

Online application guidelines



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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.

 To apply for the listed vacancy, click on the green LED lamp.
 Red marked vacancies are not accepting applications at this time!
 Display details of this vacancy

Title of vacancy	Country	Institution
 Ma Agricultural Economics	Denmark	Aalborg University

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

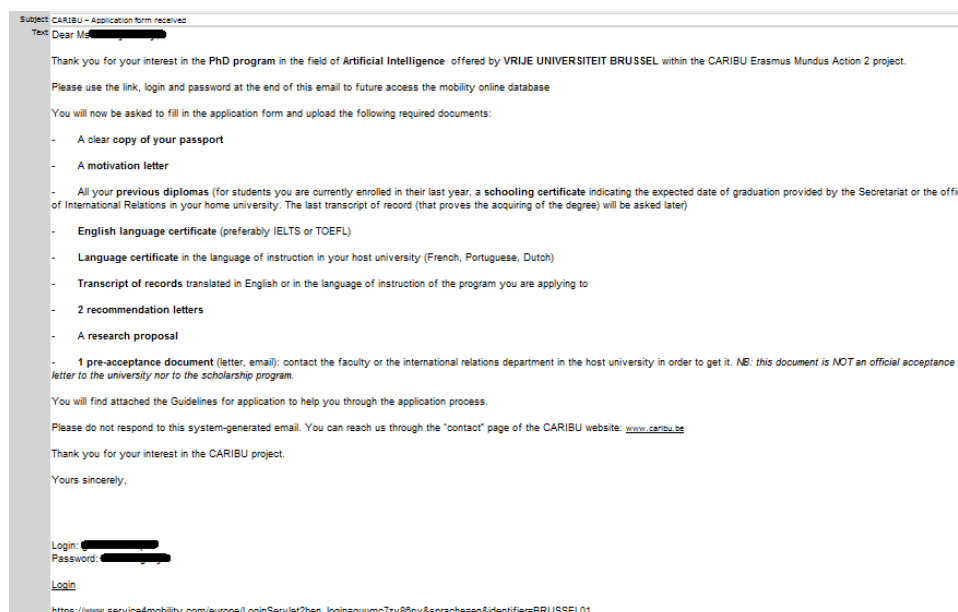
Personal details

First name
Last name
Gender ☐ Female ☐ Male
Marital status ☐ Single ☐ Married
Date of birth
Nationality
Country of birth
Place of birth
E-mail address
Same E-Mail-address for check
Make sure that you provide an address that you frequently use and that you will still use within months

Study information

Home country
Home institution
Other (if now listed above)
Desired country
Desired institution
Exchange program field
Is this application your first choice (most preferred choice)? ☐ Yes ☐ No
You are allowed to apply for a maximum of two host institutions. If this is the only application you are submitting please select "Yes". If you are submitting two applications please mention whether this is your most preferred choice or not by selecting "Yes" or "No".
If you're submitting more than two applications only the first two applications will be considered.
What period are you planning to spend abroad in this exchange programme? ☐ 5 months ☐ 10 months
Make sure the list of courses you are planning to take abroad matches the duration of the period you are planning to spend abroad.
Are you currently enrolled in a Master program in an ATP (master)? ☐ Yes ☐ No

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:

Personal details				EMA2 Doctorates - Incoming - 2014
Last name: [redacted] First name: [redacted] Date of birth: 11.11.2011 Home country: Cameroon Home institution: University of Buea		Study field: Artificial Intelligence Host country: Belgium Host institution: Vrije Universiteit Brussel Stay from: 22.09.2014 Stay until: 05.07.2015		
Necessary steps	Done	Done on	Done by	Direct access via following link
Online-Registration	<input checked="" type="checkbox"/>	11.10.2013	[redacted]	
Personal data completed	<input checked="" type="checkbox"/>	11.10.2013	[redacted]	* Complete personal data
Information about education completed	<input checked="" type="checkbox"/>	11.10.2013	[redacted]	* Complete information about education
Information about profession completed	<input checked="" type="checkbox"/>	11.10.2013	[redacted]	* Complete information about profession
Statement about scholarship eligibility	<input checked="" type="checkbox"/>	11.10.2013	[redacted]	* Enter statement about scholarship eligibility
How did you learn about CARIEU?	<input type="checkbox"/>			* Tell us how you learned about CARIEU
Copy of diploma(s) uploaded	<input type="checkbox"/>			
Transcript of Records uploaded	<input type="checkbox"/>			
Letter of Motivation uploaded	<input type="checkbox"/>			

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

Edit personal data

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Personal details

Last name: [redacted]
First name: [redacted]
Academic title: [redacted]
Gender: ☒ Male ☐ Female
Date of birth: [redacted]
E-Mail address: [redacted]
Nationality: [redacted]
Second nationality: <-- Please select -->
Communication language: English
Social insurance number: [redacted]

Permanent address details

Street: [redacted]
Country: [redacted]
Post code: [redacted]
City: [redacted]
c/o: [redacted]
Additional address information: [redacted]
Telephone number: [redacted]
Mobile phone number: [redacted]

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.

Information about education (azerty azerty - EMA2 Doctorates)

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Please enter the details of your current and/or previous education

0%

1

2

3

100%

Page 1 from 3

(Pages can also be changed by clicking on the page numbers)

Bachelor / Undergraduate Education


Fill in the following details regarding your bachelor/undergraduate studies.

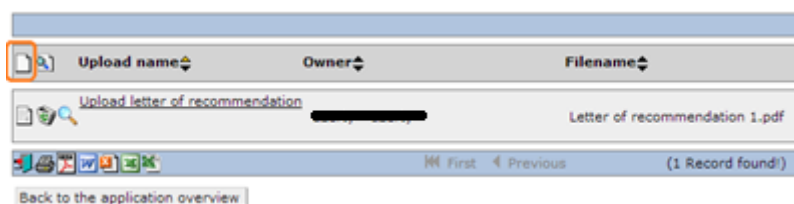
Name of the university where you obtained your bachelor/undergraduate degree: [redacted]
Country: [redacted]
City: [redacted]
Attended from: [redacted]
Attended until: [redacted]
Degree obtained: [redacted]
Results: [redacted]
Do you hold a second bachelor/undergraduate degree? ☐ Yes ☒ No

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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.