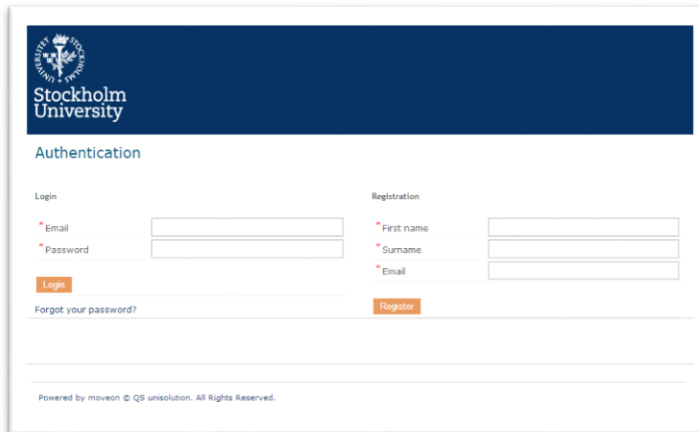


Application Instructions for Outgoing Erasmus+ students through Stockholm University

Step 1. Login to the online application portal

- Please note that the online application has been optimized to work with Microsoft Internet Explorer version 8 or higher, Firefox 5 or higher. We cannot guarantee that it will function correctly with other browsers. The online application is accessed from:
<https://su.moveon4.com/form/5acb4fe63d5d668c6b870992/eng>
- In the right hand column, type your first name, surname and e-mail address and the characters in the picture that will show up after you have filled out the boxes. Click “Register”.



- A confirmation e-mail will be sent to the address you registered. Please click on the link in order to activate your account. (Check your junk mail if no e-mail has been delivered to your inbox.)
- Type your e-mail address and create a password of at least one digit, one letter and one special character. The password must be at least eight characters long.
- Log in with your e-mail address and password. Type the characters shown in the picture that will show up. Click “Login”.

Step 2. Start Application

- Apply for the grant by filling out *Erasmus+ SMS Studies Grant Form - 2018/19*
- Please read the information under “ Practical information” carefully.

Step 3. Personal Information

- Enter your personal information. The questions marked with * are mandatory. When dragging your cursor over the yellow "i" you will find more information on how to complete the particular field.

Please note! Mark page as complete at the bottom when everything has been entered correctly. Click “Next”.

Step 4. Educational Background

- Enter your educational background

Mark page as complete at the bottom when everything has been entered correctly. Click “Next”.

Step 5. Mobilty

- Academic year
- Choose “Erasmus exchange studies”
- Choose your department at Stockholm University
- Select host country
- Select host institution and exchange agreement
- Add the faculty/school/department at the host instiution
- Subject area code. If you cannot find your subject, choose one that is similar to yours.
- Start semester
- Enter your start and end date according to your Letter of acceptance or equivalent.
- Duration in semesters
- Duration in months
- Number of credits that will be awarded. *Must be full-time studies!*

Language:

All students who’s main language of instruction is Bulgarian, Croatian, Czech, Danish, Dutch, English, Finnish, French, German, Greek, Hungarian, Italian, Polish, Portuguese, Romanian,

Slovak, Spanish or Swedish, need to do a language assessment according to EU-rules (except if you are a native speaker).

- Language of instruction at the host university.
If the language of instruction is more than one please choose the one taught in most of your courses.
- Mark if this is your native language or not.
- Disability or special needs. Mark “yes” or “no”.

Mark page as complete at the bottom when everything has been entered correctly. Click “Next”.

Step 6. Previous Erasmus Grant

- Mark if you have previously participated in the Erasmus programme, either through studies or traineeship.
- If “yes”, answer the following questions.

Step 7. Documents to be uploaded

- **Letter of acceptance.** Upload your Letter of Acceptance that you received from your host university. *
- **Confirmation of mobility dates.** If the exact dates (start and end dates) are not stated in the Letter of Acceptance, upload academic calendar, e-mail or other documentation (as a pdf-file) from the host institution confirming the dates of your mobility period.

Mark page as complete at the bottom when everything has been entered correctly. Click “Next”.

*If you have not received your Letter of Acceptance by the application deadline, you can upload a document with a comment that you are still waiting for the LoA (we will contact you when it is time to complete the application).

Step 8. Declaration

- Read the text and approve by ticking “yes” and make sure you have completed all mandatory fields and uploaded all necessary documents. You can submit your application once all the sections in the menu are marked with green checkmarks. No more changes will be possible after submitting your application.

Mark page as complete at the bottom and click “Submit”



Stockholms
universitet

Step 9. Submit Application

- Confirm that you wish to submit the application form.
- If your application has been submitted successfully you will receive a confirming message and you can download your application.

Step 10. Outcome of application

You will receive an outcome of your application by e-mail.

Please note that late applications and applications missing documents/information will not be processed. It is your responsibility to make sure all required information has been put in and that deadlines have been met.