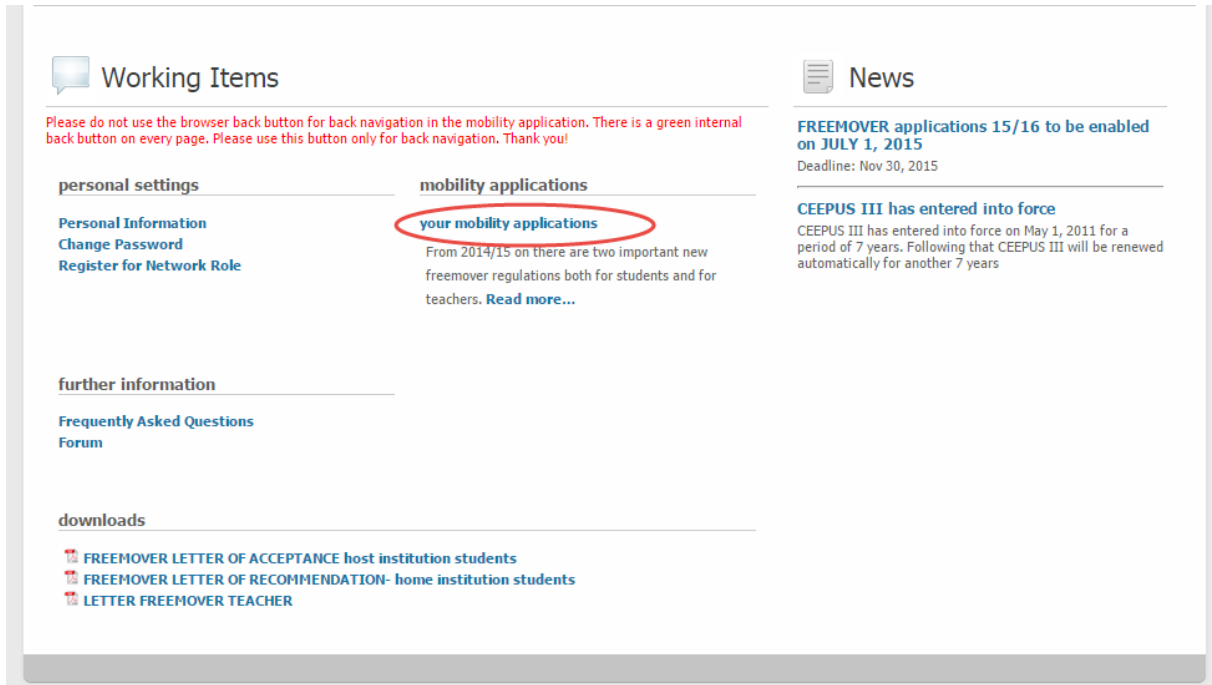


# HOW TO CREATE A NEW FREEMOVER APPLICATION

## STEP 1

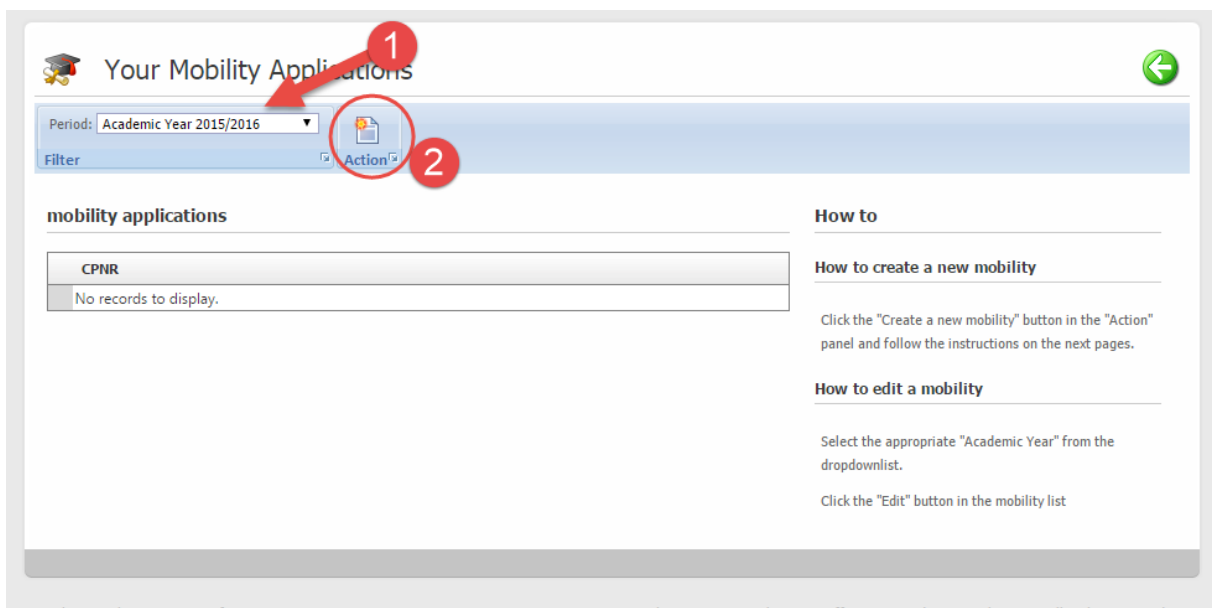
Click „your mobility application“



The screenshot shows a user interface with two main columns. The left column is titled "Working Items" and contains several sections: "personal settings" with links for "Personal Information", "Change Password", and "Register for Network Role"; "mobility applications" with a link for "your mobility applications" (circled in red) and a paragraph of text; "further information" with a link for "Frequently Asked Questions Forum"; and "downloads" with three document icons and links for "FREEMOVER LETTER OF ACCEPTANCE host institution students", "FREEMOVER LETTER OF RECOMMENDATION- home institution students", and "LETTER FREEMOVER TEACHER". The right column is titled "News" and contains two news items: "FREEMOVER applications 15/16 to be enabled on JULY 1, 2015" with a deadline of Nov 30, 2015, and "CEEPUS III has entered into force" with a paragraph of text.

## STEP 2


Select the appropriate "Academic Year" from the dropdown list.  
Click the "Action" button.




The screenshot shows the "Your Mobility Applications" page. At the top, there is a header with a graduation cap icon and a green back arrow. Below the header, there is a "Period:" dropdown menu set to "Academic Year 2015/2016" (indicated by a red arrow and a '1'). To the right of the dropdown is an "Action" button with a document icon, circled in red with a '2'. Below the dropdown and button, there is a "Filter" section. The main content area is titled "mobility applications" and contains a table with one row: "CPNR" and "No records to display." To the right of the table, there is a "How to" section with two sub-sections: "How to create a new mobility" and "How to edit a mobility". The "How to create a new mobility" section contains the text: "Click the 'Create a new mobility' button in the 'Action' panel and follow the instructions on the next pages." The "How to edit a mobility" section contains the text: "Select the appropriate 'Academic Year' from the dropdownlist." and "Click the 'Edit' button in the mobility list".

### STEP 3

Click the option "NO" if you want to create a "CEEPUS Freemover Application".  
Click the button "next step" to continue.



## CEEPUS Mobility Wizard



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### CEEPUS Mobility Wizard - Step 1

It is our pleasure to make applying as comfortable as possible for you. To this end, the CEEPUS Mobility Wizard will guide you through the process.

To get started, please choose one of the following answers and then click on the button "next step".

**YES,**  
I know that both my home institution and the host institution, where I would like to study/ teach, belong to the same network and I also know the number of my CEEPUS Network (= CEEPUS Network Number, "CPNR").

**NO,**  
I don't know whether my home institution and the host institution where I would like to study/teach belong to the same network OR I think I should apply as a Freemover.

---

### How To

Click the option "YES" if you know your CEEPUS Network and/or if you are searching for a "CEEPUS Network Mobility".

Click the option "NO" if you want to search for a "CEEPUS Network Mobility" or if you want to create a "CEEPUS Freemover Application".

Click th button "next step" to continue.

Here is a short explanation to assist you in choosing the correct answer:

**Home Institution:** this is the institution, where you are currently studying or teaching.

**Host Institution:** this is the institution abroad, where you would like to study or teach.

**Network:** a network is a CEEPUS project consisting of at least 3 universities (from at least 2 different CEEPUS countries) dedicated to certain objectives and exchange actions.

**Unit:** this can be a university department, faculty or center. We also call it "ppu" within a network which stands for "Participating Unit".

## STEP 4

Here is a short explanation to assist you in choosing the correct answer:

- **Home Institution:** this is the institution, where you are currently studying or teaching.
- **Host Institution:** this is the institution abroad, where you would like to study or teach.
- **Network:** a network is a CEEPUS project consisting of at least 3 universities (from at least 2 different CEEPUS countries) dedicated to certain objectives and exchange actions.
- **Unit:** this can be a university department, faculty or center. We also call it "PPU" within a network, which stands for "Participating Unit".

### New Mobility Application

#### 1 CEEPUS Mobility Wizard - Step 2

I hereby confirm that this is my own account and that I am creating a mobility application for myself. Please note that it is **strictly forbidden to create mobility applications for other persons** from this account.

Academic Year:

Home Country:

Home Institution:

Home Unit:

Mobility Type:

Host Country:

#### How To

Please accept the disclaimer at the top and fill in your data.

Click the button "next step" to continue.

Here is a short explanation to assist you in choosing the correct answer:

**Home Institution:** this is the institution, where you are currently studying or teaching.

**Host Institution:** this is the institution abroad, where you would like to study or teach.

**Network:** a network is a CEEPUS project consisting of at least 3 universities (from at least 2 different CEEPUS countries) dedicated to certain objectives and exchange actions.

**Unit:** this can be a university department, faculty or center. We also call it "ppu" within a network which stands for "Participating Unit".

## Example

### New Mobility Application

#### CEEPUS Mobility Wizard - Step 2

I hereby confirm that this is my own account and that I am creating a mobility application for myself. Please note that it is **strictly forbidden to create mobility applications for other persons** from this account.

Academic Year:

Home Country:

Home Institution:

Home Unit:

Mobility Type:

Host Country:

#### Freemover Mobility Application:

The Home Unit you have filled in is not in a network for the selected academic year, but you can create a freemover mobility application.

Host Institution:

Host Unit:

#### How To

Please accept the disclaimer at the top and fill in your data.

Click the button "next step" to continue.

Here is a short explanation to assist you in choosing the correct answer:

**Home Institution:** this is the institution, where you are currently studying or teaching.

**Host Institution:** this is the institution abroad, where you would like to study or teach.

**Network:** a network is a CEEPUS project consisting of at least 3 universities (from at least 2 different CEEPUS countries) dedicated to certain objectives and exchange actions.

**Unit:** this can be a university department, faculty or center. We also call it "ppu" within a network which stands for "Participating Unit".

## STEP 5

This is the top view of the FREEMOVER mobility application, divided in several sections. To help you keep track of work still required on the application, the sections are color-coded:

- **Green:** all necessary data have been entered, nothing more to do.
- **Red:** not all necessary data have been entered yet.
- **Entries:** shows you how many entries are currently in your applications for this section.
- **min - max:** this is to show you what is the minimum and what is the maximum amount of entries for a section.

You can edit any section by clicking the "Edit" button in the same row.

Freemover: CIII-Freemover-1415-unsubmitted

### Freemover Application Form

section	entries	min - max	Edit
<b>Basedata</b> Basedata	1x	1	Edit
<b>Personal Data</b> Personal Data	1x	1	Edit
<b>Address</b> Address	1x	1 - 3	Edit
<b>Field of study</b> What exactly are you studying? What is your field of interest?	0x	1	Edit
<b>Motivation</b> Motivation	0x	1	Edit
<b>Education</b> Education	0x	1 - 9	Edit
<b>Knowledge of Languages</b> Knowledge of Languages	0x	1 - 9	Edit

### How to

This is the top view of the freemover mobility application, divided in several sections. To help you keep track of work still required on the application, the sections are color coded:

- green all necessary data have been entered, nothing more to do.
- red not all necessary data have been entered yet.

Entries: shows you how many entries there currently are in your applications for this section.

min - max: this is to show you what is the minimum and what is the maximum amount of entries for a section.

You can edit any section by clicking the "Edit" button in the same row.

## STEP 5.1

### Edit your Basedata

#### Freemover: CIII-Freemover-1415-unsubmitted

##### Freemover Mobility Application

Freemover Type: CEEPUS Freemover  
Academic Year: Academic Year 2014/2015

Home Country: Slovakia  
Home Institution: Alexander Dubcek University in Trencin  
Home Unit: My home unit is not on the list

Host Country: Albania  
Host Institution: Agricultural University of Tirana  
Host Unit: My host unit is not on the list  
Please fill in your host unit here.

Mobility Type: Student  
Possible start date:   
Tendered Student Months:

##### Document Uploads

FREEMOVER LETTER OF ACCEPTANCE host institution / TEACHER LETTER	Edit Upload
FREEMOVER LETTER OF RECOMMENDATION home institution	Edit Upload
"ACADEMIC EQUAL STATUS" Document	Edit Upload

Cancel Save

##### How to

**Possible start date:** the earliest date you could start your study stay abroad.

**Tendered Student Months:** the number of months you are applying for

##### Student Uploads

You need to upload 3 documents:

- 2x the Freemover Letter of Recommendation by teachers at your home institution
- 1x the Letter of Acceptance by your host institution.

You can upload as many documents as you want. You will find the form below in the "Important Downloads" section or on the mobility desktop.

##### Teacher Uploads

You will need to upload one document, "Letter Freemover Teacher CEEPUS III". You can upload as many documents as you want. You will find the form below in the "Important Downloads" section or on the mobility desktop.

##### ACADEMIC EQUAL STATUS Upload

**Who should use the "ACADEMIC EQUAL STATUS" upload function?**

Applicants **WITHOUT** citizenship of any of the CEEPUS countries but having "Academic Equal Status" in one of the CEEPUS countries.

Stateless persons and refugees living and studying/teaching in a CEEPUS country should upload the respective documents.

Applicants who hold both the citizenship of a CEEPUS country PLUS "Equal Status" in another CEEPUS country should upload their "Academic Equal Status" document **ONLY IF** they are based in this country.

Please also see our FAQs under "Who is eligible for a CEEPUS grant".

##### Important Downloads

- FREEMOVER LETTER OF ACCEPTANCE - host institution students
- FREEMOVER LETTER OF RECOMMENDATION - home institution students
- LETTER FREEMOVER TEACHER

- **Possible start date:** the earliest date you could start your study stay abroad.
- **Tendered Student Months:** the number of months you are applying for
- **Documents Uploads**

★ **Important notice:** If you are applying for a country that requires the upload at a later stage, you will be notified accordingly. In this case you shall only obtain the documents THEN and not any earlier. For 1516 this only applies to Austria.

Freemover: CIII-Freemover-1415-unsubmitted

---

### Freemover Mobility Application

Freemover Type: CEEPUS Freemover  
Academic Year: Academic Year 2014/2015

Home Country:

Home Institution:

Home Unit:

.....

Host Country:

Host Institution:

Host Unit:

Mobility type:

Possible start date:

Tendered Student Months:

### How to

**Possible start date:** the earliest date you could start your study stay abroad.

**Tendered Student Months:** the number of months you are applying for

### Student Uploads

You need to upload 3 documents:

- 2x the Freemover Letter of Recommendation by teachers at your home institution
- 1x the Letter of Acceptance by your host institution.

You can upload as many documents as you want. You will find the form below in the "Important Downloads" section or on the mobility desktop.

### Teacher Uploads

You will need to upload one document, "Letter Freemover Teacher CEEPUS III". You can upload as many documents as you want. You will find the form below in the "Important Downloads" section or on the mobility desktop.

### ACADEMIC EQUAL STATUS Upload

**Who should use the "ACADEMIC EQUAL STATUS" upload function?**  
Applicants **WITHOUT** citizenship of any of the CEEPUS countries but having "Academic Equal Status" in one of the CEEPUS countries.  
Stateless persons and refugees living and studying/teaching in a CEEPUS country should upload the respective documents.  
Applicants who hold both the citizenship of a CEEPUS country PLUS "Equal Status" in another CEEPUS country should upload their "Academic Equal Status" document **ONLY IF** they are based in this country.  
Please also see our FAQs under "Who is eligible for a CEEPUS grant".

### Important Downloads

- [FREEMOVER LETTER OF ACCEPTANCE - host institution students](#)
- [FREEMOVER LETTER OF RECOMMENDATION - home institution students](#)
- [LETTER FREEMOVER TEACHER](#)

---

### Document Uploads

FREEMOVER LETTER OF ACCEPTANCE host institution / TEACHER LETTER

FREEMOVER LETTER OF RECOMMENDATION home institution

"ACADEMIC EQUAL STATUS" Document

Click **"Edit Upload"** to choose the file you want to upload.

Formats: PDF, JPG, JPEG, PNG

Click on **"Upload"**

**View:** allows you view and check that you have uploaded the correct file. If not, use the trash icon to delete.

#### FREEMOVER LETTER OF ACCEPTANCE host institution / TEACHER LETTER

#### Files

Filename
No records to display.

#### How to

Click **"Select"** to choose the file you want to upload. Tip: please name the file in a self-explanatory and precise way.

Formats allowed: PDF, JPG, JPEG, PNG

Click on **"Upload"**

**View:** allows you view and check that you have uploaded the correct file. If not, use the trash bin icon to delete.

## **Student Uploads**

You need to upload 3 documents:

- 2x the Freemover Letter of Recommendation by teachers at your home institution
- 1x the Letter of Acceptance by your host institution

You can upload as many documents as you want.

You will find the form below in the "Important Downloads" section or on the mobility desktop.

## **Teacher Uploads**

You will need to upload one document:

- "Letter Freemover Teacher CEEPUS III"

You can upload as many documents as you want.

You will find the form below in the "Important Downloads" section or on the mobility desktop.

## **ACADEMIC EQUAL STATUS Upload**

**Who should use the "ACADEMIC EQUAL STATUS" upload function?**

- Applicants **WITHOUT** citizenship of any of the CEEPUS countries but having "Academic Equal Status" in one of the CEEPUS countries.
- Stateless persons and refugees living and studying/teaching in a CEEPUS country should upload the respective documents.
- Applicants who hold both the citizenship of a CEEPUS country PLUS "Equal Status" in another CEEPUS country should upload their "Academic Equal Status" document **ONLY IF** they are based in this country.

Please also see our FAQs under "Who is eligible for a CEEPUS grant".

## **IMPORTANT DOWNLOADS**



[\*\*FREEMOVER LETTER OF ACCEPTANCE - host institution students\*\*](#)





[\*\*FREEMOVER LETTER OF RECOMMENDATION - home institution students\*\*](#)



[\*\*LETTER FREEMOVER TEACHER\*\*](#)

## STEP 5.2

### Edit Personal Data and Address

 Freemover: CIII-Freemover-1415-unsubmitted 



---

**Personal Data**

Title	<input type="text"/>
Position	<input type="text"/>
Firstname	<input type="text" value="Marlene"/>
Lastname	<input type="text" value="Grubeck-Grabner"/>
Birthplace	<input type="text"/>
Country of birth	<input type="text" value="Angola"/>
Date of birth	<input type="text" value="01.01.1900"/>
Citizenship	<input type="text" value="Angola"/>
Gender	<input type="text" value="female"/>
E-Mail	<input type="text" value="marlene.grubeck-grabner@ceepus.info"/>



CEEPUS needs to be able to contact you! So, please be so kind to enter at least one address. You may enter more than one address, if this is convenient for you.

If you do so, though, you need to click on the tick box next to "Is this your default address?" to indicate your main address.

 Freemover: CIII-Freemover-1415-unsubmitted 

---

**Address**

 Freemover: CIII-Freemover-1415-unsubmitted 

---

**Address**



Street	<input type="text"/>
ZIP Code	<input type="text"/>
City	<input type="text"/>
Country	<input type="text" value="Austria"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
is default	<input checked="" type="checkbox"/>



### **STEP 5.3**

Edit Field of Study, Motivation, Education and Knowledge of Languages

#### Field of Study

 Freemover: CIII-Freemover-1415-unsubmitted 

---

**Field of study**

**How to**

**Students**  
Please indicate the subject you are enrolled for at your home university.

**Teachers**  
Please indicate your main scientific/teaching interest.

---

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- **Students**  
Please indicate the subject you are enrolled at your home university.
- **Teachers**  
Please indicate your main scientific/teaching interest.

## Motivation and Short Description

### Motivation

- **Students**

You need to explain convincingly why you will award a grant, tell us a bit about yourself:

- What is your field of study at your home university?
- How good are your grades?
- Why do you apply for a CEEPUS grant?
- Why are you applying for this specific country/county/project?
- What exactly do you plan to do at your host institution?
- Which lectures, courses etc. do you plan to attend and why?
- What have you done in preparation of your study stay abroad?

- **Teacher**

Please list your planned teaching/supervising assignments and why you would like to visit your host institution.





NOTE: as this field is accessible even after submit, please edit your entry once you know the precise assignment data.

### Short Description

Tell us a bit about yourself:

- What have you been doing?
- What would you like to achieve?
- What are your strengths?

 **Freemover: CIII-Freemover-1415-unsubmitted** 

---

#### Motivation

#### How to "Motivation"

**Students**

You need to explain convincingly why you should be awarded a grant, tell us a bit about yourself:

- What is your field of study at your home university?
- How good are your grades?
- Why do apply for a CEEPUS grant?
- Why are you applying for this specific country/county/project?
- What exactly do you plan to do at your host institution?
- Which lectures, courses etc. do you plan to attend and why?
- What have you done in preparation of your study stay abroad?

**Teacher**

Please list your planned teaching/supervising assignments here and why you would like to visit your host institution.

#### Short Description

#### How to "Short Description"

Tell us a bit about yourself:

- What have you been doing?
- What would you like to achieve?
- What are your strengths?

CancelSave

## Education

Freemover: CIII-Freemover-1415-unsubmitted

**Education**

Typ:

University:   
 Field of Study:   
 Additional Information:

**How to**

**Completed vs. In Progress**

Select **Completed** for any level that you have completed with a degree. It is sufficient if you enter the last completed education.

Select **In Progress** for the level of education you are currently studying for.



Cancel Save

### Completed vs. In Progress

Select **“Completed”** for any level that you have completed with a degree. It is sufficient if you enter the last completed education.

Select **“In Progress”** for the level of education you are currently studying.

## Knowledge of Languages

 **Freemover: CIII-Freemover-1415-unsubmitted** 

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**Knowledge of Languages**

Language

Knowledge

---

**How to**

Please select as many CEEPUS languages as you are familiar with and also indicate the level of your competence.

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Please select as many CEEPUS languages as you are familiar with and indicate the level of your competence.

## ★ Unsubmitted Freemover Applications

Here you can see a short overview of all your data.

If you want to change them again (only for unsubmitted applications). You can do this by clicking on the "Open" button in the action panel.

OR

If you want to submit your application, click on the "send to NCO" button in the workflow panel.

**Freemover: CIII-Freemover-1415-unsubmitted**

Content Documents

Open HTML XML send to NCO

Action View Workflow

### Mobility Application

Applicant: Marlene Grubeck-Grabner  
Home Inst.: SK, Alexander Dubcek University in Trencin, .....  
Host Inst.: AL, Agricultural University of Tirana, Please fill in your host unit here.  
Mobility Type: Student

### Freemover

Academic Year: Academic Year 2014/2015  
Coordinator: ---  
Status: unsubmitted  
Created: [Marlene Grubeck-Grabner](#), 18.06.2015 09:44:30  
Last edit: [Marlene Grubeck-Grabner](#), 18.06.2015 09:44:30

### How to

Here you can see a short overview of all your data. Note that you can always check what exactly has happened to your application by checking the entry next to "Status".

**IMPORTANT CHANGES:** : the Freemover document policy has been updated!  
As of **14/15** the upload upon request policy **ONLY** applies for **AT!** With all other countries you can upload your documents already when submitting.  
If you still have an application for **13/14**, you will need to wait for the invitation to upload in you apply for a university in **AT, BiH, CZ and SK.**

### Unsubmitted Freemover Applications

Here you can see a short overview of all your data.  
If you want to change them again (only for unsubmitted applications), you can do this by clicking on the "Open" button in the action panel.  
If you want to submit your application, click on the "send to NCO" button in the workflow panel.

### Important Downloads

- [FREEMOVER LETTER OF ACCEPTANCE - host institution students](#)
- [FREEMOVER LETTER OF RECOMMENDATION - home institution students](#)
- [LETTER FREEMOVER TEACHER](#)