Online application guidelines

Contents

1. Filling in the application form

After thoroughly **checking your eligibility** for a scholarship via the "How to apply" section on the CARIBU website, and **after gathering all required documents**, you can start your online application.

Depending on the level of mobility chosen, you will be able to search for scholarship opportunities within the CARIBU project. By clicking on the 🖹 icon next to the name of each vacancy you will be able to see more details about it. Once you identified the desired host university, **click on the green button** 🟢 to fill out the online application form.

You are encouraged to submit **NOT more than two applications**! All subsequent applications will be ignored.

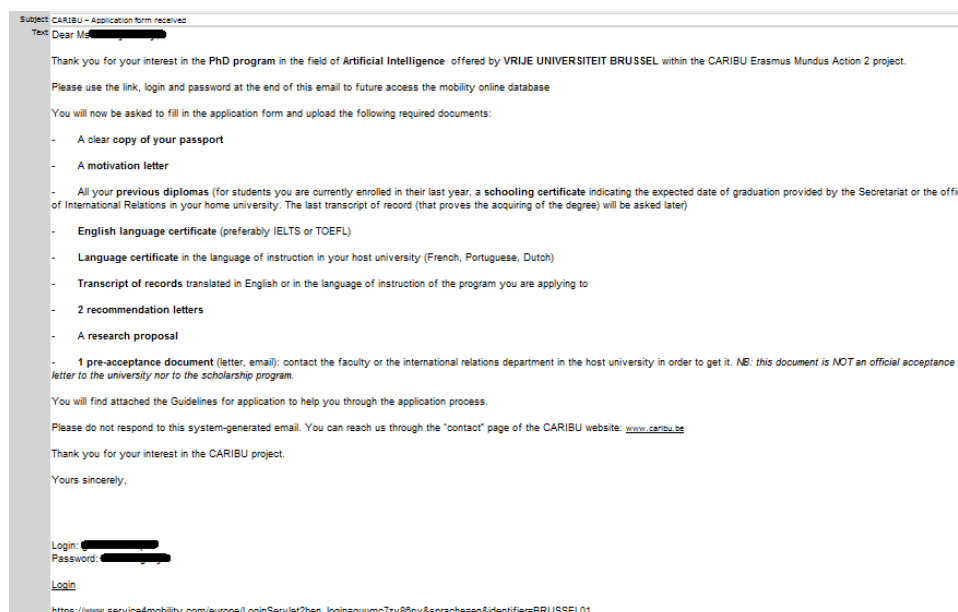After filling in the online application form **you will receive an automatic email containing your automatically generated login details (login page URL, username and password)** for the online application system (Mobility Online), as well as information regarding the further steps you need to complete in your application.

2. Input of personal data and upload of required documents

Once you are logged into Mobility Online, depending on the level of mobility you are applying for (master/phd/staff) you will have to execute several mandatory steps. These steps will require you to fill out some online forms and to upload personal documents.

You must **follow the application workflow steps in chronological order** by clicking on the corresponding link on the right hand side column. An example is given below:

The first step to be completed is filling out the form about personal data (address details, contact information).

After filling out the personal data you will have to answer some questions regarding your educational and/or professional background. **Make sure you go through all the pages using the buttons available and/or the progress bar on top.** Example below.

When **uploading files** make sure they do not exceed the maximum size limit allowed. Preferably all documents you upload should be in PDF format. If you wish to upload multiple documents for the

same step (e.g. upload of recommendation letters) you can choose to either bundle the documents in one file, or to upload them separately. In the latter case, to upload additional files you will have to click on the ⬜ icon and then select the file you want to upload by clicking on [Choose File].
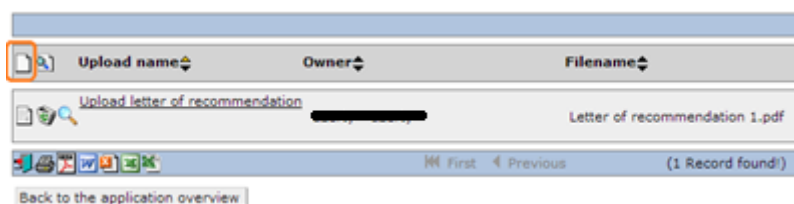
After all mandatory steps have been completed **you will receive a confirmation email notifying you about the steps concerning the evaluation of your file.**

If you do not receive a confirmation email within 48 hours, it means that your application has not been received.

3. Evaluation procedure and selection results

The last three steps in the application workflow (see below) are executed by the selection committee.

As a first step, all files received will be screened as "complete" or "incomplete". Students will be informed about the status of their application/s.

As a second step, each complete file will be validated by home universities (TG1), the co-coordinator (TG2) or the coordinator (TG3).

As a third step, each validated application will be administratively and academically evaluated by the desired host universities, based on the candidate's educational and/or academic background.

All evaluated candidates (selected, rejected and reserve list candidates) will be informed about their results via email by **April 4, 2014.**

If you encounter any technical problem during the online application procedure, please send an email to emundus@vub.ac.be with a clear explanation of the problem encountered as well as a screenshot and/or a copy of the error message you received.