

Detailed description of how to fill in the JoinEU-SEE ONLINE APPLICATION

This page provides you with an overview of the different sections of your online application:

- Email
- Password: For user-friendly reasons, you are advised to change your password
- Main data
- Profile
- Language Skills
- Motivation Statement
- Application Documents
- Priority 1/Priority 2
- View & submit your application

Step 1

Step 2

Click here to start your online application

You can only enter step 2, once you have completed step 1, which means all (at main data, profile, language skills, motivation statement) have turned into .

Once you have finished step 1, click on “finish data entry” in order to proceed to step 2.

Please note that you cannot change anything within step 1 anymore, once you have clicked on “finish data entry”.

MAIN DATA

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Scholarship scheme for academic exchange between EU and Western Balkan countries

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Main Data

gender: required

first name: required

last name: required

father's or mother's name: only applicable for wb students; not applicable for staff

street, nr: required

citycode / city: required

country: required

telephone (inkl. country code): required

title: required

date of birth: required

nationality: required

how did you get to know about this programme?:

Photo

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In order to facilitate the selection process, please indicate your father's or mother's name, if you are registered at a Western Balkan partner university.

Here is the link, in order to find out, which universities are WB partner universities: <http://www.joineusee.eu/content.aspx?sm=0&men=8&AID=8>

title:

- None
- Bachelor
- Master
- PhD
- Associate Professor
- Professor
- Other

Please indicate which of these levels you have already successfully completed at a higher education institution.

PROFILE

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My Account Profile

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the home university you are currently enrolled at or where you have completed a degree.

current academic degree:

current status:

number of student's index:

current field of study:

current level of study:

number of semesters studied in current field of study:

start of current field of studies:

have you previously received an emecw or erasmus mundus grant?

have you resided or carried out your main activity (studies, work, etc.) for more than a total of 12 months over the last five years in one of the european countries (only applicable for wb students; not applicable for staff)? Yes

start of mobility:

you will be notified of the selection results by the middle of may, 2011 at the latest.

type of mobility:

target group:

Visa information (to be filled in only if applicable)
please check whether you will need a visa to enter the country where the host university of your choice is located.

place of birth:

passport nr.:

date of issue:

place of issue:

valid until:

personal id no.:

Save Cancel

In "main data" you have indicated your title. Please describe now, in which academic field you have received this title.

Are you a student or a staff? Only those applicants, who would like to apply as staff, are asked to choose "staff" here. All other applicants are asked to choose "students" here.

Only for target group 2 & 3: Did you already graduate? Are you not currently registered as a student? In this case please describe your last field of study, which you have already successfully completed.

Undergraduates: 1 semester or 1 academic year (max. 10 months)

Master exchange: 1 semester or 1 academic year (max. 10 months)

Master degree: 12 or 22 months (depends on the length of your study programme)

Doctorate exchange: 6 or 10 months

Doctorate degree: 34 months

Post-doctorate: 6 or 10 months

Staff: 1 month (= 30 days)

Target group 1:

Please indicate at which partner university you are currently registered/employed. Don't use "other", as target group 1 students need to be currently (= February 2011) registered/employed at one of the partner universities (see: <http://www.joineusee.eu/content.aspx?sm=0&men=8&AID=8>)

Target group 2 (only WB students):

- If you are currently registered as a regular student or if you have already graduated at one of the **non-partner Western Balkan universities**, please choose "other" and type in the name of **this Western Balkan university**.
- If you have already graduated at one of the **10 Western Balkan partner universities**, please choose this university from the list.

Target group 3 (only WB students):

the same as target group 2.

In the last five years means February 2006 – February 2011



LANGUAGE SKILLS

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Language Skills

native language

what foreign languages do you know? how would you rate your knowledge of the foreign language(s)? note that you will have to submit language certificates to confirm your level of language skills.

language 1

speaking

writing

reading

understanding

language 2

speaking

writing

reading

understanding

language 3

speaking

writing

reading

understanding

language 4

speaking

writing

reading

understanding

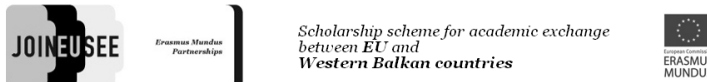
Please be aware, that you need to upload language certificates for all the languages, which you indicate here.

Language certificates for the language of instruction at host university: All applicants need to check the general information sheet of the respective host university on the website and upload the required language certificates which are mentioned in the general information sheet (see: <http://www.joineusee.eu/content.aspx?sm=0&men=8&AID=8>)

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MOTIVATION STATEMENT

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Motivation Statement

please describe in a text of about 1 page why you would like to participate in the programme. what is it specifically about the university that you are applying for that attracts you? why are you a good candidate for this programme? what distinguishes you from other applicants? in what way do you think that participation in this programme will play a role in your future beyond the duration of the programme?

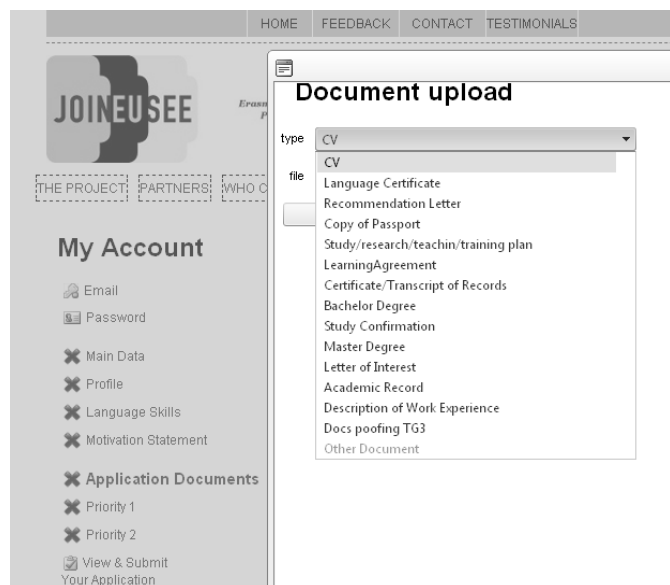
maximum amount of 4000 characters

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STEP 2: APPLICATION DOCUMENTS

It's essential to have a look at <http://www.joineusee.eu/content.aspx?sm=0&men=2&AID=19> in order to find out which documents you have to upload.

These are the types of documents you can upload:



Please note:

All documents attached in electronic form will also have to be handed in as original documents at the host institution once you got selected.

Please note:

It's the responsibility of the applicant that all obligatory documents are uploaded.

Please note:

In case you don't have all required documents now (e.g. you don't have obtained your degree yet, but you will have obtained it once the mobility starts), please get in touch with your respective host university. In case the official [JoinEU-SEE contact person](#) at the host university exceptionally agrees, that some documents can be sent after the call's deadline, this email conversation should be copied & pasted and

uploaded as an explanation. In case your application is successful, you will be conditionally accepted and you will be given a certain deadline in order to submit the missing document. **Please note though that applicants who have completed their applications by uploading all required documents will be favored.**

Please note:

You are **requested** to upload a scanned version of all **your original documents** (transcripts of record, diploma, degree certificates, language certificates etc.) In addition, scanned versions of **certified translations** of all these documents into English or the language of your host country are **obligatory!**

Please note:

Your CV needs to be filled in as accurately as possible. It should be made evident that you have not resided nor carried out your main activity (studies, work, etc.) for more than a total of 12 months over the last five years (February 1, 2006 – February 1, 2011) in one of European countries (*Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom, Turkey, Iceland, Liechtenstein, Norway*)

Please note: If you belong to target group 2, you must:

1. upload a document which certifies that you are currently registered as a regular student at a non-partner Western Balkan university or
2. if you are not a student anymore, but graduated some time ago at any Western Balkan university (partner as well as non-partner universities), please upload your degree certificates in order to prove that you have obtained a degree from a higher education institution at any Western Balkan university

Please note:

If you belong to target group 3, you must upload a document proving that you find yourself in a vulnerable situation. If you are not sure whether you belong to a vulnerable group (belong to target group 3) and/or how to prove this vulnerable situation by providing necessary documents, please contact our associate partner Istituto per l'Europa Centro-Orientale e Balcanica at <http://www2.spfo.unibo.it/balkans/eurobalk.html> or unibo.eurobalk@unibo.it



STEP 2: PRIORITY 1/2: choose your host university, field of study, duration and begin date

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Application Priority 1

indicate your first choice for a host university.

host university

field of study

name of study programme

duration

begin date

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Undergraduates: 1 semester or 1 academic year (max. 10 months)

Master exchange: 1 semester or 1 academic year (max. 10 months)

Master degree: 12 or 22 months (depends on the length of your study programme)

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Application Priority 2

indicate your second choice for a host university.

host university

field of study

name of study programme

duration

begin date

Save Cancel

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For undergraduates and master:

Please check the general information sheet of your host university in order to find out when the winter term 2011/12 (and/or the orientation week) is starting

For post-docs and doctorates:

Any time between July 2011 and December 31, 2011

For staff:


Any time between July 2011 and spring 2014

Only undergraduates and master exchange students may apply for a 2nd choice of host university!

Master degree, Doctorate exchange, Doctorate degree, Post-doctorates and Staff may only apply for one host university.


LAST STEP: SUBMIT YOUR APPLICATION before February 1, 23.59h

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Your Application**

Welcome

current status of your application:

Finish Data Entry


step 1

finish data entry and continue to application. after this your profile data cannot be changed any longer!



Finish Application

step 2

finish host university selection and submit your application

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Once you have completed step 1 and step 2, which means all  have turned into , you can click on “Finish Application” in order to submit your application. Please submit your application before February 1, 2011 at 23.59h.

Please note that you cannot change anything anymore, once you have submitted your application!

GOOD LUCK WITH YOUR APPLICATION!

Please carefully read all information provided at the website www.joineusee.eu

Only in case you cannot find answers to your specific questions online at www.joineusee.eu, please proceed as follows:

- If you have any specific question concerning your eligibility please contact
 - your home university if you belong to TG 1 (see <http://www.joineusee.eu/content.aspx?AID=46>)
 - joineusee@uni-graz.at if you belong to TG 2
 - If you are not sure whether you belong to a vulnerable group (belong to target group 3) and/or how to prove this vulnerable situation by providing necessary documents, please contact our associate partner **Istituto per l'Europa Centro-Orientale e Balcanica** at <http://www2.spfo.unibo.it/balkans/eurobalk.html> or unibo.eurobalk@unibo.it
- If you have any specific question concerning the academic offer at your host university, please contact your host university (see: <http://www.joineusee.eu/content.aspx?AID=46>)
- If you have any technical problems concerning the online application please contact joineusee@uni-graz.at