

How to apply?

ERASMUS+ KA107

International Relations Service



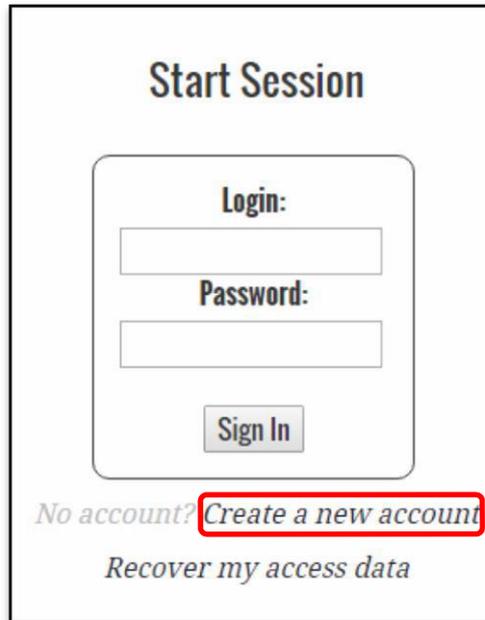
ICM - UVa
Erasmus+

This document is a brief guide for the students and staff interested in applying for a grant under the framework of the Erasmus + International Credit Mobility KA107 at the University of Valladolid. The application will be done through the web platform <http://www5.uva.es/uvamobplus/>. The following pages explain in detail the steps in order to complete the application.

How to apply?

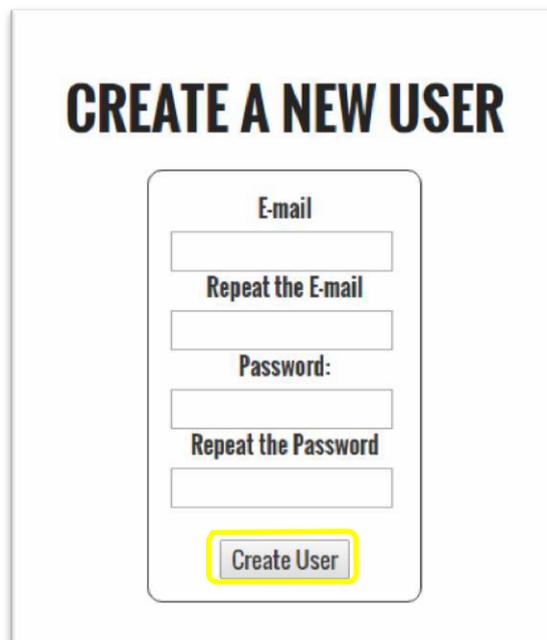
Step 1: Create a user account

You have to follow the link “Create a new account”



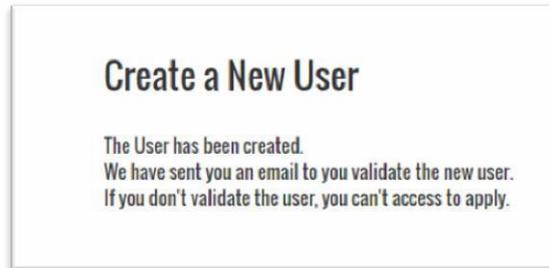
The screenshot shows a login form titled "Start Session". It contains two input fields: "Login:" and "Password:". Below these fields is a "Sign In" button. At the bottom of the form, there are two links: "No account? [Create a new account](#)" and "Recover my access data". The "Create a new account" link is highlighted with a red box.

Click on “Create a new account” and you will get access to a small form in which you will write your e-mail and password

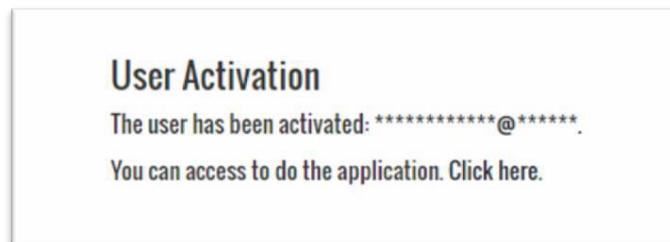


The screenshot shows a registration form titled "CREATE A NEW USER". It contains four input fields: "E-mail", "Repeat the E-mail", "Password:", and "Repeat the Password". Below these fields is a "Create User" button, which is highlighted with a yellow box.

You will receive an e-mail for you to validate the account



You have to click on the link to the validation. If you do it properly, you will receive the following message:



Step 2: Fill in the application

In order to start filling in the application you must log with the user name and password of step 1

List of application deadlines:

Once you have entered your personal area you will see the application deadlines. Click the green box to get access to the initial page of the personal area.

In order to start the application you have to click “Apply”. You will see the different information you have to fill in and save.

Information to fill in

You have to click each of the items in the list. When you complete the compulsory data of each item a symbol ✓ will be shown.

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HOME GENERAL INFORMATION PARTNERS COURSES APPLY CONTACTS LANG

User: *****@***** (Log Out)

Application form: 1INUVA128

- 1- Personal details ✓
- 2- Home institution ✓
- 3- Academic Background (Student) / Employment Experience (Staff) ✓
- 4- Language skills ✗
- 5- Proposed host Institution ✗
- 6- Uploaded documents ✗

I declare I have not received a grant within the framework of the Erasmus + Programme before or I have received a grant within the framework of the Erasmus + Programme inferior to 6 months
 I declare to have granted permission to have my name published in the website of the project or in any other format for dissemination purposes of the selection process.
 I declare, on my honor, that the information supplied by me in this application form is true and correct and that the documents uploaded are true.
 I declare having knowledge that, as candidate, I will have to supply all documents to support my eligibility for this project. In case I fail to do so my application will be automatically and immediately rejected.
 I have consulted with the contact person about the internal eligibility criteria that may exist in my home institution.

Finish Application

If you have any problems in completing the application contact ka107.erasmusplus@uva.es

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It is highly recommended to follow the list order as to fill in some items it is compulsory to have filled in the previous ones.

The compulsory data are shown in red. Don't forget to save the information by clicking "Save"

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HOME GENERAL INFORMATION PARTNERS COURSES APPLY CONTACTS LANG

User: *****@***** (Log Out)

Personal details

Applicant's personal details

Surname/Family name

Forenames/Given names

Date of birth

dd/mm/yyyy

Place of birth

Gender

-- Gender --

Nationality

-- Nationality --

ID/Passport (at least one)

Identity no.

Passport no.

Permanent Address

Street and number

Contact details

Telephone



Email

Alternative email

Additional Information

How did you get to know the project?

Have you applied at the same time for another financial support?

If yes, please specify which financial support

Are you in a particularly vulnerable socio-economic situation?

Do you have any physical disability?

If yes, please specify which physical disability



Proposal for Undergraduate and Master

You can choose the courses according to the type of mobility



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HOME GENERAL INFORMATION PARTNERS COURSES APPLY CONTACTS LANG ▾

User: *****@***** (Log Out)

Type of mobility
Undergraduate

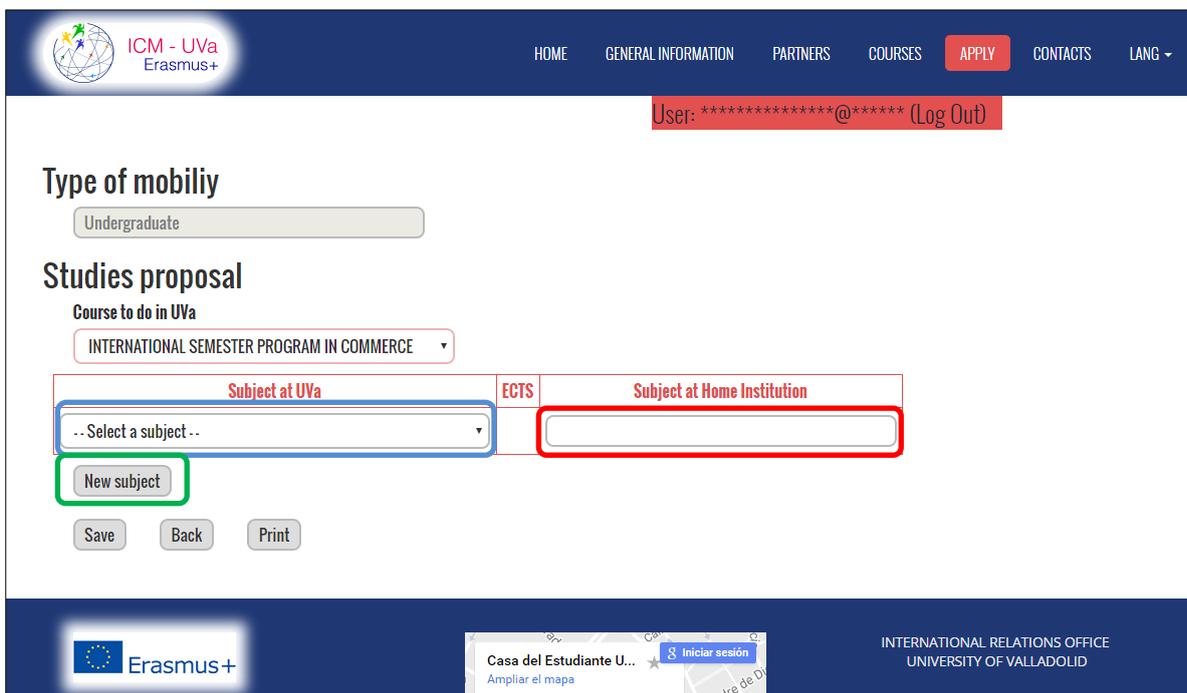
Studies proposal
Course to do in UVa
-- Course to do in UVa --

Save Back Print

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Firstly, you have to select the course you wish to follow at the UVa. Secondly, you will be able to see the subjects corresponding to the course.



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HOME GENERAL INFORMATION PARTNERS COURSES APPLY CONTACTS LANG ▾

User: *****@***** (Log Out)

Type of mobility
Undergraduate

Studies proposal
Course to do in UVa
INTERNATIONAL SEMESTER PROGRAM IN COMMERCE

Subject at UVa	ECTS	Subject at Home Institution
-- Select a subject --		

New subject

Save Back Print

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You will select the subjects by clicking “New subject”. The total number of ECTS is 30. You will have to fill in the red box “Subject at Home Institution” with the name of the subject for which you will obtain academic recognition at your home institution.

Below an example of the list of subjects

The screenshot shows the ICM - UVa Erasmus+ application interface. At the top, there is a navigation bar with links for HOME, GENERAL INFORMATION, PARTNERS, COURSES, APPLY, CONTACTS, and LANG. A user login bar shows "User: *****@***** (Log Out)". The main content area is titled "Type of mobility" with a dropdown menu set to "Undergraduate". Below this is the "Studies proposal" section, where the "Course to do in UVa" is set to "INTERNATIONAL SEMESTER PROGRAM IN COMMERCE". A table with three columns: "Subject at UVa", "ECTS", and "Subject at Home Institution" is displayed. The "Subject at UVa" column has a dropdown menu open, listing several subjects: "-- Select a subject --", "BUSINESS SIMULATION GAME - 3 ECTS", "CONSUMER BEHAVIOUR - 6 ECTS", "DISSERTATION - 9 ECTS" (highlighted in blue), "FINAL PROJECT - 9 ECTS", "FOREIGN TRADE - 6 ECTS", and "HUMAN RESOURCES AND SALES FORCE MANAGEMENT - 6 ECTS". The "ECTS" column is empty, and the "Subject at Home Institution" column has an empty input field. At the bottom, there is an Erasmus+ logo, a map snippet, and the text "INTERNATIONAL RELATIONS OFFICE UNIVERSITY OF VALLADOLID".

Below an image of the result of having selected a subject

The screenshot shows the same ICM - UVa Erasmus+ application interface as the previous one, but with the "DISSERTATION - 9 ECTS" subject selected in the "Subject at UVa" dropdown. The "ECTS" column now displays the value "9". Below the table, there is a "New subject" button and three buttons: "Save", "Back", and "Print". The rest of the interface, including the navigation bar, user login bar, and footer, remains the same.

Proposal for Doctorate, Teaching and Administrative STAFF

You have to write a text with a description of what you propose to do at the UVa (up to 2500 characters)

HOME GENERAL INFORMATION PARTNERS COURSES APPLY CONTACTS LANG -

User: *****@***** (Log Out)

Type of mobility
Academic STAFF

Proposal
Describe your mobility proposal

Save Back Print

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DOCUMENTS UPLOAD

In this form you will see a table with the list of documents you have to upload in order to complete the application

HOME GENERAL INFORMATION PARTNERS COURSES APPLY CONTACTS LANG

User: *****@***** (Log Out)

Uploaded documents

Document	Select the file to upload (Max weight 2MB)	Uploaded
Photo	<input type="button" value="Seleccionar archivo"/> Ningún archi... eleccionado	Download ✓
Passport or Identity Card	<input type="button" value="Seleccionar archivo"/> Ningún archi... eleccionado	✗
Curriculum vitae(EUROPASS)	<input type="button" value="Seleccionar archivo"/> Ningún archi... eleccionado	✗
Letter of recommendation	<input type="button" value="Seleccionar archivo"/> Ningún archi... eleccionado	✗
Transcript of records (Only students)	<input type="button" value="Seleccionar archivo"/> Ningún archi... eleccionado	✗
Certificate of enrollment at Home Institution	<input type="button" value="Seleccionar archivo"/> Ningún archi... eleccionado	✗
Language Skills	<input type="button" value="Seleccionar archivo"/> Ningún archi... eleccionado	✗
Signed Proposal (Print Proposal)	<input type="button" value="Seleccionar archivo"/> Ningún archi... eleccionado	✗
Letter of invitation (Only STAFF)	<input type="button" value="Seleccionar archivo"/> Ningún archi... eleccionado	✗

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COMPLETE THE APPLICATION

Once you have filled in all the items of the list you will be able to Finish the application. To finish the application you should select all items of the list of declarations (green) and click over the "Finish Application" button (red).

The screenshot shows the top navigation bar with the ICM - UVa Erasmus+ logo and menu items: HOME, GENERAL INFORMATION, PARTNERS, COURSES, APPLY, CONTACTS, LANG. A user login bar shows "User: *****@***** (Log Out)". The main heading is "Application form: 1INUVA128". A list of six sections is shown, each with a green checkmark: 1. Personal details, 2. Home institution, 3. Academic Background (Student) / Employment Experience (Staff), 4. Language skills, 5. Proposed host Institution, and 6. Uploaded documents. A green-bordered box highlights a list of four declarations, all of which have been checked. Below this box is a red-bordered button labeled "Finish Application". At the bottom, there is contact information: "If you have any problems in completing the application contact ka107.erasmusplus@uva.es". The footer contains the Erasmus+ logo, a map of the University of Valladolid, and the text "INTERNATIONAL RELATIONS OFFICE UNIVERSITY OF VALLADOLID".

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HOME GENERAL INFORMATION PARTNERS COURSES APPLY CONTACTS LANG

User: *****@***** (Log Out)

Application form: 1INUVA128

- 1.- Personal details ✓
- 2.- Home institution ✓
- 3.- Academic Background (Student) / Employment Experience (Staff) ✓
- 4.- Language skills ✓
- 5.- Proposed host Institution ✓
- 6.- Uploaded documents ✓

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- I declare to have granted permission to have my name published in the website of the project or in any other format for dissemination purposes of the selection process.
- I declare, on my honor, that the information supplied by me in this application form is true and correct and that the documents uploaded are true.
- I declare having knowledge that, as candidate, I will have to supply all documents to support my eligibility for this project. In case I fail to do so my application will be automatically and immediately rejected.
- I have consulted with the contact person about the internal eligibility criteria that may exist in my home institution.

Finish Application

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When you have completed the application, the date and hour when you submitted it will be shown.

This screenshot is identical to the previous one, but with a green-bordered box highlighting a confirmation message: "You finished the application at 12:06 PM on 06/02/2017 (dd/mm/yyyy). You can consult your completed application in the next Link". The "Finish Application" button is no longer visible, and the declarations list remains the same.

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HOME GENERAL INFORMATION PARTNERS COURSES APPLY CONTACTS LANG

User: *****@***** (Log Out)

Application form: 1INUVA128

- 1.- Personal details ✓
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- I have consulted with the contact person about the internal eligibility criteria that may exist in my home institution.

You finished the application at 12:06 PM on 06/02/2017 (dd/mm/yyyy).
You can consult your completed application in the next Link

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