmus+ Programme
Email: international@reit.up.pt

English

Central European Time (CET)
11:22:35

mobile**unlimited**

Home   About   Institutions   Courses   Apply   Contacts

- 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.

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

co‑ordinated
network of
Erasmus + Key
...national Credit Mobility is aimed
to student mobility at various levels as well as
academic and administrative staff, in both
directions, IN and OUT, and includes
institutions from 25 countries from outside
Europe.   About

Downloads
Check out the latest documents of the MOBILE UNLIMITED Project:

✔ Tutorial | Application Form NEW

✔ FAQ [EN] NEW

✔ Guidelines for Applicants NEW

Sign in
Easy access to your personal account.
Please authenticate with your username and password.

Username [   ]

Password [   ]

[Sign in]
Forgot your password?

New applicant? Apply now!

STEP 1
To start your application form you must create a new Username and Password.

The call for applications is now open.
Apply now!

3

Apply - Create a new user

*Fields with * are required.*

Username * `tutorial`

Password * `••••••••`

Email * `tutorial@up.pt`

Verification Code * `fawenec`

Please enter the letters as they are shown in the image below. Letters are not case-sensitive.

fawenec

Get a new code

Create

- TIP -

Pay attention when typewriting your password since it is encoded.

- TIP –

Make sure you choose the correct institution and type of mobility as once selected they cannot be changed

Application form

Eligibility questions » Application

Eligibility questions

Home institution:

[▼]

Save

Application form

Eligibility questions » Application

Eligibility questions

Type of mobility:

[▼]

Save

Application data

Undergraduate (mobility)

✖ 1. Personal details
✖ 2. Home institution
✖ 3. Academic background
✖ 4. Employment experience
✖ 5. Language skills
✖ 6. Publications
✖ 7. Mobility proposal
✖ 8. Proposed host universities
✖ 9. Motivation and added value
✖ 10. Documents upload

- TIP -
A green dot will appear in the sections that are duly completed.

☐ 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 the 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.

Application form
1. Personal details

Applicant's personal details

Surname/Family name *

Forenames/Given names *

Date of birth * _____ (Year-Month-Day)

Place of birth * _____

Gender * ○ Male   ○ Female

Nationality ID/Passport (at least one) *   Identity no. _____   Passport no. _____

Permanent address
This address will be used to send all official documents in case of selection. You must insert the complete information and the most accurate address. Any problem in sending documents resulting from erroneous or insufficient information provided in this section and consequent need to resend the documents will result in the payment, by the candidate, of the resulting expenses.
The address must not be translated.

Street and number *

Postcode

City *

Country * (select option) ▼

Contact details
All contacts regarding the submission of application and selection results will be done exclusively by email. In case it is impossible to contact the applicant through this mean, the application will not be considered valid and it will be immediately excluded from the project, without any possibility of appeal.

Telephone *

Primary email *

Alternative email

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 –
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.

- 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)? *
○ Yes ○ No

  If yes, please specify which financial support.

Are you in a particularly vulnerable socio-economic situation?
○ Yes ○ 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?
○ Yes ○ 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

Application form

2. Home institution

Institution where you have concluded your previous academic training or where you currently develop your main activity. It must be a[n] institution from one of the eligible countries.

Details of the home institution

Official name of the home institution *
Universidad Nacional Autónoma de México

Country *
Mexico

Identification of the entity/person supporting your application at your home institution

Faculty/School

Department

Name of the responsible person

Position of the responsible person

Email of the responsible person

Other contact

In case you are currently enrolled in a programme/degree course in your home institution, please indicate:

Name of the programme/degree course you are currently enrolled in

Subject area of the programme/degree course you are currently enrolled in

In case you are currently enrolled in a research work, please indicate the name/title of the work

Save

« Application form

- TIP –
This person is the one at your university that is formally responsible for your main activity: course director, thesis tutor, director of the office, etc,

ATTENTION:
This information is mandatory for all exchange students.

Application form

3. Academic background

Please indicate the main academic background/qualifications or training developed until this moment that are relevant to this application, starting with the most recent ones. Please include only the academic training achieved in a higher education institution.

Proof of all academic qualifications must be provided; please upload a copy of the official documents in section 10 of this application form.

a)

Academic degree awarded / training accomplished *

[▼]

Current state *

○ Currently being attended

(Please pay attention to the fact that you must upload in section 10 the certificate/declaration of enrollment in a Programme Course)

○ Concluded

(Please pay attention to the fact that you must upload in section 10 the certificate of conclusion of the degree Course)

Name of course * [   ]

Institution * [   ]

Country * [▼]

Date of award * [   ] (Year-Month)

Grade obtained * [   ]

Maximum grade in the grades' scale of the institution (e.g. in a scale of 0-20, it is 20) * [   ]

CLARIFICATION:
Indicate the highest possible grade to be awarded by the institution to students of this particular course.

b)

Academic degree awarded / training accomplished

[▼]

Current state
(clean)

○ Currently being attended

(Please pay attention to the fact that you must upload in section 10 the certificate/declaration of enrollment in a P

○ Concluded

(Please pay attention to the fact that you must upload in section 10 the certificate of conclusion of the degree Course)

Name of course [   ]

Institution [   ]

- TIP –
In case you have several diplomas you should make reference to all, especially the most relevant for this mobility proposal.

Application form

4. Employment experience

Briefly describe the nature of your previous employment experience, particularly the relevant details for your mobility proposal.
If you don't have any employment experience, click on [Save] without writing any information.

Indicate which is your main activity at the moment *

○ Student

○ Professor / Academic Staff (full-time)

○ Researcher (with a permanent link with the home institution)

○ Administrative Staff in an eligible institution (with a permanent link with the home institution)

○ Other

Department / service *

Unit (if applicable)

Position (if applicable)

Please describe your employment experience (if applicable). *

(Max. 2500 characters)

Briefly describe other relevant work experiences, mainly those related to your mobility programme. *

(Max. 2500 characters)

Save

‹ Application form

- TIP -
Even if you have no relevant employment experience for the mobility proposal, include details of other experiences as it proves your proactive attitude and dynamism.

Application form
5. Language skills

Mother tongue
*

[ ] ▽

Other [_____]

Other languages

1. [____] ▽

Listening [_____] ▽
Reading [_____] ▽
Writing [_____] ▽
Speaking [_____] ▽

2. [____] ▽

Listening [_____] ▽
Reading [_____] ▽
Writing [_____] ▽
Speaking [_____] ▽

3. [____] ▽

Listening [_____] ▽
Reading [_____] ▽
Writing [_____] ▽
Speaking [_____] ▽

[Save]

« Application form

- TIP –
Be realistic and don't oversell yourself, as an interview may be done during the selection process.

5. Publications

In case you have already published a scientific work or contributed to the publication of any paper please indicate the most representative ones, maximum five, giving priority to those most related with your mobility proposal.
The references must include: authors, title, publisher, year, city, page number and other relevant bibliographical data.
If you don't have any publication, click on [Save] without writing any information.

(a) (Max. 500 characters)

(b) (Max. 500 characters)

- TIP –
Even if you have no relevant publications for the mobility proposal, indicate other publications as it proves your merit and dedication.

(c) (Max. 500 characters)

(d) (Max. 500 characters)

(e) (Max. 500 characters)

Save

Application form

Application form

7. Mobility proposal

Please indicate the main aspects of your mobility proposal.
The mobility programme proposed must coherently describe the existing relation between the activities you develop and those you intend to develop at the host institution. As this mobility programme will be used as a mean for the host institution to evaluate the relevance and interest in its implementation, we strongly advice you to consult the available courses/activities at the host institution. The final mobility proposal will be, in case of selection, articulated and defined by the scholarship holder, the coordinating and the host institution and, in specific cases, the home institution.

Type of mobility *
Doctorate (mobility)

Describe in detail the mobility programme you intend to develop at the host institution. *

(Max. 2500 characters)

Save

‹ Application form

ATTENTION (EXCHANGE STUDENTS):
When choosing the modules you want to take at the host institution you need to check with the responsible person/office at your university for granting academic recognition that these modules fit into your course.

- 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 UNLIMITEDwebsite. This person will guide you.

Application form
8. Proposed host universities

1st host institution priority

Field of study of the project you intend to develop *

[dropdown]

Official name of your host institution priority *

[dropdown]

Course / Mobility proposal *

[text field]

Semester *

[dropdown]

Is your proposal part of any common project of the two institutions?
○ Yes ○ No

If yes, please indicate the references.

[text field]

Have you established any previous contacts with the Institution concerning your mobility?
○ Yes ○ No

If yes, please quote the name of the contacted person.

[text field]

[Save]

« Application form

ATTENTION:
If you are concluding your degree course at your institution before September 2019 you must of course choose 2nd Semester 2018/2019 (February 2019 to July 2019)

CLARIFICATION:
A **common project** within the scope of which your mobility is proposed: e.g. a specific research project that will benefit from your mobility at the host institution.

14

Application form
). Motivation and added value

Please state briefly the main reasons why you wish to participate in this project, as well as the added value you perceive to be attached to your mobility proposal.

1st host institution priority

Why have you chosen this specific institution? *
(Max. 1000 characters)

Please describe briefly the impact of this mobility proposal on the development of your main activity/education/career in your home country. *
(Max. 1000 characters)

Please explain briefly how you think your mobility proposal might contribute to the establishment/dev links with your host country/institution. *
(Max. 1000 characters)

Save

Application form

- TIP –
Motivation is sometimes underestimated. Explain in detail what motivates you from an academic/professional perspective to do this mobility at U.Porto.

- TIP –
Think beyond your own benefit. It is important that your home institution also benefits from this mobility. Please explain in what way you could contribute to that.

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

Applicants must upload the following documents:

Document	Upload	Uploaded document
Photo ✖ (Mandatory for all applicants)	(jpg,jpeg) [Procurar...] [Upload]	
Video (Optional)	(avi,mov,mpg,wmv,zip) [Procurar...] [Upload]	
Identity (Mandatory for all applicants) ✖ 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 your country does not issue such document it is mandatory to upload a copy of your passport here.	(pdf) [Procurar...] [Upload]	
Passport (Optional)	(pdf) [Procurar...] [Upload]	

16

✗	**Certificate of degree** (Mandatory for Master (mobility), Doctorate (mobility), Academic Staff, Administrative Staff) Certificate proving the obtained degree – must be issued by the University where the degree was obtained, dated, signed and stamped, otherwise it will not be considered valid and the application will be immediately excluded.	(pdf) [ ] Procurar... [Upload]
✗	**Transcript of records** (Mandatory for Undergraduate (mobility), Master (mobility), Doctorate (mobility)) Must be issued by the home university, stating in detail all courses taken and grades obtained in the course. This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded. Please note that you must upload the transcript of records regarding ALL the years of your course.	(pdf) [ ] Procurar... [Upload]
✗	**Support from home** (Mandatory for all applicants) Statement of support from the Home University - This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded.	(pdf) [ ] Procurar... [Upload]
✗	**Enrollment in degree course** (Mandatory for Undergraduate (mobility), Master (mobility), Doctorate (mobility)) Statement issued by the Home Institution (partner) regarding the applicant's enrollment in the degree course.	(pdf) [ ] Procurar... [Upload]
	Main activity (Mandatory for Academic Staff, Administrative Staff) Statement of the Home Institution (partner) with a brief description of the applicant's main activity. This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded.	(pdf) [ ] Procurar... [Upload]
	Language skills (Optional)	(pdf) [ ] Procurar... [Upload]

- TIP –
Don't forget to include a translation of the official documents issued by your university in case these are not in English, Portuguese.

ATTENTION:
In case the course/mobility proposal you want to apply to demands the presentation of a language certificate or minimum level of language proficiency, this document is not optional but **mandatory**.

17

Physical disability

(Optional)

Document that specifically proves your actual 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.

(pdf)

Procurar...

Upload

Socio-economic vulnerability

(Optional)

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 to do so we will not consider you as a candidate in particularly vulnerable socio-economic situation.

(pdf)

Procurar...

Upload

Proof of social/political vulnerable situation

(Optional)

Document that specifically proves your social/political vulnerable situation. This document must be issued by a recognized authority and must also be dated, signed and stamped by the issuing entity.

(pdf)

Procurar...

Upload

Other documents

(Optional)

Other documents relevant for the application.

(pdf)

Procurar...

Upload

Application form

Photo ✔ (Mandatory for all applicants)	(jpg,jpeg) [_____] Procurar... [Upload]	🖼️ Download
Video (Optional)	(avi,mov,mpg,wmv,zip) [_____] Procurar... [Upload]	
Identity (Mandatory for all applicants) ✔ 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 your country does not issue such document it is mandatory to upload a copy of your passport here.	(pdf) [_____] Procurar... [Upload]	📄 Download
Passport (Optional)	(pdf) [_____] Procurar... [Upload]	
Certificate of degree (Mandatory for Master (mobility), Doctorate (mobility), Academic Staff, Administrative Staff) ✔ Certificate proving the obtained degree – must be issued by the University where the degree was obtained, dated, signed and stamped, otherwise it will not be considered valid and the application will be immediately excluded.	(pdf) [_____] Procurar... [Upload]	📄 Download
Transcript of records (Mandatory for Undergraduate (mobility), Master (mobility), Doctorate (mobility)) ✔ Must be issued by the home university, stating in detail all courses taken and grades obtained in the course. This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded. Please note that you must upload the transcript of records regarding ALL the years of your course.	(pdf) [_____] Procurar... [Upload]	📄 Download
Support from home (Mandatory for all applicants) ✔ Statement of support from the Home University - This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded.	(pdf) [_____] Procurar... [Upload]	📄 Download
Enrollment in degree course (Mandatory for Undergraduate (mobility), Master (mobility), Doctorate (mobility)) ✔ Statement issued by the Home Institution (partner) regarding the applicant's enrollment in the degree course.	(pdf) [_____] Procurar... [Upload]	📄 Download

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)

Caption
✖ This section of the form is not properly filled in.
✔ This section of the form is properly filled in.

✔ 1. Personal details
✔ 2. Home institution
✔ 3. Academic background
✔ 4. Employment experience
✔ 5. Language skills
✔ 6. Publications
✔ 7. Mobility proposal
✔ 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 the 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 alrea[...] [...]d like to make any valid changes, you must create a new user and start your application fro[...]

Please note that all contacts with candidates, including the notification of the selecti[...] [...] Please 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.