

# How to use the electronic application procedure?

There are four little steps in the application procedure:

- Find the place where you want to go.
- Create your applicant account submitting the registration form
- Go through all the necessary steps in your applicant account to finalise your application.
- Submit your application and/or attachments as the coordinator of the programme requires.

Before starting to fill in the registration form, make sure that you have all necessary information at hand. Above all, make sure that you know what the programme coordinator says on the following points:

- Motivation letter - should it be included in the registration form or uploaded as a separate document? Motivation letters included in the registration form cannot be altered after you have submitted your registration form. It is advisable that before you start filling in your registration form you have your motivation letter finished!
- What are the required language certificates at the given stage of application
- Any other attachments, forms, papers, stamps or official documents you might need, when and how to submit them

## Search Engine and Link to the Registration Form

Use the Search Engine to find your primary choice. You can indicate your secondary choice in the registration form later. The Search Engine can be accessed through the following link:

<https://kvl.it.helsinki.fi/mobility/MobilitySearchServlet?sprache=en&identifier=helsinki01>

There are different ways of searching the agreements:

1. For Erasmus/Nordplus programme the best way is to choose the Faculty and the possible department. Please remember to choose the academic year 2009-2010 to make sure that all the agreements are valid for next academic year.
2. For Nordlys scholarship the best is to use the "Exchange programme" and choose the programme.

Access the registration form by clicking the green button. To log in, use your University user name and password.

## Registration Form

The information you have given in the registration form **cannot be changed afterwards**. Mandatory fields have white background and light blue borders. Optional fields have gray background and dark gray borders.

You can indicate your secondary study abroad choices in the registration form. Language skills are required for each destination you are applying for. If you are submitting your motivation letter together with the registration form copy-paste it to the provided slot. If you need to submit two motivation letters, you can copy-paste them both to the same slot. Remember to title your letters!

You can also upload the motivation letters later to your applicant account.

Submit your registration form after you have finished it. Remember, no changes allowed after you have submitted the form. You will receive an email with more instructions after sending the form.

### **Applicant Account**

At the end of the email you have received, you will find a link to access your applicant account. Save the email for future reference.

In your applicant account, you will see the "Necessary (and optional, too) steps" on the left. On the right you have a link "Direct access via following link" to the "step" on the left. By clicking the link, you can e.g. start completing your Learning Agreement for your first choice.

If you submit your motivation letter now, you can do it via "Upload application documents (optionally)" -link. You can also delight us by uploading a passport photo, but it is not necessary.

### **Learning Agreement**

You will need a separate Learning Agreement for each destination you have applied for. As you access your Learning Agreement for the first time, it is empty (No courses found!). Click the provided icon and start filling in the courses to your Learning Agreement. Courses must be filled in individually. Return to the "Necessary steps" -view by clicking "Cancel" in the end or "Relead application workflow" on the top right hand corner.

### **Printing**

You have to print the Learning Agreement(s) and the application form in order to access the following steps. Clicking the "Print your Learning Agreement" link in fact opens the document in PDF-file that is easy to print - save to your harddrive for later use.

Learning Agreement must be printed also because you have to get it approved by your department and the coordinators of the exchange programme. The application form must be printed, signed and submitted in paper too.

### **Completing your application**

You complete your application once you have reached the stage "Application form printed" **and** you have submitted required papers to the coordinator before the deadline.