

HOW TO CREATE A NEW FREEMOVER APPLICATION

STEP 1

Click „your mobility application“

The screenshot shows the main navigation area of the FREEMOVER application portal. On the left, under 'Working Items', there are links for 'personal settings' (Personal Information, Change Password, Register for Network Role), 'further information' (Frequently Asked Questions, Forum), and 'downloads' (FREEMOVER LETTER OF ACCEPTANCE, FREEMOVER LETTER OF RECOMMENDATION, LETTER FREEMOVER TEACHER). On the right, under 'News', there are announcements about 'FREEMOVER applications 15/16 to be enabled on JULY 1, 2015' and 'CEEPUS III has entered into force'. In the center, under 'mobility applications', the link 'your mobility applications' is circled in red. A red arrow points to this link from the text instruction above.

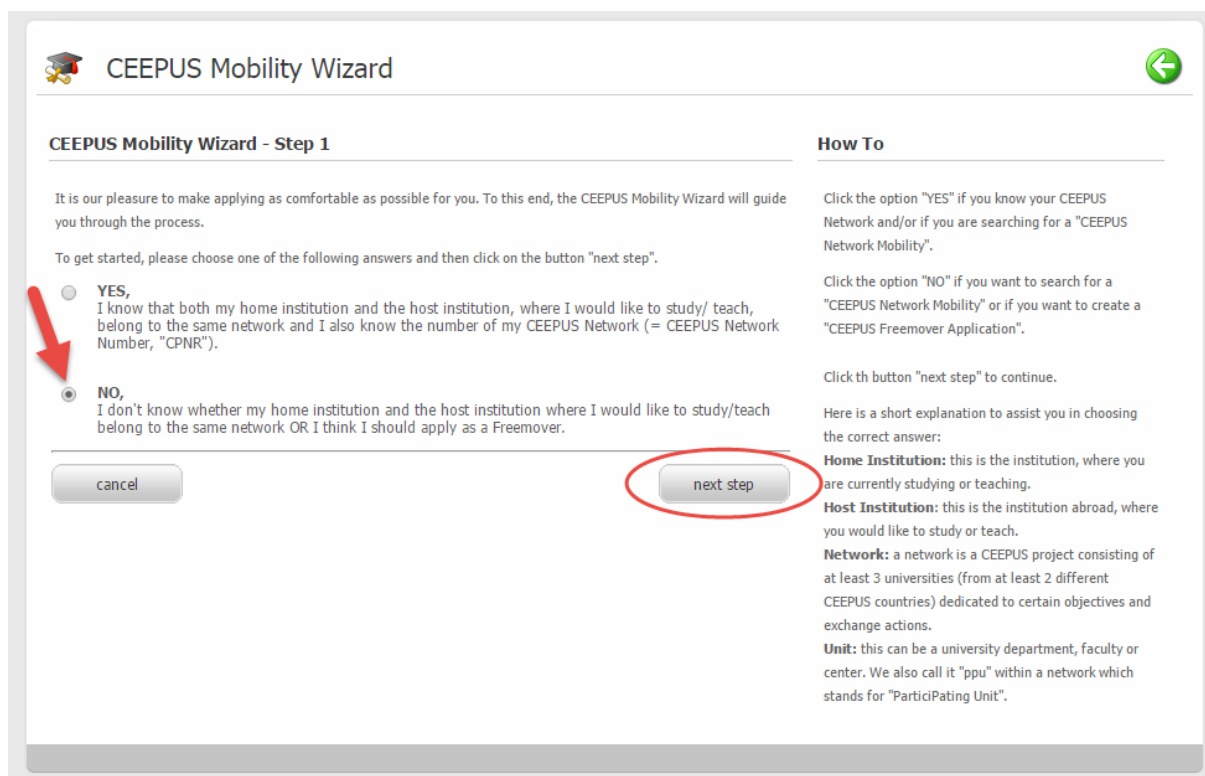
STEP 2

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 the title 'Your Mobility Applications'. Below the header, there is a dropdown menu for 'Period' set to 'Academic Year 2015/2016' and a blue 'Action' button. A red circle with the number '1' is around the dropdown menu, and a red circle with the number '2' is around the 'Action' button. A red arrow points from the text instruction above to the 'Action' button. Below the header, there is a table with the heading 'mobility applications'. The table has one row with the heading 'CPNR' and one row with the text 'No records to display.' On the right side of the page, 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 has a sub-section 'How to create a new mobility' with instructions: '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 has instructions: '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 

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".

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: 2 Please select an academic year

Home Country: Please select an academic year

Home Institution: Please select an academic year

Home Unit: Please select an academic year

Mobility Type: Please select an academic year

Host Country: Please select an academic year

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

2 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: Academic Year 2014/2015

Home Country: Slovakia

Home Institution: Alexander Dubcek University in Trencin

Home Unit: My home unit is not on this list

Mobility Type: Student

Host Country: Albania

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: Agricultural University of Tirana

Host Unit: My desired host unit is not on this list

Please fill in your host unit here.

select >>

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	
Basedata Basedata	1x	1	Edit
Personal Data Personal Data	1x	1	Edit
Address Address	1x	1 - 3	Edit
Field of study What exactly are you studying? What is your field of interest?	0x	1	Edit
Motivation Motivation	0x	1	Edit
Education Education	0x	1 - 9	Edit
Knowledge of Languages Knowledge of Languages	0x	1 - 9	Edit

How to

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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:

Home Institution:

Home Unit:

.....

Host Country:

Host Institution:

Host Unit:

Mobility Type:

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

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: 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
Mobility type: Student
Possible start date:
Tendered Student Months: 3

Document Uploads

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

Edit Upload
Edit Upload
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:

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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**

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

Position

Firstname

Lastname

Birthplace

Country of birth

Date of birth

Citizenship

Gender

E-Mail

Marlene

Grubeck-Grabner

Angola

01.01.1900

Angola

female

marlene.grubeck-grabner@ceepus.info

Cancel

Save

How to

Please complete the personal information CEEPUS needs to check whether you are eligible for a CEEPUS grant or not.

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

New ...

Edit

Delete

 Freemover: CIII-Freemover-1415-unsubmitted 

Address

Street

ZIP Code

City

Country

Phone

Fax

is default

Austria

☒

Cancel

Save

How to

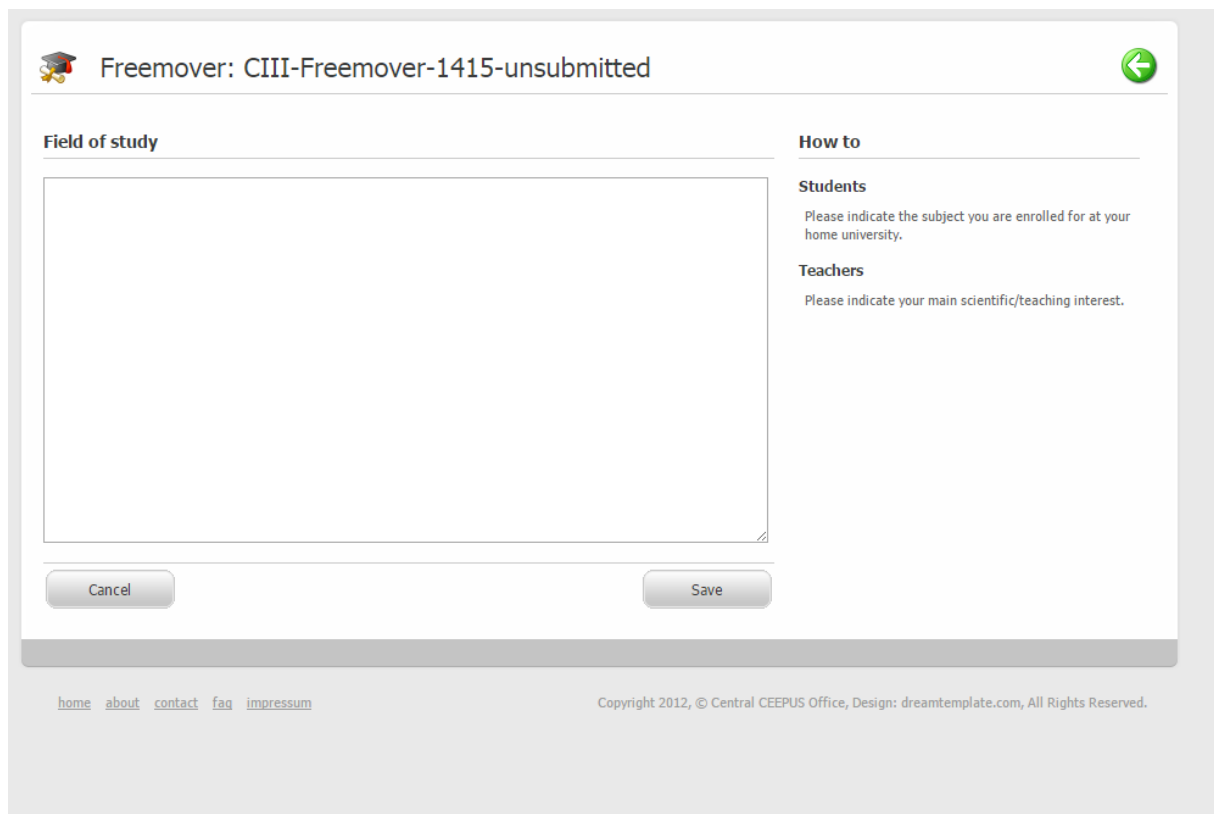
CEEPUS needs to be able to contact you! So, please be so kind to enter at least one address. You may enter more than one address, if this is convenient for you.

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.

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

Short Description

Cancel

Save

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.

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?

Education

Freemover: CIII-Freemover-1415-unsubmitted

Education

Typ: Select an education type
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** 

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.

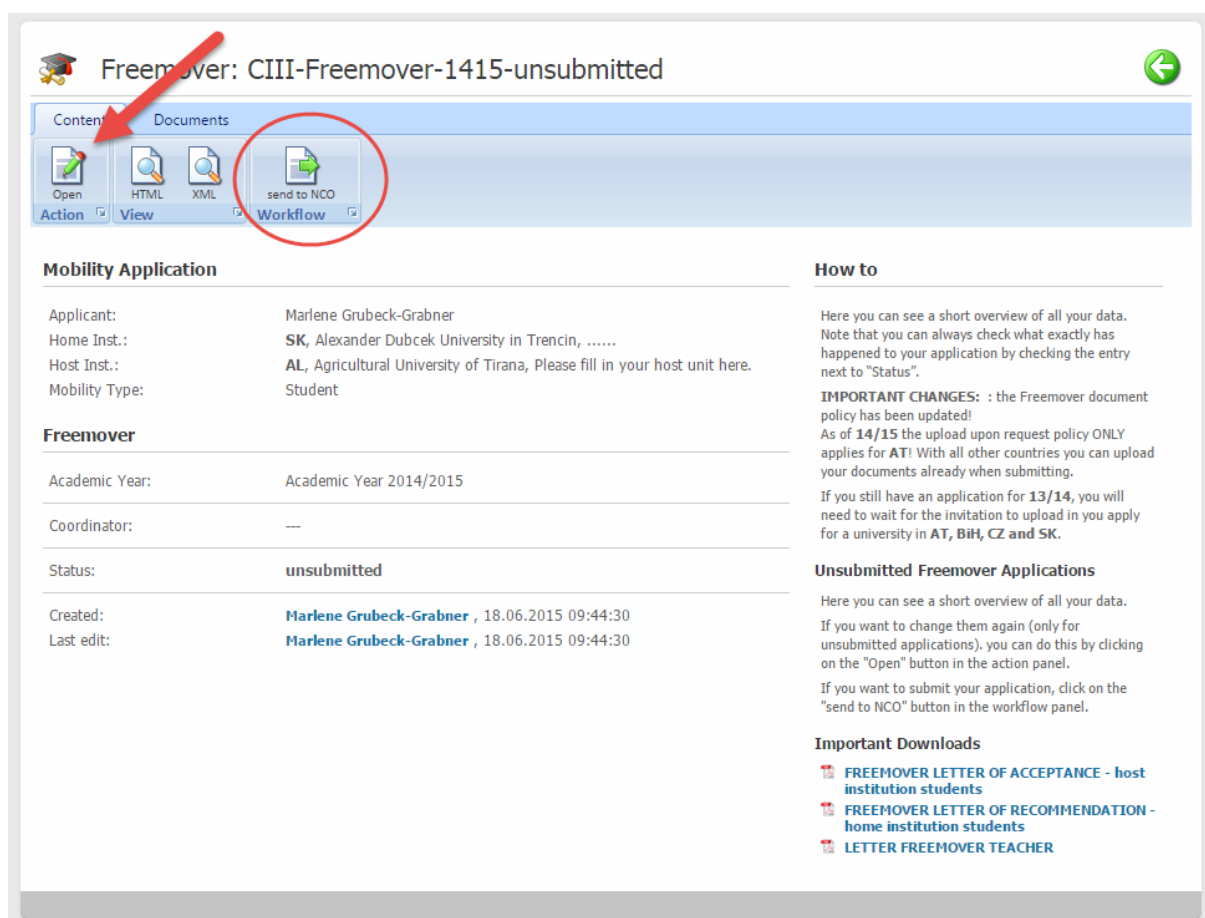
★ Unsubmitted Freemover Applications

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.



The screenshot shows a web interface for Freemover applications. At the top, the title is "Freemover: CIII-Freemover-1415-unsubmitted". Below the title is a navigation bar with tabs for "Content" and "Documents". Under "Documents", there are icons for "Open", "HTML", "XML", and "send to NCO". The "send to NCO" icon is circled in red. Below the navigation bar, there are two main sections: "Mobility Application" and "Freemover". The "Mobility Application" section contains fields for 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.), and Mobility Type (Student). The "Freemover" section contains fields for Academic Year (Academic Year 2014/2015), Coordinator (---), Status (unsubmitted), Created (Marlene Grubeck-Grabner, 18.06.2015 09:44:30), and Last edit (Marlene Grubeck-Grabner, 18.06.2015 09:44:30). On the right side, there is a "How to" section with instructions on how to use the interface, including a note about the Freemover document policy and a list of important downloads: "FREEMOVER LETTER OF ACCEPTANCE - host institution students", "FREEMOVER LETTER OF RECOMMENDATION - home institution students", and "LETTER FREEMOVER TEACHER".