FILLING IN THE MOBILE+2 APPLICATION FORM

TUTORIAL: HOW TO DO IT RIGHT

With the support of the Erasmus+ programme of the European Union.
Dear applicant,

Thank you for your interest in participating in the MOBILE+2 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: http://mobileplus2.up.pt/ and also with the FAQs section, which is 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+2 Team
To start your application form you must create a new Username and Password.

- 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.

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

**Undergraduate (mobility)**

- Personal details
- Home institution
- Academic background
- Employment experience
- Language skills
- Publications
- Mobility proposal
- Proposed host universities
- Motivation and added value
- Documents upload

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**STEP 2**

**Fill in each of the 10 sections of the application form.**

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**Caption**

- This section of the form is not properly filled in.
- This section of the form is properly filled in.

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**- TIP -**

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

- TIP –
Don’t forget to save the data before going back to the list of sections.
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.
1. 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 *

<table>
<thead>
<tr>
<th>Current state *</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Currently being attended</td>
</tr>
<tr>
<td>☐ Concluded</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name of course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
</tr>
<tr>
<td>Country *</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of award * (Year-Month)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Grade obtained</th>
</tr>
</thead>
</table>

| 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

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>☐ Concluded</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name of course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
</tr>
</tbody>
</table>

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

1. 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

- 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.
### 5. Language skills

**Mother tongue**

- [ ] English
- [ ] Other

**Other languages**

1. [ ] ____________
   - Listening ____________
   - Reading ____________
   - Writing ____________
   - Speaking ____________

2. [ ] ____________
   - Listening ____________
   - Reading ____________
   - Writing ____________
   - Speaking ____________

3. [ ] ____________
   - Listening ____________
   - Reading ____________
   - Writing ____________
   - Speaking ____________

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**TIP**

Be realistic and don’t oversell yourself, as an interview may be done during the selection process.
Even if you have no relevant publications for the mobility proposal, indicate other publications as it proves your merit and dedication.
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+2 website. This person will guide you.
ATTENTION:
If you are concluding your degree course at your institution before September 2017 you must of course choose 2nd Semester 2016/2017 (February 2017 to July 2017)

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

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.
- TIP –
Double check the documents you upload as there is no option to delete a document after uploading it.

- TIP –
The red dots indicate what are the mandatory documents in your case.
- **TIP** – Don’t forget to include a translation of the official documents issued by your university in case these are not in English, Portuguese or Spanish.

**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**.
- TIP –
Don’t forget to include the documents proving your favourable condition, otherwise it won’t be taken into consideration during the selection stage.

- TIP –
Recommendation letters, certificates of participation in conferences, etc. may be uploaded to allow U.Porto to get to know more about your profile.
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo (Mandatory for all applicants)</td>
<td>(jpg, jpeg)</td>
</tr>
<tr>
<td>Video (Optional)</td>
<td>(avi, mov, mpg, wmv, zip)</td>
</tr>
<tr>
<td>Identity (Mandatory for all applicants)</td>
<td>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.</td>
</tr>
<tr>
<td>Passport (Optional)</td>
<td>(pdf)</td>
</tr>
<tr>
<td>Certificate of degree (Mandatory for Master (mobility), Doctorate (mobility), Academic Staff, Administrative Staff)</td>
<td>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.</td>
</tr>
<tr>
<td>Transcript of records (Mandatory for Undergraduate (mobility), Master (mobility), Doctorate (mobility))</td>
<td>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.</td>
</tr>
<tr>
<td>Support from home (Mandatory for all applicants)</td>
<td>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.</td>
</tr>
<tr>
<td>Enrollment in degree course (Mandatory for Undergraduate (mobility), Master (mobility), Doctorate (mobility))</td>
<td>Statement issued by the Home Institution (partner) regarding the applicant’s enrollment in the degree course.</td>
</tr>
</tbody>
</table>

**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.

- TIP –
Make sure you don’t want to do any additional change, as after submitting the form no more changes are possible.