



INSTRUCTION MANUAL

HOW TO SUBMIT THE APPLICATION?

1. INTRODUCTION

Application for the ERASMUS+ Programme should be **submitted online in English language**.

Please **create an account** through erasmusplus.sggw.pl, **log in** and **fill in** online your **Profile data** and **Application form**.

Afterwards, please **attach** compulsory **documents translated into English** according to the **Required Documentation Guide**.

Print out the application form and **sign it**. Please **scan** the printed and signed application form and **attach it online**.

When your application is **complete** please **submit it by clicking on the button "send"**.

After the deadline of application submission is expired application documents will be reviewed by the home university and respective host universities. Results will be published online.

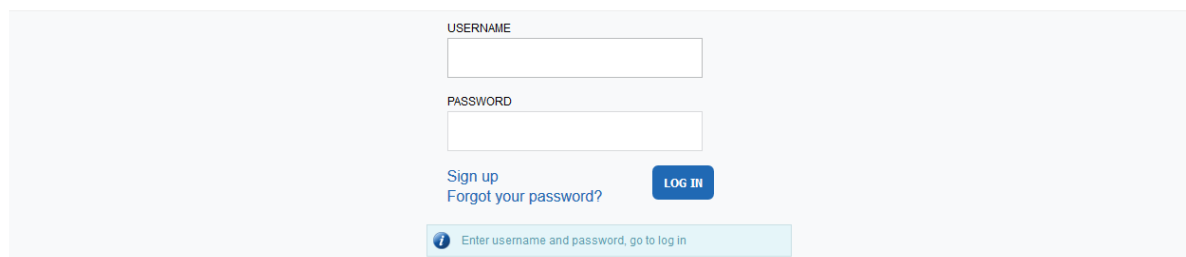
In case of any questions or problems with submission of the application form please contact via email the project administrators at the Warsaw University of Life Sciences – SGGW via email: erasmusplus@sggw.pl.

2. APPLICATION PROCESS

1. For the purpose of submitting application for ERASMUS+ Programme please go to the following website:

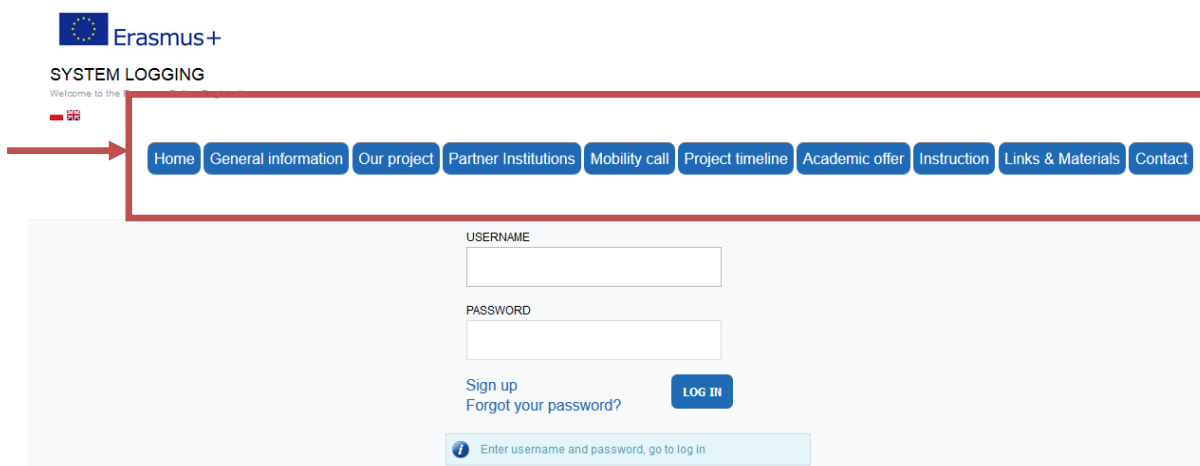
erasmusplus.sggw.pl

Preferred **language version of the website** can be chosen here:

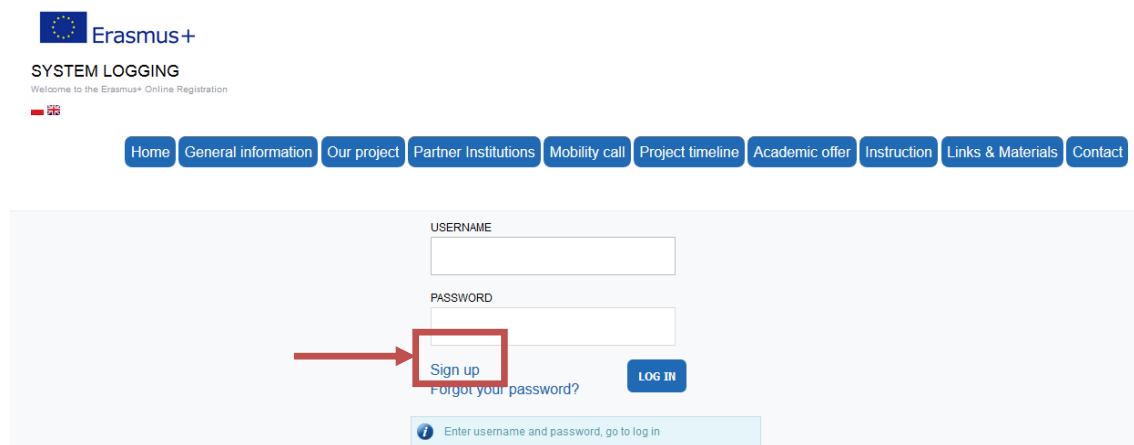


Please note the Polish language version of the website is still limited. English is the main language of communication in the proposed Erasmus+ project.

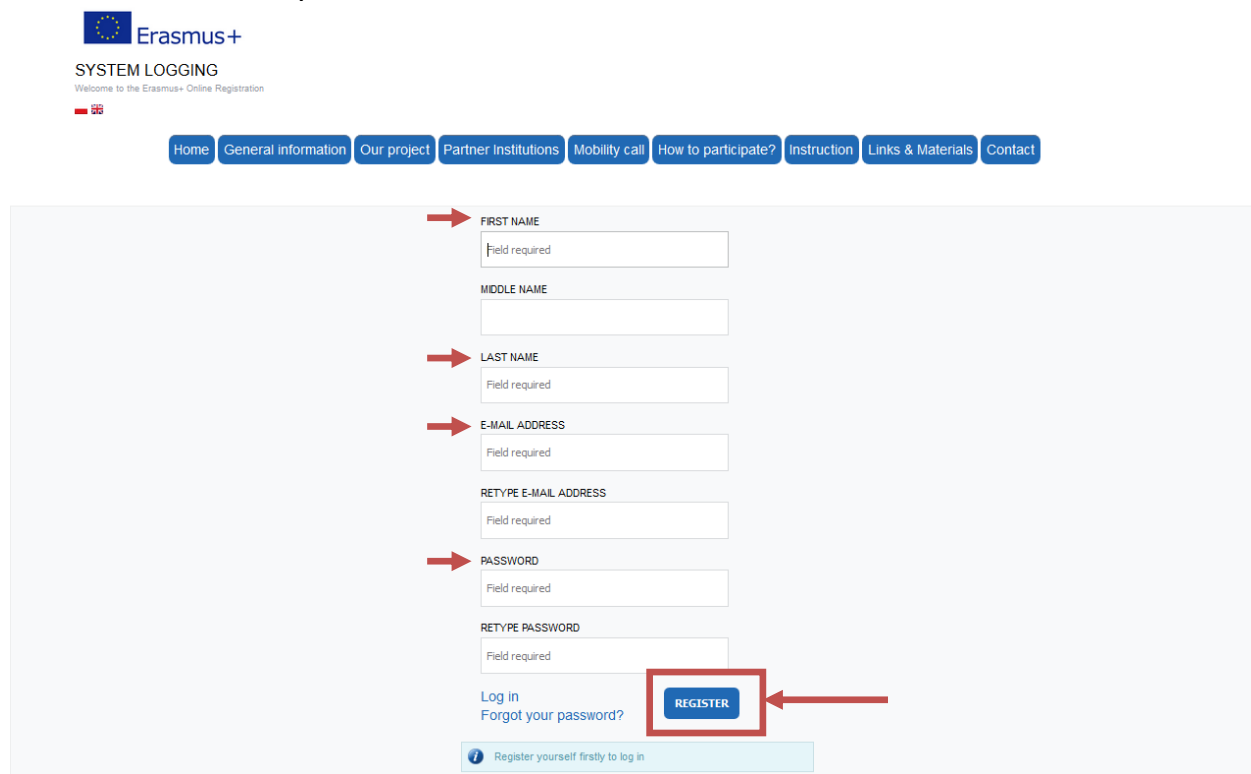
Necessary **programme information** are available here:



3. In order to **create an account** please choose **SIGN UP**:



Fill in all fields and press **REGISTER**:



The screenshot shows the Erasmus+ registration page. At the top, there is a navigation menu with buttons for Home, General information, Our project, Partner Institutions, Mobility call, How to participate?, Instruction, Links & Materials, and Contact. Below the menu, the form contains several input fields, each with a red arrow pointing to it from the left. The fields are: FIRST NAME (Field required), MIDDLE NAME, LAST NAME (Field required), E-MAIL ADDRESS (Field required), RETYPE E-MAIL ADDRESS (Field required), PASSWORD (Field required), and RETYPE PASSWORD (Field required). Below the fields, there are links for 'Log in' and 'Forgot your password?'. The 'REGISTER' button is highlighted with a red box and a red arrow pointing to it from the right. At the bottom of the form, there is a blue box with a question mark icon and the text 'Register yourself firstly to log in'.

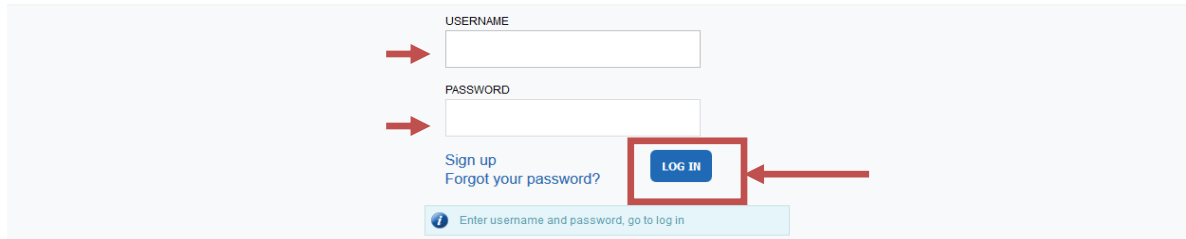
3. After registration **activation link** will be sent to your email address.

4. Please open received email and **click the activation link** → you will be forwarded to the erasmusplus.sggw.pl website.

If the link does not work directly please copy and paste the entire URL into your browser's address bar and press enter → you will be forwarded to the erasmusplus.sggw.pl website.

5. Please **LOG IN**:

Notice: **USERNAME = email address**



USERNAME
[input field]

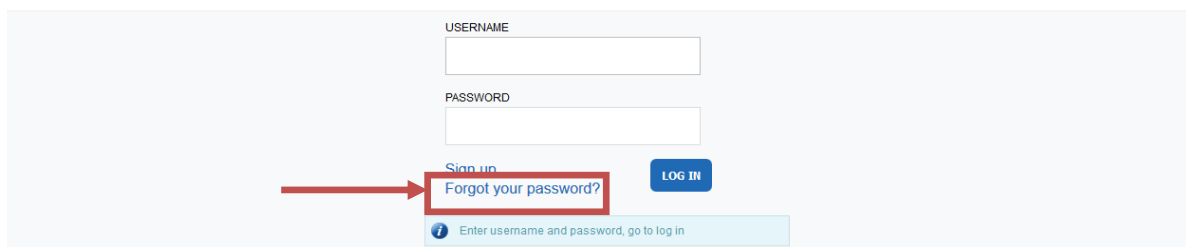
PASSWORD
[input field]

Sign up
Forgot your password?

LOG IN

Enter username and password, go to log in

In case you **forgot your password** or your account has not been activated yet please click **Forgot your password?**



USERNAME
[input field]

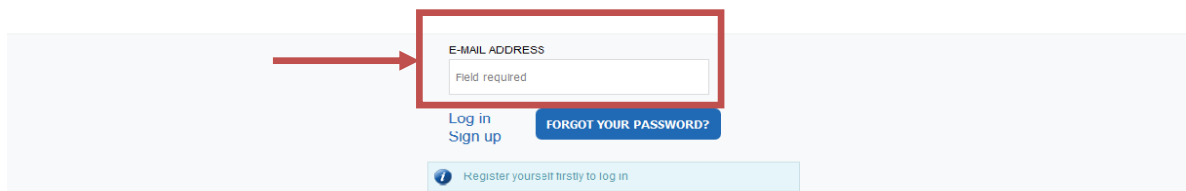
PASSWORD
[input field]

Sign up
Forgot your password?

LOG IN

Enter username and password, go to log in

Please indicate your email address and press enter:



E-MAIL ADDRESS
[input field]
Field required

Log in
Sign up

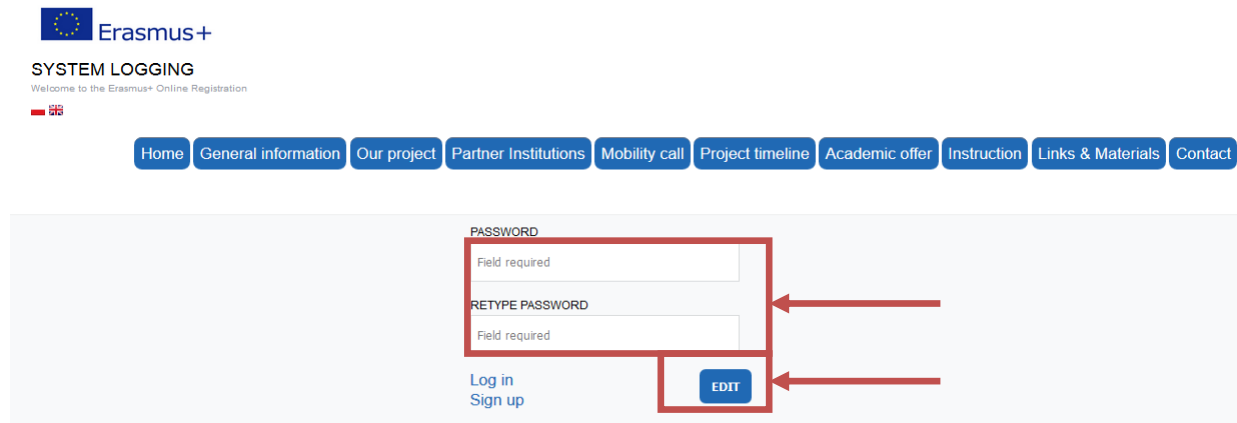
FORGOT YOUR PASSWORD?

Register yourself firstly to log in

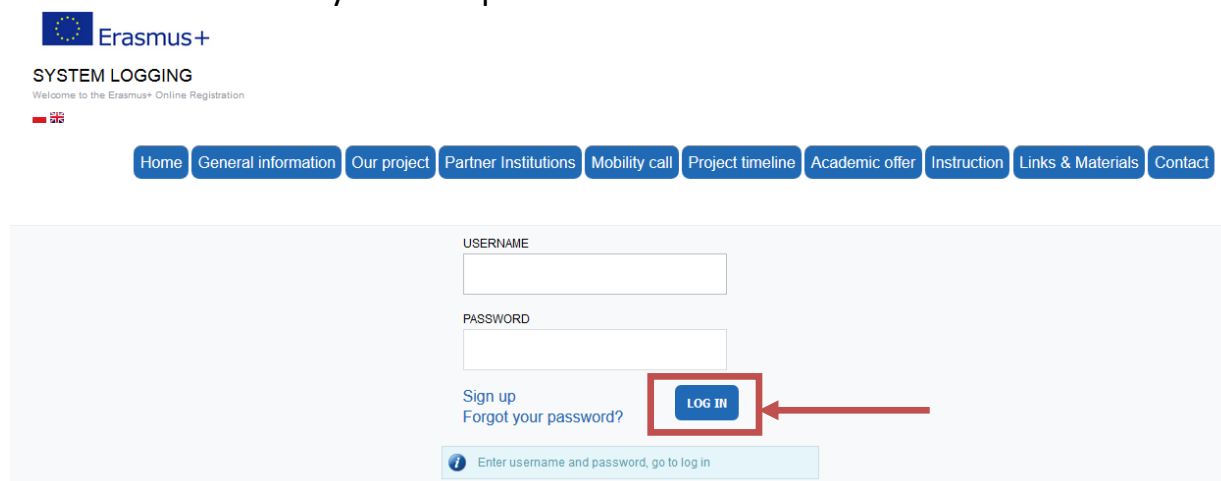
Please open received email and **click the activation link** → you will be forwarded to the erasmusplus.sggw.pl website.

If the link does not work directly please copy and paste the entire URL into your browser's address bar and press enter → you will be forwarded to the erasmusplus.sggw.pl website.

Change your password and press **edit**:

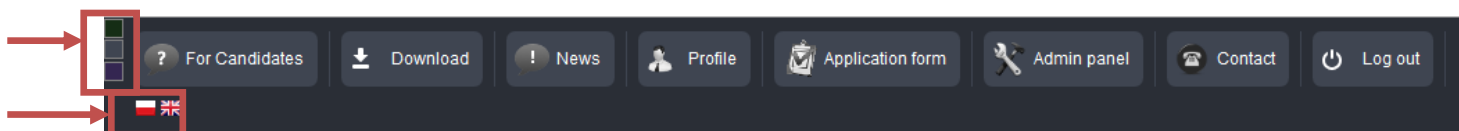


You can **LOG IN** with your new password:

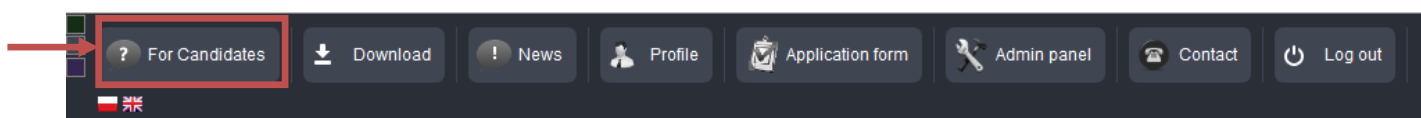


6. After logging in managing ERASMUS+ Programme website is possible:

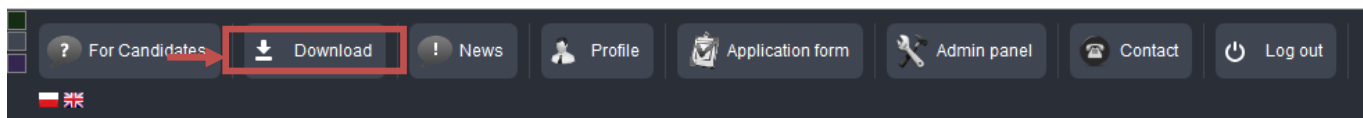
- colour and language version of the website:



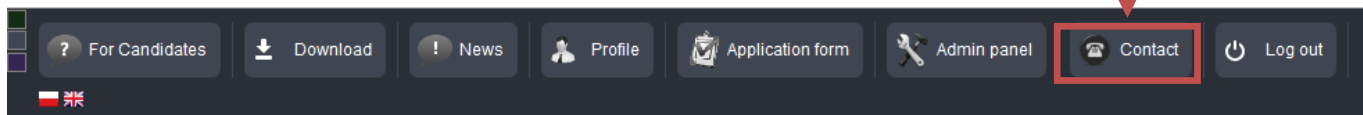
- viewing all information **For Candidates**:



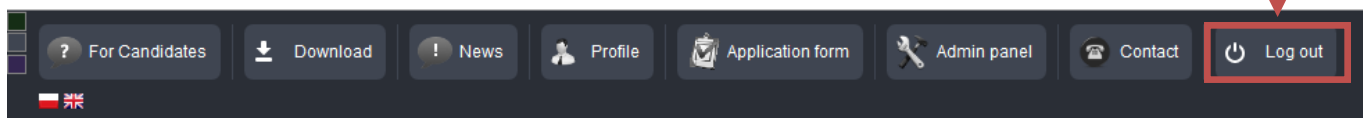
- templates of ERASMUS+ Programme documents:



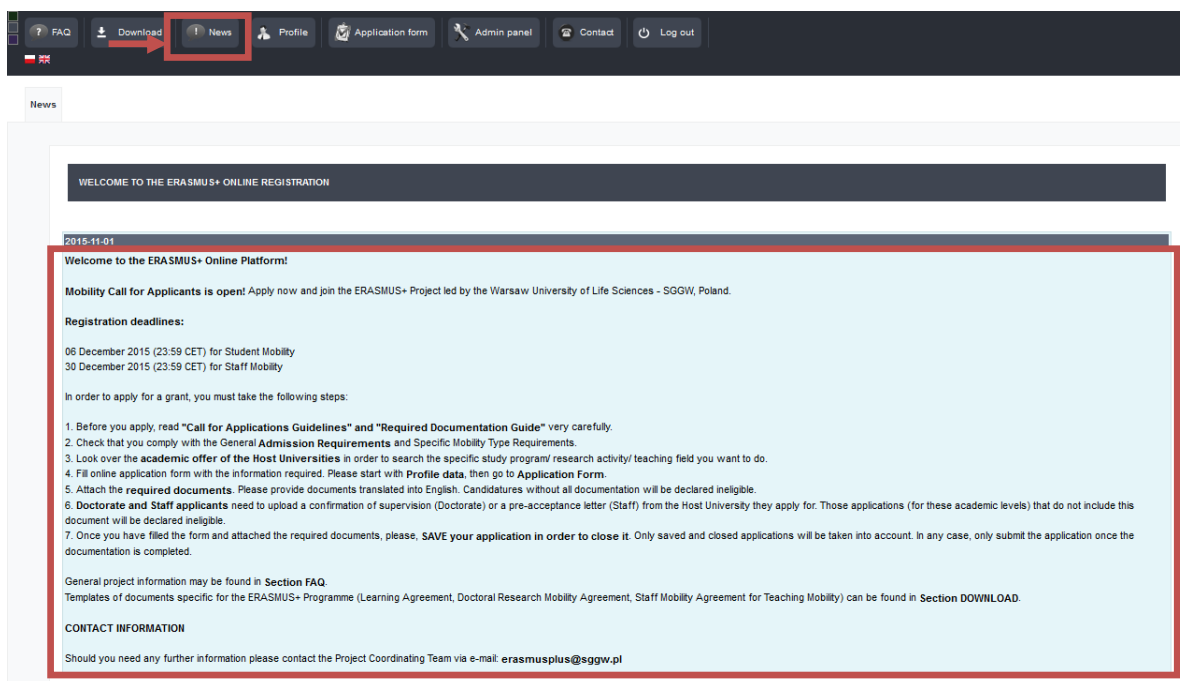
- contact information:



- logging out:



7. Please read carefully mobility call overview (News! Section):



WELCOME TO THE ERASMUS+ ONLINE REGISTRATION

2015-11-01

Welcome to the ERASMUS+ Online Platform!

Mobility Call for Applicants is open! Apply now and join the ERASMUS+ Project led by the Warsaw University of Life Sciences - SGGW, Poland.

Registration deadlines:

06 December 2015 (23:59 CET) for Student Mobility
30 December 2015 (23:59 CET) for Staff Mobility

In order to apply for a grant, you must take the following steps:

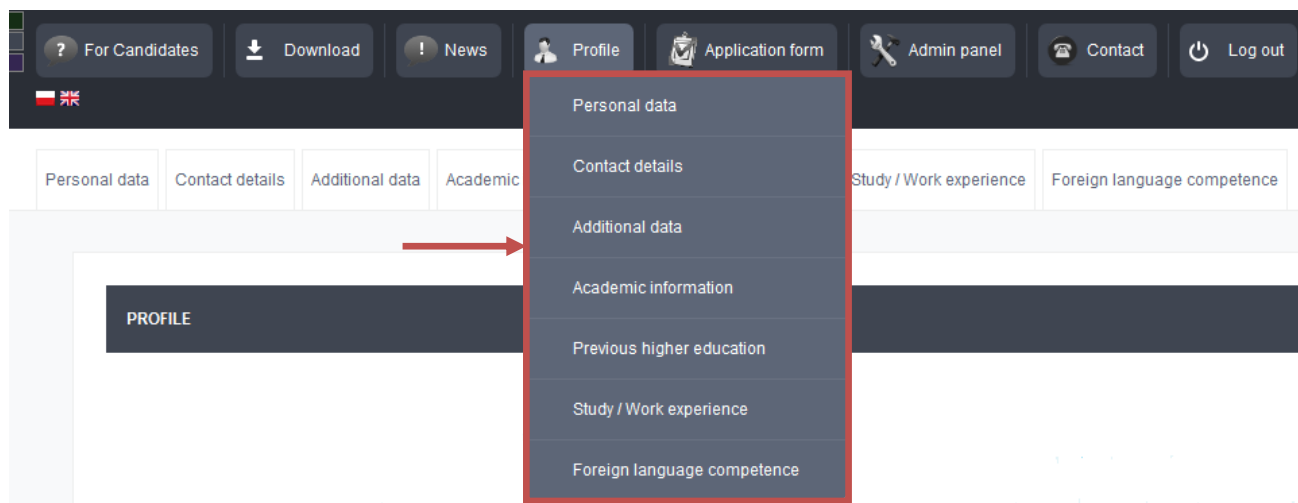
1. Before you apply, read "Call for Applications Guidelines" and "Required Documentation Guide" very carefully.
2. Check that you comply with the General Admission Requirements and Specific Mobility Type Requirements.
3. Look over the **academic offer of the Host Universities** in order to search the specific study program/ research activity/ teaching field you want to do.
4. Fill online application form with the information required. Please start with **Profile data**, then go to **Application Form**.
5. **Attach the required documents.** Please provide documents translated into English. Candidatures without all documentation will be declared ineligible.
6. **Doctorate and Staff applicants** need to upload a confirmation of supervision (Doctorate) or a pre-acceptance letter (Staff) from the Host University they apply for. Those applications (for these academic levels) that do not include this document will be declared ineligible.
7. Once you have filled the form and attached the required documents, please, **SAVE your application in order to close it.** Only saved and closed applications will be taken into account. In any case, only submit the application once the documentation is completed.

General project information may be found in **Section FAQ**.
Templates of documents specific for the ERASMUS+ Programme (Learning Agreement, Doctoral Research Mobility Agreement, Staff Mobility Agreement for Teaching Mobility) can be found in **Section DOWNLOAD**.

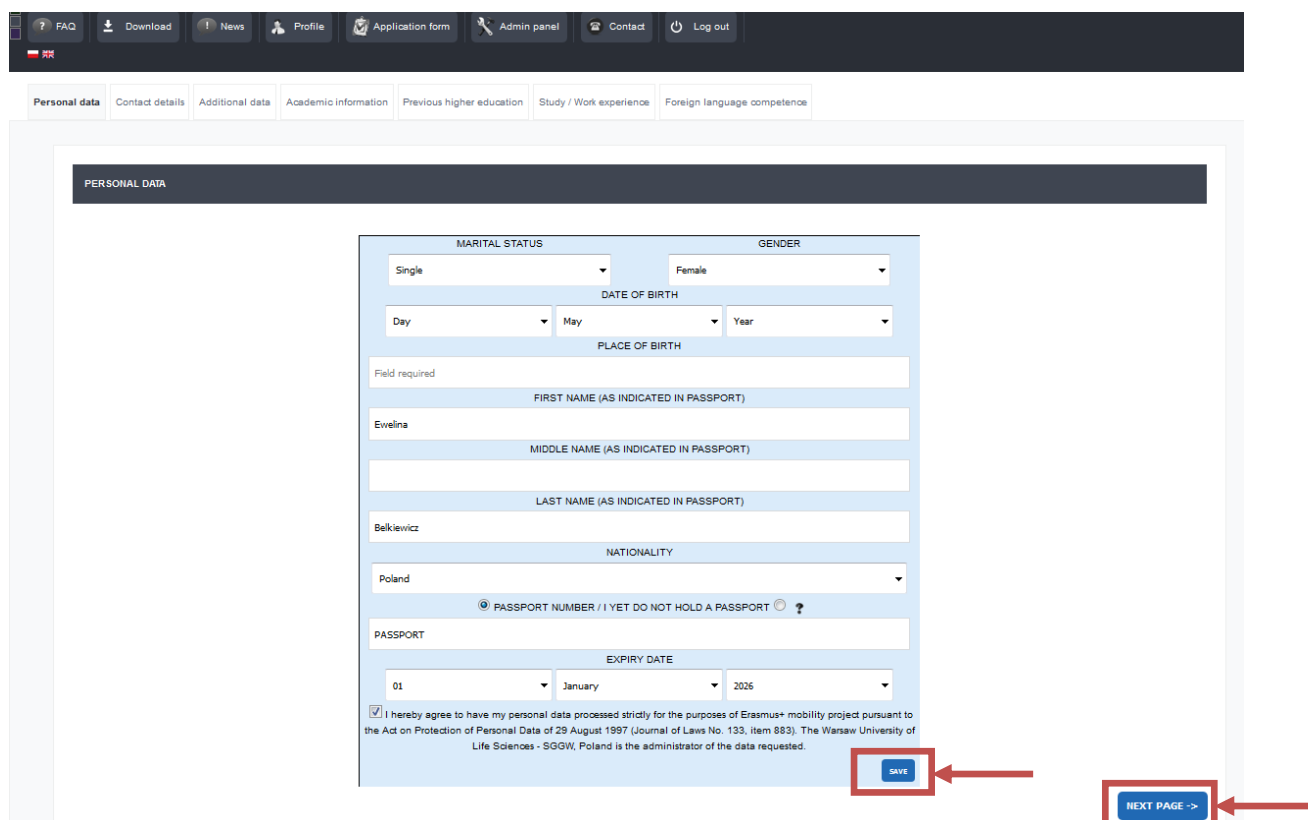
CONTACT INFORMATION

Should you need any further information please contact the Project Coordinating Team via e-mail: erasmusplus@sggw.pl

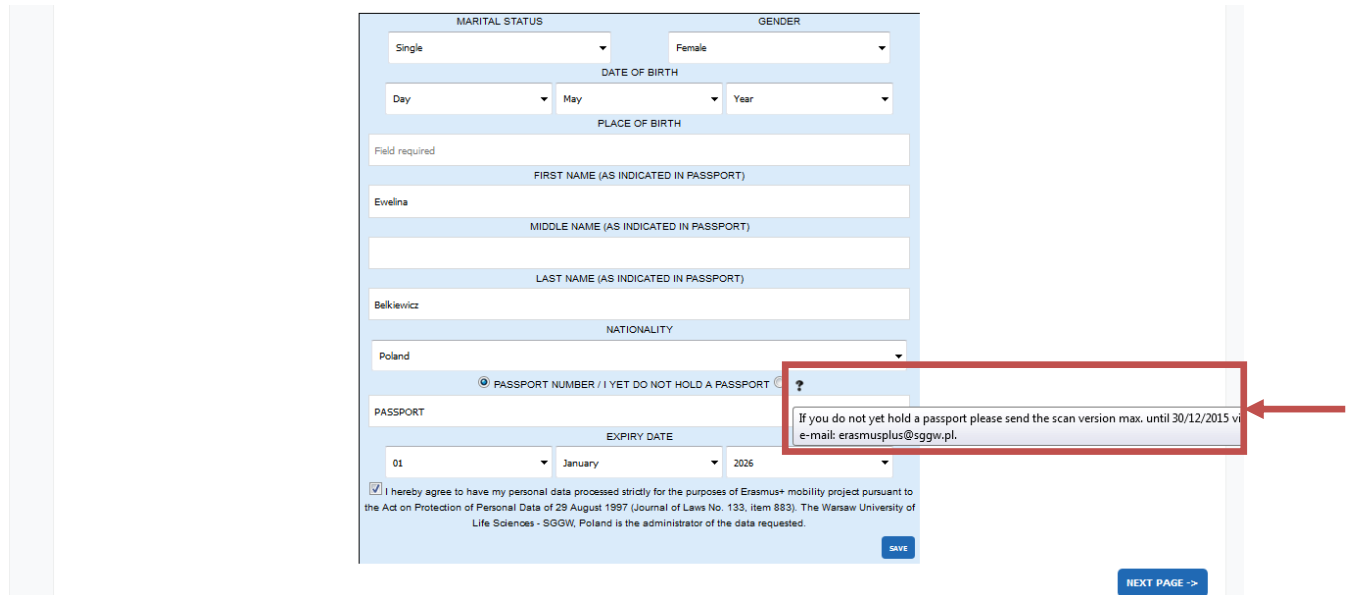
8. Please fill in all requested information in the **PROFILE** data:



In order to fill in another category you must **SAVE** the previous one first and press **next page**:



Please notice fields with **question marks (?)** – please hover your mouse over the picture or click on the mark to read explanation:



The screenshot shows a registration form with the following fields:

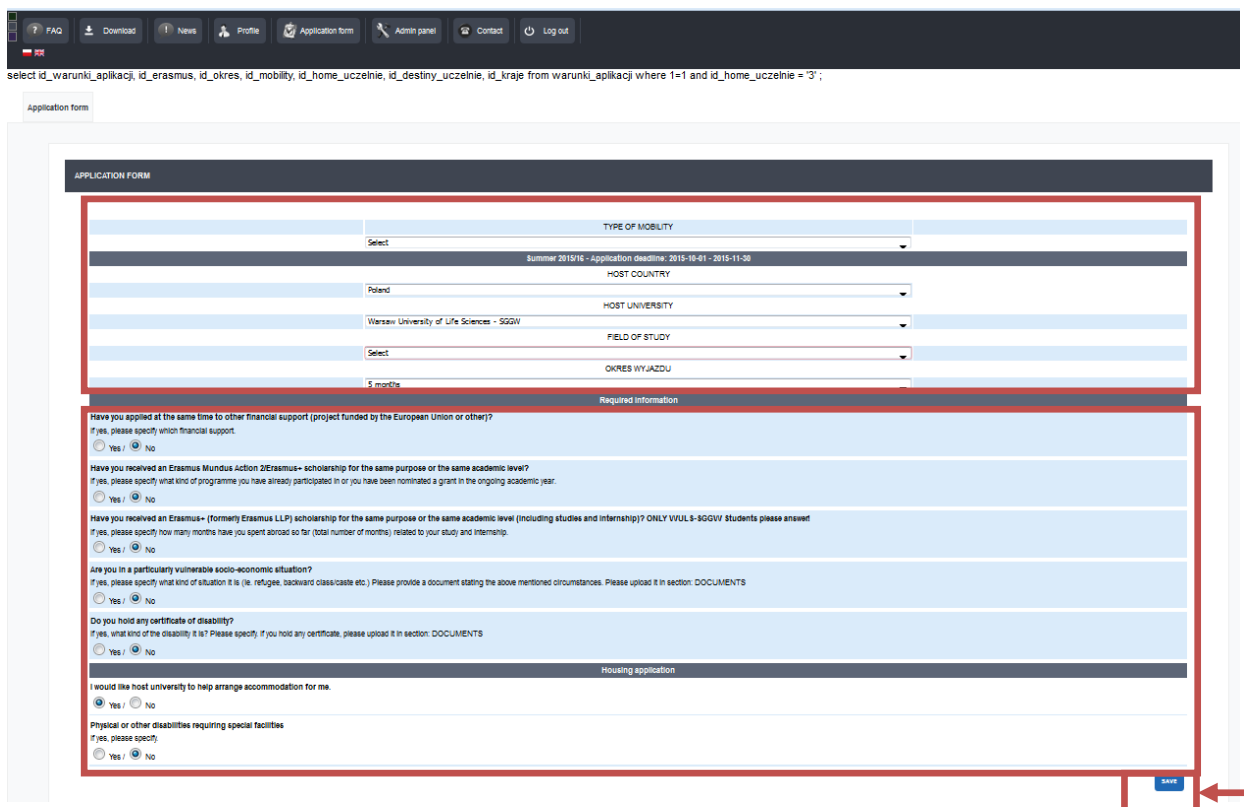
- MARITAL STATUS: Single
- GENDER: Female
- DATE OF BIRTH: Day, May, Year
- PLACE OF BIRTH: Field required
- FIRST NAME (AS INDICATED IN PASSPORT): Ewelina
- MIDDLE NAME (AS INDICATED IN PASSPORT):
- LAST NAME (AS INDICATED IN PASSPORT): Bekiewicz
- NATIONALITY: Poland
- PASSPORT NUMBER / I YET DO NOT HOLD A PASSPORT: ?
- EXPIRY DATE: 01, January, 2025

A tooltip for the passport field reads: "If you do not yet hold a passport please send the scan version max. until 30/12/2015 via e-mail: erasmusplus@sggw.pl." A red arrow points to the tooltip.

At the bottom right, there is a "NEXT PAGE ->" button.

9. After filling in all categories of your PROFILE data you will be forwarded to the **APPLICATION FORM:**

Please fill it in and press **SAVE**.



The screenshot shows the "APPLICATION FORM" page with the following sections:

- APPLICATION FORM** (highlighted with a red box):
 - TYPE OF MOBILITY: Select
 - Summer 2015/16 - application deadline: 2015-10-01 - 2015-11-30
 - HOST COUNTRY: Poland
 - HOST UNIVERSITY: Warsaw University of Life Sciences - SGGW
 - FIELD OF STUDY: Select
 - OKRES WYJAZDU: 5 months
- Required information** (highlighted with a red box):
 - Have you applied at the same time to other financial support (project funded by the European Union or other)? If yes, please specify which financial support. Yes / No
 - Have you received an Erasmus Mundus Action 3/Erasmus+ scholarship for the same purpose or the same academic level? If yes, please specify what kind of programme you have already participated in or you have been nominated a grant in the ongoing academic year. Yes / No
 - Have you received an Erasmus+ (formerly Erasmus LLP) scholarship for the same purpose or the same academic level (including studies and internship)? ONLY WUŁS-SGGW students please answer. If yes, please specify how many months have you spent abroad so far (total number of months) related to your study and internship. Yes / No
 - Are you in a particularly vulnerable socio-economic situation? If yes, please specify what kind of situation it is (e.g. refugee, backward class/caste etc.). Please provide a document stating the above mentioned circumstances. Please upload it in section: DOCUMENTS. Yes / No
 - Do you hold any certificate of disability? If yes, what kind of the disability it is? Please specify. If you hold any certificate, please upload it in section: DOCUMENTS. Yes / No
- Housing application** (highlighted with a red box):
 - I would like host university to help arrange accommodation for me. Yes / No
 - Physical or other disabilities requiring special facilities. If yes, please specify. Yes / No

A red arrow points to the "Save" button at the bottom right.

Afterward, please upload compulsory documents translated into English according to the **Required Documentation Guide**.

	Type of file	Compulsory	Max. size	Status
Przejdź	Photo (size 236x295 px)		500.00 Kb	
Przejdź	Curriculum Vitae (European CV - Europass)	yes	5.00 MB	OK
Przejdź	Motivation letter (maximum 2 pages)	yes	5.00 MB	OK
Przejdź	Bachelor diploma (if not yet obtained, provisional certificate on bachelor studies completion)	yes	5.00 MB	OK
Przejdź	Master Transcript of Records (if applicable)		5.00 MB	
Przejdź	Current student status (certificate of enrollment in master studies)	yes	5.00 MB	OK
Przejdź	Bachelor Transcript of Records	yes	5.00 MB	OK
Przejdź	Learning agreement (proposed study program at the Host University)	yes	5.00 MB	OK
Przejdź	Language certificate (The linguistic criteria may differ depending on the university and the study program you apply for. Please check the admission requirements of the particular study program. The language certificate might be relevant for any kind of study program or the admission process, although they are not excluding criteria within the scholarship selection process.)		5.00 MB	
Przejdź	Passport copy (Please note that to be eligible to participate in the mobility programme, your passport soft copy must be presented by the 28th December 2015 at the latest (if you do not hold an international passport at the moment of submitting application) to ensure the mobility start in spring semester of the academic year 2015/16.)		5.00 MB	
Przejdź	Other 1 (Certificate of any academic achievements)		5.00 MB	
Przejdź	Other 2 (Certificate of any academic achievements)		5.00 MB	
Przejdź	Other 3 (Certificate of any academic achievements)		5.00 MB	
Przejdź	Official proof of vulnerability		5.00 MB	
Przejdź	Official proof of disability		5.00 MB	
Przejdź	Application Form	yes	5.00 MB	

[UPLOAD FILES](#) ←

Please notice that the **application form** will be available to download when all compulsory documents were successfully uploaded!

	Type of file	Compulsory	Max. size	Status
Przejdź	Photo (size 236x295 px)		500.00 Kb	
Przejdź	Curriculum Vitae (European CV - Europass)	yes	5.00 MB	OK
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Przejdź	Master Transcript of Records (if applicable)		5.00 MB	
Przejdź	Current student status (certificate of enrollment in master studies)	yes	5.00 MB	OK
Przejdź	Bachelor Transcript of Records	yes	5.00 MB	OK
Przejdź	Learning agreement (proposed study program at the Host University)	yes	5.00 MB	OK
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Przejdź	Passport copy (Please note that to be eligible to participate in the mobility programme, your passport soft copy must be presented by the 28th December 2015 at the latest (if you do not hold an international passport at the moment of submitting application) to ensure the mobility start in spring semester of the academic year 2015/16.)		5.00 MB	
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Przejdź	Other 2 (Certificate of any academic achievements)		5.00 MB	
Przejdź	Other 3 (Certificate of any academic achievements)		5.00 MB	
Przejdź	Official proof of vulnerability		5.00 MB	
Przejdź	Official proof of disability		5.00 MB	
Przejdź	Application Form	yes	5.00 MB	

[UPLOAD FILES](#)

Your application is almost complete!
 Please download your application form, print it out and sign it.
 Please scan the printed and signed application form and upload it.
 When all compulsory documents are uploaded please submit your application by clicking on the button "send".
 You will receive the confirmation email.

[Download](#) ←

10. Please download your application form, print it out and sign.

Mobility for learners and staff - Higher Education Student and Staff Mobility

CHECKLIST FOR ENCLOSURES TO BE ADDED:
Please provide English translations of all the documents!

COMPULSORY ATTACHED DOCUMENTS:

- Curriculum Vitae
- Motivation letter
- Bachelor diploma
- Current student status
- Bachelor Transcript of Records
- Learning agreement

ADDITIONAL ATTACHED DOCUMENTS:

I certify that the information in this application is accurate, failure in filling true data can result in my exclusion from the project activities. I certify that I will not make personal changes and additions immediately to the project coordinator Warsaw University of Life Sciences - SGGW. I agree that this application and accompanying documents can be forwarded to partner institutions, who are cooperating in this programme.

Place and date

Signature of the applicant

Please **scan** the printed and signed application form and **attach it online**. When application is complete please **submit it by clicking on the button "send"**.

	Type of file	Compulsory	Max. size	Status
Przejdź... Nie wybrano pliku.	Photo (size 236x295 px)		500.00 Kb	
Przejdź... Nie wybrano pliku. download	Curriculum Vitae (European CV - Europass)	yes	5.00 MB	
Przejdź... Nie wybrano pliku. download	Motivation letter (maximum 2 pages)	yes	5.00 MB	
Przejdź... Nie wybrano pliku. download	Bachelor diploma (if not yet obtained, provisional certificate on bachelor studies completion)	yes	5.00 MB	
Przejdź... Nie wybrano pliku.	Master Transcript of Records (if applicable)		5.00 MB	
Przejdź... Nie wybrano pliku. download	Current student status (certificate of enrollment in master studies)	yes	5.00 MB	
Przejdź... Nie wybrano pliku. download	Bachelor Transcript of Records	yes	5.00 MB	
Przejdź... Nie wybrano pliku. download	Learning agreement (proposed study program at the Host University)	yes	5.00 MB	
Przejdź... Nie wybrano pliku.	Language certificate (The linguistic criteria may differ depending on the university and the study program you apply for. Please check the admission requirements of the particular study program. The language certificate might be relevant for any kind of study program or the admission process, although they are not excluding criteria within the scholarship selection process.)		5.00 MB	
Przejdź... Nie wybrano pliku.	Passport copy (Please note that to be eligible to participate in the mobility programme, your passport soft copy must be presented by the 28th December 2015 at the latest (if you do not hold an international passport at the moment of submitting application) to ensure the mobility start in spring semester of the academic year 2015/16.)		5.00 MB	
Przejdź... Nie wybrano pliku.	Other 1 (Certificate of any academic achievements)		5.00 MB	
Przejdź... Nie wybrano pliku.	Other 2 (Certificate of any academic achievements)		5.00 MB	
Przejdź... Nie wybrano pliku.	Other 3 (Certificate of any academic achievements)		5.00 MB	
Przejdź... Nie wybrano pliku.	Official proof of vulnerability		5.00 MB	
Przejdź... Nie wybrano pliku.	Official proof of disability		5.00 MB	
Przejdź... Nie wybrano pliku. download	Application Form	yes	5.00 MB	

[UPLOAD FILES](#)

Your application is almost complete!
Please download your application form, print it out and sign. [Download](#)
Please scan the printed and signed application form and attach it online.
When all compulsory documents are uploaded please submit your application by clicking on the button "send".
You will receive the confirmation email.

[ZŁÓŻ APLIKACJĘ ->](#)

Final confirmation will be needed:

Type of file	Compulsory	Max. size	Status
Photo (size 236x295 px)		500.00 Kb	
Curriculum Vitae (European CV - Europass)	yes	5.00 MB	OK
Motivation letter (maximum 2 pages)	yes	5.00 MB	OK
Bachelor diploma (if not yet obtained, provisional certificate on bachelor studies completion)	yes	5.00 MB	OK
Master Transcript of Records (if applicable)		5.00 MB	
Current student status (certificate of enrollment in master studies)	yes	5.00 MB	OK
Bachelor Transcript of Records	yes	5.00 MB	OK
Application process has been completed. Please confirm the final submission of your application form: OK, I want to submit my application form or Cancel, I do not want to submit my application form yet.			
		5.00 MB	
		5.00 MB	
Other 1 (Certificate of any academic achievements)		5.00 MB	
Other 2 (Certificate of any academic achievements)		5.00 MB	
Other 3 (Certificate of any academic achievements)		5.00 MB	
Official proof of vulnerability		5.00 MB	
Official proof of disability		5.00 MB	
Application Form	yes	5.00 MB	OK

Your application is almost complete!

Please download your application form, print it out and sign. [Download](#)

Please scan the printed and signed application form and attach it online.

When all compulsory documents are uploaded please submit your application by clicking on the button "send".

You will receive the confirmation email.

After submission **confirmation email** will be sent to your email address.

GOOD LUCK