



Steps for successful submission of e-application

Step 1: make sure you meet the eligibility criteria. [More information](#)

Step 2: determine to which target group you belong. [More information](#)

Step 3: determine if you are an exchange or degree applicant. [More information](#)

Step 4: determine your type of mobility and field of study. Find out whether the programme you are interested in is offered at one of the European partner universities (receiving institution). Search for information about the preferred European university (Receiving institution) and its academic offer to receive detailed information on:

- Specific admission requirements of the respective study programme
- Addition documents to be uploaded
- Language of instruction
- Required language certificates to be uploaded
- Link to courses/ECTS/learning outcomes (in order to fill in the learning agreement or study/research/training/teaching plan).

[More information](#) and at [this link](#).

Step 5: Collect all documents that need to be uploaded in the online application. [More details](#)

Step 6: [Apply online](#)

The online application consists of three steps:

Step 1: Register with valid e-mail address

It is very important that you provide a valid e-mail address and make sure to keep it active.

Please note: *If you do not receive an e-mail within few hours please make a new registration with an e-mail address from a different provider.*

Step 2a: personal information

After creating an account, you receive your personal link in an e-mail. On this link you fill-in your personal information and apply for course/program. You can use that link to apply for two Universities and courses.



Application for Erasmus Mundus EACEA Full paid scholarship by the EU

Information

Use this page to fill in the on-line application form for an Erasmus Mundus - Euro-Asian CEA scholarship. The information provided will be used by the relevant partner universities and the Erasmus Mundus - Euro-Asian CEA Partnership for the selection of suitable candidates. **Fields marked with a yellow background are required fields, you have to fill them in.**

Some of the fields have instructions to help you with what to fill in. If you are uncertain of what to write in a field, access the help text by placing the cursor (mouse pointer) on top of the header.

Personal information

First name (given name) (Help)		Middle name (Help)		Last name (family name) (Help)			
<input type="text"/>		<input type="text"/>		<input type="text"/>			
Email		Marital status	Gender	Date of birth			
<input type="text"/>		Select	Select	Year	Month	Day	
Citizenship (Help)		Passport number (Help)		Passport expires (Help)			
Select		<input type="text"/>		Year		Month	Day
Address (Help)		Postal/Zip code		City			
<input type="text"/>		<input type="text"/>		<input type="text"/>			
Country		Phone number (Help)		Fax number (Help)			
Select		<input type="text"/>		<input type="text"/>			
Home University (if yours is not listed here, write its name to the right) (Help)				Home University (Help)			
First select citizenship				<input type="text"/>			
I accept that you send my name to my home University for validation				Mother tongue			
Select				<input type="text"/>			
2nd language		Read	Write	Oral			
Select		Select	Select	Select			
3rd language		Read	Write	Oral			
Select		Select	Select	Select			
Other language		Read	Write	Oral			
<input type="text"/>		Select	Select	Select			

Previous educational record

Check those educational diplomas you want to append to the application. (Help)

- Secondary/high school Bachelor Master PhD Other

References/Recommendations

Select how many references/recommendation contacts you want to append to the application (Help)

None

Miscellaneous

Motivation statement (max 1000 characters) (Help)

Special circumstances (max 1000 characters) (Help)

Current occupation (max 1000 characters) (Help)

How did you come to know about this scholarship program? (Help)

Select from the list Other reference to the this scholarship program:



Agreement

By submitting this application form, I solemnly declare that the information that I have given on this application is correct in all respects. I understand that supplying false information could lead to the disqualification of my application. I am truthful about my personal circumstances (such as family situation, military service, etc) and there are no impending situations which could lead to cancellations.

I have not received an EM Action 2 scholarship for the same purpose I am applying within this EM Action 2 project.

For non EU citizens (this does not apply to target group 3 and staff applicants): I have neither lived in Europe nor have I carried out my main activity (studies, work, etc) there for more than a total of 12 months during the last 5 years.

I allow partner Universities to use my submitted data for admission purposes only.

I accept this agreement

Are you using Internet Explorer and having problems submitting an application? Please see [this page](#).

Step 2b: apply for course/program

**Application for Erasmus Mundus EACEA
Full paid scholarship by the EU**

Success

Your personal data was successfully submitted to the server. Continue with applying to mobilities below. You will receive the link to the upload page after you have applied to one or more mobilities.

Information

Your personal data is stored. On this page you select which mobilities/positions you want to apply for. Start by selecting Target group, Type of mobility and Subject to search for available mobilities. Use the help by placing the mouse (cursor) on top of a header or click the information link if you want more information about what target group and mobility means.

In the search result, click *Add to application* to add a mobility to your application. You can repeat this procedure for any subject until you reach the application limit.

Under *Your applications*, at the bottom of the page, is a summary of the mobilities you want to apply for. You can add, delete and move them before submitting. As long as the application is open you can return here at any time and make any changes you want.

Reminder: You should never have two or more applications open in your web browser at any time as this could potentially harmfully affect your applications.

Note that only closed applications will be considered for the selection process. To close your application you have to press *Close Application* at the bottom of the page.

Apply for mobility

Target group (Help)
 [More information about target groups](#)

Type of mobility (Help)
 [More information about mobilities](#)

Subject (Help)
 [See all available mobilities](#)

Your applications in priority order

First priority application	Detailed information	<input type="button" value="Move down"/> <input type="button" value="Delete"/>
Second priority application	Detailed information	<input type="button" value="Move up"/> <input type="button" value="Delete"/>

Are you using Internet Explorer and having problems submitting an application? Please see [this page](#).



When you submit the application, you will receive a confirmation to your email. That confirmation also contains the link to your personal upload page. You have to upload all [required documents](#) to have a complete application. We suggest to print out your application(s).

Please note: Applicants are only allowed to register **once**. If you register and apply from several accounts the selection committee will consider only the first one. Applicants may choose maximum two courses/programmes at one or two receiving institutions (first and second choice)!

The screenshot shows a web interface for uploading documents. It features several sections: 'Welcome to the upload page' with instructions and a 'Close application' warning; 'Message board' with a notice about updates and a 'You have no messages yet' status; 'Uploaded documents' showing a list of required documents (CV, Passport, Learning Agreement, Recommendation Letter, Language Certificate, Transcript of Records, and Other) with red status indicators; and 'Your submitted applications' showing two applied mobility options: 'Business studies and management sciences' and 'Business Studies'. A link to 'Change your current application' is also visible.

Step 7: After the completion of all steps as described in previous steps submit your application by clicking “Close application”. Once you click on “Close application”, you will not have access anymore to your application and no more changes will be possible. Only closed applications will be considered during the selection process. The confirmation of completing your application will be sent also to your email.

Step 8: Information about the selection process is available [here](#).

Step 9: All applicants will be informed about the selection results (selected, rejected or reserve list) via e-mail by **April 2016**. All selected applicants will receive further information once they have been selected.

List of Frequent Asked Questions (FAQ) is available [here](#).