

Mälardalen University

MobileMe: Manual for Applicants

How to register, apply and check the status of your application for an EMA2
Scholarship.

Author: Aneliya Gardjeliyska
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PREFACE

To be able to apply for student mobility you need to use the on-line application system MobileMe. However, before submitting an application through the system, you need to inform yourself about the details of the project in order to decide whether it suits your needs and whether you fulfill the eligibility requirements or not.

This manual will guide you through the process of registering, applying and checking the status of your application.

DICTIONARY

- Mobility type
 - Undergraduate
 - Master
 - Doctorate
 - Post-Doctorate
 - Staff – Administrative or Academic staff
- Target group (TG) – Please see definition of Target Groups for the project on the project web site.
- Partner Institution Capabilities – the subjects a Partner Institution can offer for a particular mobility type. For example, if you would like to apply for mobility on undergraduate level in the field of computer sciences, you need to check which Partner Institutions could offer this.
- Call/Mobility call – The project will have 3 different calls during which applicants can apply for mobility. One and the same MobileMe website will be used for accessing different calls.

PREPARATION FOR APPLICATION

- Check the eligibility criteria on the project web site.
- Research the different Capabilities offered by the Partner Institutions. You can see all of them under the **Capabilities** tab.
- Prepare right sized PDF supporting documents, for example copies of your passport/national ID, CV, Transcript of Records, Diplomas etc depending on your mobility type.

CAPABILITIES

Before applying or registering you should check the Partner Institutions' Capabilities.

The **Capabilities Tab** provides information about the Partner Institutions and the subjects of study available at them.

You can filter the Capabilities by **Institution** and **Mobility type**.

Some Capabilities have additional details associated to them. To view them, click the information icon on the right of the subject. You can also show/hide all details for all Capabilities by clicking the **Show/hide all Details** link.

REGISTRATION

The registration page is available from the **Register** tab.

You need to fill in all required fields (marked by *).

Please take into consideration the following:

- The **email** needs to be a valid email address, as an activation link will be sent to it. Furthermore, important information concerning your application will be sent to this email address.
- The **password** should contain one alpha and one non-alpha symbol and must be with length between 6 and 20. Valid non-alpha symbols are **0-9._-*&!@**
- **Dates** format is **yyyy-mm-dd**. You can also use the date pick up tool to select the date.

Please provide accurate data, as any invalid information may lead to your application being disqualified. Pay special attention to your birth date as it will be required for restoring your password.

After successfully filling out the registration form, an activation link will be sent to the e-mail address you provided. The e-mail should arrive quickly, but please wait at least one hour before contacting the support or trying to register again.

When you have successfully activated your account, you will be automatically logged into the system and redirected to the **Application form** tab.

LOGIN

From the **Login** tab you can log into the system.

Please fill in the following

1. The **email** with which you registered within the system.
2. The **password** you chose when you registered.

There is a **reset password** link here that you can use if you have forgotten your password. Your date of birth will be required during the process of resetting your password as a security measure.

Upon login you will be logged into the latest mobility call. You can change the call from the dropdown list in the upper-right corner.

APPLICATION FORM

When you click on the **Application Form** tab, the system will display a message informing you whether you have a complete application, partial application or if you have not yet filled in an application.

The application form is divided into five sections. Please note that you can save your application after every section, but your application will not be considered complete until you fill in all sections. You will receive confirmation email for successful application after completely filling out all required fields.

PERSONAL DETAILS

The personal details are the ones you entered when registering. If you need to change them please navigate to the **My Account** tab.

EDUCATION DETAILS

In Education details you need to fill in information about the Institution you are currently studying in (or working if academic / administrative staff).

- Under **Home Institution** you should first select your **target group** and then fill in the name of the Institution where you are studying right now.
- In **Specialization** fill in your academic specialization, e.g. your major.
- In **Current program details** fill out the details (name) of the program you are currently enrolled in at your home institution.

CONTACT INFORMATION

In Contact information you need to provide your **Current address**, your **Permanent address** if different and your **Phone number**. You also need to fill in information about your passport – **Passport number and Date of expiration**. If you do not have a passport at the moment, please check **I do not have passport yet** checkbox.

MOBILITY DETAILS

In Mobility details you need to first choose your **mobility type** – Bachelor, Master, Doctorate, Post-Doctorate or Staff.

Based on **mobility type** you should choose your **mobility duration** – the amount of months for which you would like to participate into the mobility. Different mobility types have different mobility durations.

Starting from is the date when you would like to start your mobility.

In **Host Institution** you need to fill in the Partner Institutions in the order of your preference. When you choose a Partner Institution, the subjects of study available for this institution will automatically load. If you need to check additional information for this subject of study, you can navigate to the **capabilities tab** and view the details of this subject and institution. If you know the name of the exact program for which you are applying at the given institution, you can type it in the **Program** field.

RELEVANT DOCUMENTS

Based on your mobility type the following files are required:

- Undergraduate, Master, Doctorate, Post-Doctorate need to provide **CV** and **Diplomas, Transcript of Records**
- Staff needs to provide **CV** and **Proof of Employment**
- All types of mobility should provide **Scanned copy of your passport** if passport is available, and can add **Other relevant information**

Please note that all files need to be in PDF format and each file should be no bigger than 3.8MB.

You can upload the files one at a time, but your application will not be considered complete unless you have uploaded all required files.

STATUS

After the deadline for applications has passed, the Consortium Board of the project will need some time to evaluate all applications and make the selection lists. After the selection is made, a new menu item will appear – **Status**. On this page you are notified of your status and if you are nominated you will be given the chance to accept or decline the offer. If you accept the offer and after your selection is marked as final by the Host Institution, a Scholarship Letter link will appear on this page. This link will let you print a **Scholarship Letter** that can be used when applying for visa or when a proof for the participation in the project is required. Please note that Host Institution will send you information regarding Admission Letter etc.

HELP AND CONTACT US

From the **Help** tab you can see Frequently Asked Questions and their answers.

Make sure you go through all important information on the project web site.

If you do not find answers in the above places, please contact us from the **Contact Us** tab.

Please make sure that you leave a valid email or we will not be able to answer you.