Erasmus+ Traineeship a.y. 2019/2020 – Guidelines for on-line application form

Log in with your email-address and password, in order to identify and verify your personal data.

Please check your personal data before applying, in particular the section "Anagrafica" and "Recapiti"

1	Enter: USERNAME PASSWORD
2	Select BANDI DI MOBILITA' – under MOBILITA' INTERNAZIONALE in the right hand column
3	You can then select the call related with your Department, click on the hand lens on your right.
4	Select ISCRIZIONE AL BANDO to complete your online application.
5	Select your "Gruppo Paese", choosing the language you are supposed to use for your internship.
6	Click on LIBRETTO to check your exams. **Note**: If you have passed exams not yet registered on your libretto, or if you have achieved the First Level Degree in another University, you have to certify all the data (exams and final mark) in the Annex 2

IMPORTANT: students who declare that they do not have any language knowledge (or if they declare

to have some language certificates)   must fill the Annex 2 (Upload documents).

SUBMIT

Upload the Annex 2 that is mandatory. You may upload additional documents that you think might contribute to your profile. In this case, select in the drop-box list and describe the documents uploaded.

Note: the step "VISUALIZZA BOZZA CANDIDATURA non definitiva" does not mean you have submitted your application. You can finalize your application later.

- Check your data and verify the upload documents
- Follow the instructions to confirm your data

You can click on INVIO CANDIDATURA DEFINITIVA E STAMPA (final step) when uploaded the Annex 2

(If you need to unsubscribe your application select "RIMUOVI ISCRIZIONE AL BANDO")

SUBMISSION OF ON-LINE APPLICATION

If you have checked your data and uploaded the Annex 2 and/or other additional documents, you can select INVIO CANDIDATURA DEFINITIVA E STAMPA.

ATTENTION: if your application is submitted successfully, this will be marked with a green LED light and this means that your application cannot be amended nor removed. Your application is submitted.

You have to save and keep the printed copy.   We do not require a paper version of your application.

CONFIRMATION APPLICATION SUBMITTED: After submitting your Application Form, each candidate will receive an automatic confirmation e-mail on your UNIMORE email address.

ATTENTION: the confirmation email is automatically sent each day from **02.00 a.m**.

Please check in your SPAM folder as well.

- In case you do not receive it, you have to get in touch with the studentmobility@unimore.it

- Should you have **technical problems** related to the application submission, please contact webhelp@unimore.it.

BEFORE STARTING, PREPARE ALL THE DOCUMENTS YOU HAVE TO UPLOAD IN SUPPORT OF YOUR ONLINE APPLICATION:

- Check your personal data

- Fill the Annex 2 - MANDATORY

- Upload documents (Annex 2, CV and/or other additional documents)

- **Submit the online application by using the button:** INVIO CANDIDATURA DEFINITIVA E STAMPA

If you need to contact us with regard to your application please write an email to studentmobility@unimore.it