FILLING IN THE MOBILE UNLIMITED

APPLICATION FORM

TUTORIAL: HOW TO DO IT RIGHT





01.08.2018

With the support of the Erasmus+ programme of the European Union.

Dear applicant,

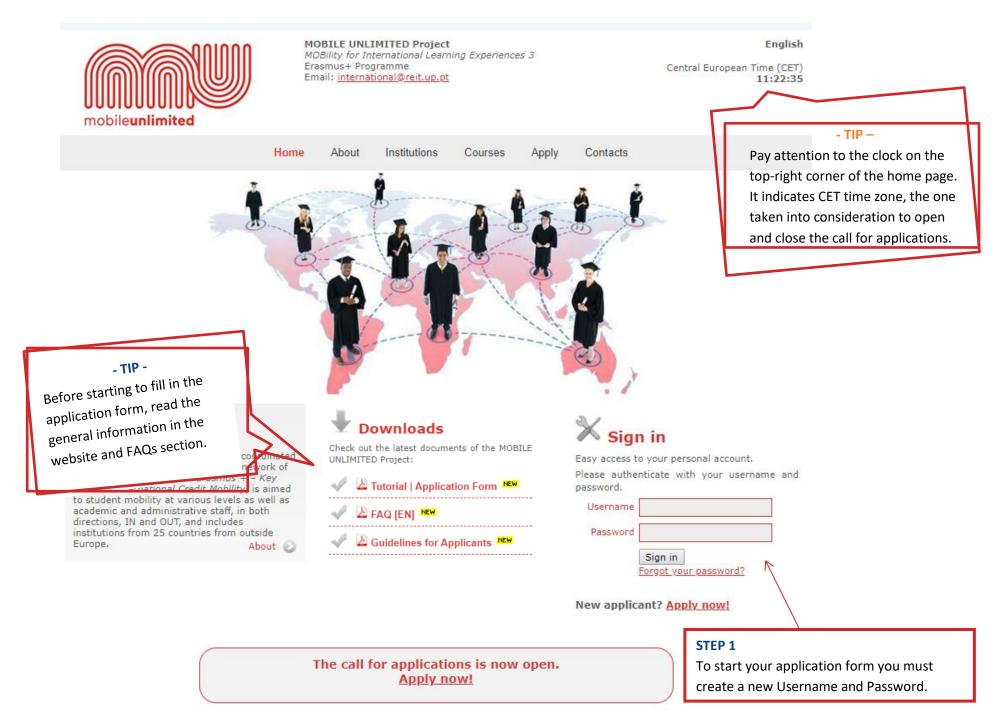
Thank you for your interest in participating in the MOBILE UNLIMITED Project, coordinated by the University of Porto.

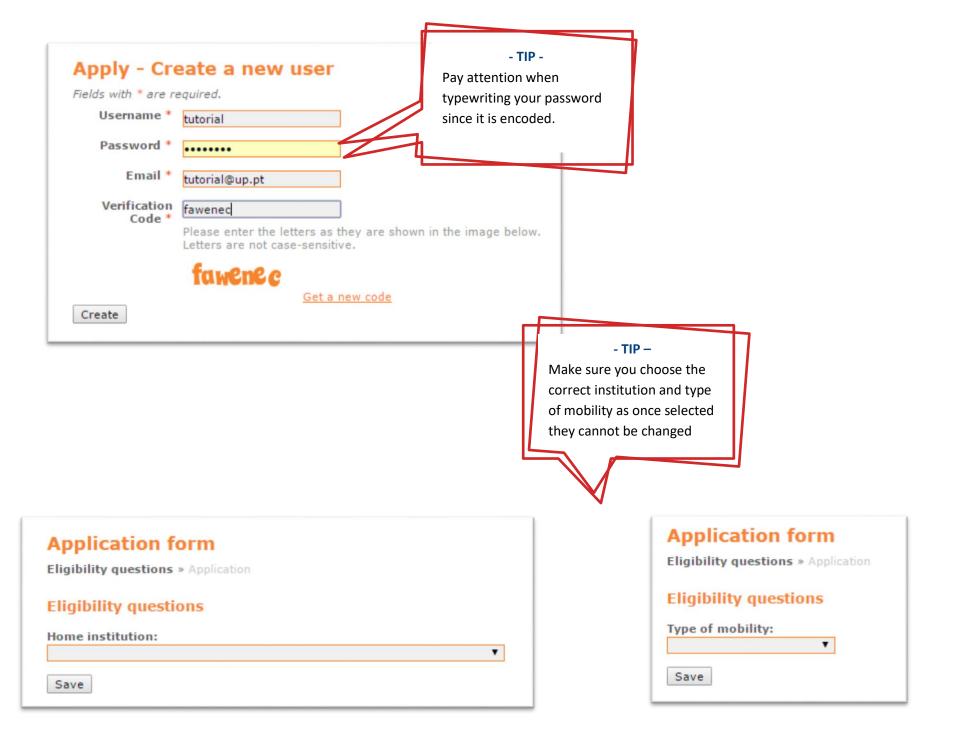
This tutorial has been developed to provide you full support in the process of filling in your application form, thus assuring that you don't miss any important information. You should read it together with the general information that you may find in the project's website: https://mobileunlimited.up.pt/ and with the FAQs section, which is also available in the website.

Should you have any doubt, please feel free to contact us at the email address: international@reit.up.pt.

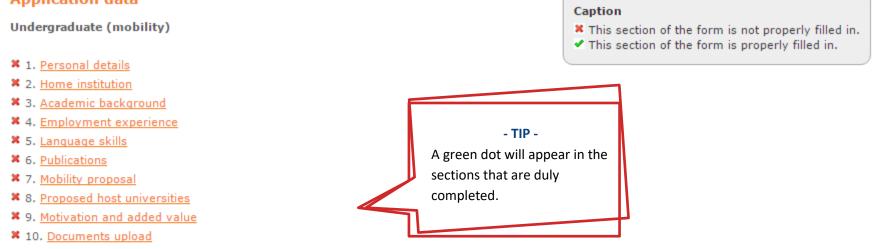
Good luck!

The MOBILE UNLIMITED Team





Application data



I declare to have granted permission to have my name published in the website of the project or in any other format, for dissemination purposes of the selection process.

I declare, on my honor, that the information supplied by me in this application form is true and correct and that the documents uploaded are true.

I declare having knowledge that, as candidate, I will have to supply all documents to support my eligibility for this project. In case I fail to do so my application will be automatically and immediately rejected.

I have consulted with the contact person about the internal eligibility criteria that may exist in my home institution.

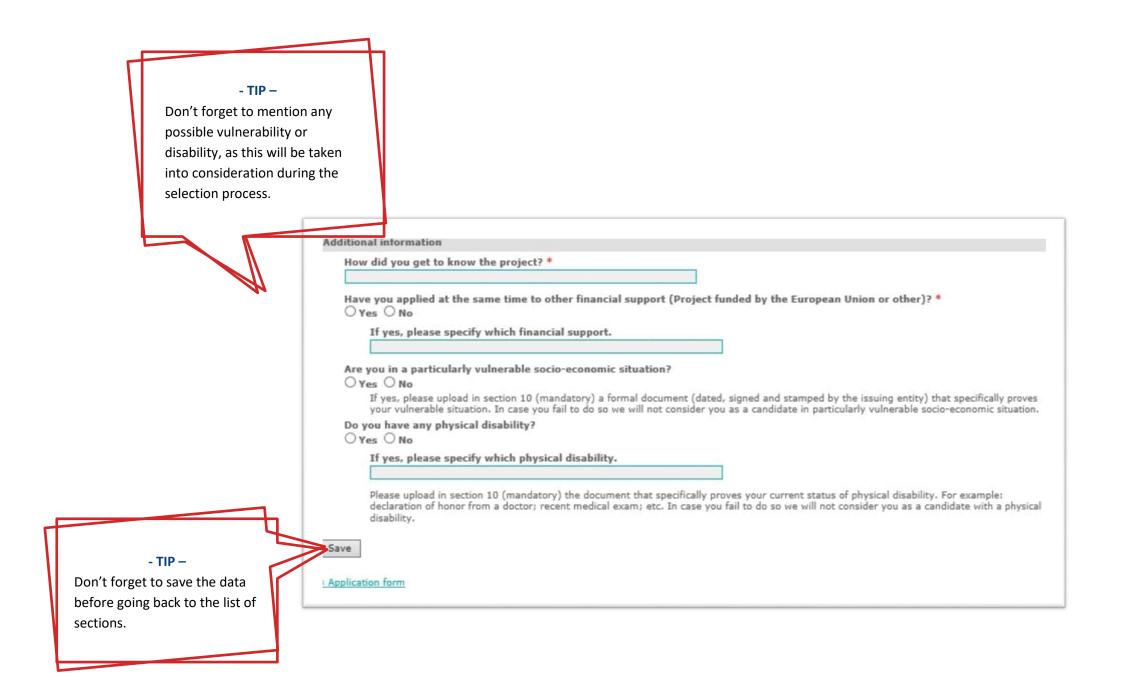
Submit application

After selecting this option, it is not possible to make any additional change to the already submitted proposal. Accordingly, if you would like to make any valid changes, you must create a new user and start your application from the beginning.

Please note that all contacts with candidates, including the notification of the selection results will be made exclusively by email. Please check if the field in the application form corresponding to your email address is correctly filled in.

STEP 2 Fill in each of the 10 sections of the application form.

	1. Personal details	
	Applicant's personal details	
	Surname/Family name *	
	Forenames/Given	
	Date of birth * (Vear-Month-Day)	
	Place of birth *	
	Gender * 🔿 Male 🔿 Female	
 TIP – Make sure you provide the correct address without 	Nationality ID/Passport (at least one) * Identity no. Passport no.	
translating it.	Permanent address This address will be used to send all official documents in case of selection. You must insert the complete information Any problem in sending documents resulting from erroneous or insufficient information provided in this section and co documents will result in the payment, by the candidate, of the resulting expenses. The address must not be translated.	
	Street and number * Postcode	
	City *	
	Country * (select option)	
- TIP –	Contact details All contacts regarding the submission of application and selection results will be done exclusively by email. In case it applicant through this mean, the application will not be considered valid and it will be immediately excluded from the appeal.	is impossible to contact the project, without any possibility of
If possible provide two different email addresses to assure an	Telephone *	
efficient communication. If you	Primary email *	
don't have two, <u>DON'T</u> write the	Alternative email	
email of another candidate.	Please do not include the email address of a fellow colleague also applying to this project so that the select parties.	tion results cannot be send to third



pplication form	
Home institution	
stitution where you have concluded your previous academic training or where you currently develop your r stitution from one of the eligible countries.	nain activity. It must be aı
etails of the home institution	
Official name of the home institution * Universidad Nacional Autónoma de México	
Country * Mexico	
lentification of the entity/person supporting your application at your home institution	
Faculty/School	- TIP – his person is the one at your
Department	niversity that is formally
Name of the responsible person	sponsible for your main activity: ourse director, thesis tutor,
Position of the responsible person	rector of the office, etc,
Email of the responsible person	
Other contact	
n case you are currently enrolled in a programme/degree course in your home institution, please indicate:	ATTENTION:
Name of the programme/degree course you are currently enrolled in	 This information is mandatory for all
Subject area of the programme/degree course you are currently enrolled in	exchange students.
In case you are currently enrolled in a research work, please indicate the name/title of the work	
In case you are currently enrolled in a research work, please indicate the name/ title of the work	
In case you are currently enrolled in a research work, please indicate the name, due of the work	
Save	

application to			
. Academic back	ground		
Please indicate the m opplication, starting	nain academic background/qua with the most recent ones. Ple	alifications or training developed until this moment that ase include only the academic training achieved in a hig	are relevant to this her education institution.
roof of all academic	qualifications must be provide	d; please upload a copy of the official documents in sect	tion 10 of this application form.
a)			
Academic degree	awarded / training accomplis	hed *	
	~		
Current stat			
	ently being attended		
(Please		must upload in section 10 the certificate/declaration of enrolln	nent in a Programme Course)
		must upload in section 10 the certificate of conclusion of the c	legree Course)
Name of course	pay attention to the fact that you	must up to a missection in the certaincate of conclusion of the c	Jegree coursey
*			
Institution *			
Country *			
Country		×	
Date of award *	(Year-Month)		1 1
Grade obtained		CLARIFICATION:	
Grade obtained		Indicate the highest possible grade to be	
Maximum grade	← ←	awarded by the institution to students of	
in the grades' scale of the		this particular course.	
institution (e.g.		tills particular course.	
in a scale of 0-20, it is 20) *			-
0-20, it is 20)			
5)			- TIP -
Academic degree	awarded / training accomplis	hed	In case you have several
	v		
Current stat	e		diplomas you should make
(clean)			reference to all, especially the
	ently being attended		most relevant for this mobilit
(Please		must upload in section 10 the certificate/declaration of enrolln	proposal.
		must upload in section 10 the certificate of conclusion of the o	
Name of course	page and the set that the you		
Institution			

Application torm

4. Employment experience

	employment experience, click on [Save] without writing any informati your main activity at the moment *	ion.	
	Ostudent		
	○ Professor / Academic Staff (full-time)		
	\bigcirc Researcher (with a permanent link with the home institution)		
	\bigcirc Administrative Staff in an eligible institution (with a permanent lin	nk with the home institution)	
	Other		
Department / service *			
Unit (if			
applicable)			
Position (if applicable)			
	rour employment experience (if applicable). *		
(Max. 2500 charact	ters)		
Briefly describe o	other relevant work experiences, mainly those related to your mobility p	programme. *	
(Max. 2500 charact	ers)	- TIP -	
		Even if you have	
Save		employment experies	
		employment experience for the mobility proposal, include details of eth	
Application form		details of oth	
		details of other experiences as it proves your proactive attitude and	
		Ves Vour pro-	
		attitude	
		attitude and dynamism.	

and the second second

12

Other languages 1. Keading Writing Speaking C. Keading Writing Speaking Writing Speaking	5. Language skills Mother tongue * Other	v		
* Application form	1. ▼ Listening Reading Writing Speaking 2. ▼ Listening Writing 3. ▼ Listening Reading Writing Reading Writing		> > > > > > > > > > > > > > > > > > >	Be realistic and don't oversell yourself, as an interview may be done during the selection

a) (Max. 500 characters)	er, year, city, page number and other relevant bibliographical data. ve] without writing any information.
b) (Max. 500 characters)	- TIP – Even if you have no relevant publications for the mobility proposal, indicate other
c) (Max. 500 characters)	publications as it proves your merit and dedication.
d) (Max. 500 characters)	
	~
e) (Max. 500 characters)	

Mobility proposal		
lease indicate the main aspects of your mobility proposal. The mobility programme proposed must coherently describe the existing relat the host institution. As this mobility programme will be used as a mean for the applementation, we strongly advice you to consult the available courses/activi election, articulated and defined by the scholarship holder, the coordinating a	e host institution to evaluate the relevance and interest in its ities at the host institution. The final mobility proposal will be, in case of	
Type of mobility * Doctorate (mobility) Describe in detail the mobility programme you intend to develop a		
Describe in detail the mobility programme you intend to develop a		
	ATTENTION (EXCHANGE STUDENTS): When choosing the modules you want to take at the host ins you need to check with the responsible person/office at your university for granting academic recognition that these modu into your course.	
(Max. 2500 characters)		
ave	\mathcal{M}	
confication form		

- TIP –

If you are unsure about who is the person you must check this with, contact the person identified in the section "Contacts" of the MOBILE UNLIMITEDwebsite. This person will guide you.

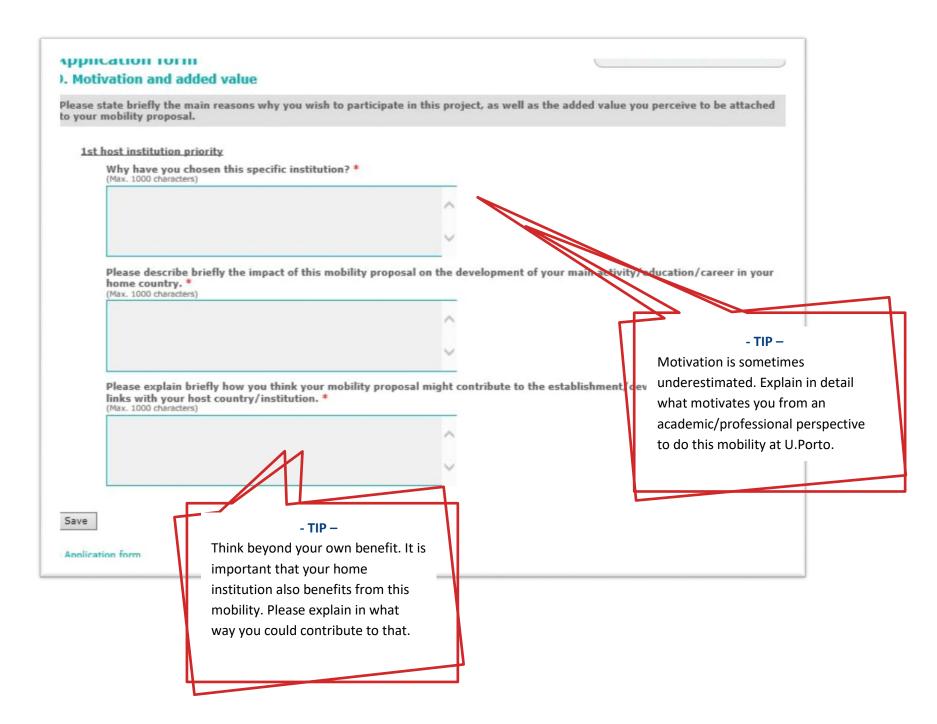
Application form 8. Proposed host universities	Zuglide bessitteld 1 - Sidii Ant	
1st host institution priority		
Field of study of the project you intend to develop *		
Official name of your host institution priority *		
Course / Mobility proposal *		
Semester *	ATTENTION: If you are concluding your degree cours	
Is your proposal part of any common project of the two institutions? Yes ONo If yes, please indicate the references.	before September 2019 you must of co Semester 2018/2019 (February 2019 to	
Tryes, please multate the references.		
Have you established any previous contacts with the Institution concerning you \bigcirc Yes \bigcirc No	r mobility?	
If yes, please quote the name of the contacted person.		
Save		
« Application form		
\checkmark		
CLARIFICATION:		

A **common project** within the scope of

which your mobility is proposed: e.g. a

specific research project that will benefit

from your mobility at the host institution.



Application form

10. Documents upload

Download PDFBinder

Applicants must upload the following documents:

In case a document is considered mandatory by the host institution it must be included online. If a candidate fails to do so the application will be immediately rejected without any possibility of appeal. Each uploaded document must have a maximum size of 5 MB.

Each field accepts only one document. If you wish to upload more than one document in the same field, first you have to merge those documents into a single one.

PDFBinder is a simple tool to merge several PDF documents into one. You can download it here:



Double check the documents you upload as there is no option to delete a document after uploading it.

- TIP -

	Document	Upload	Uploaded
×	Photo (Mandatory for all applicants)	(jpg.jpeg) Procurar Upload	
	Video (Optional)	(avi,mov,mpg,wmv,zip) Procurar Upload	
7	Identity (Mandatory for all applicants) Formal Identity Document. Must be issued by a national authority otherwise it will not be considered valid and the application will be immediately excluded. In case your country does not issue such document it is mandatory to upload a copy of your passport here.	(pdf) Procurar Upload	
	Passport (Optional)	(pdf) Procurar Upload	

 TIP –
 The red dots indicate what are the mandatory documents in your case.

				7
×	Certificate of degree (Mandatory for Master (mobility), Doctorate (mobility), Academic Staff, Administrative Staff) Certificate proving the obtained degree – must be issued by the University where the degree was obtained, dated, signed and stamped, otherwise it will not be considered valid and the application will be immediately excluded.	(pdf) Upload	Procurar	- TIP -
×	Transcript of records (Mandatory for Undergraduate (mobility), Master (mobility), Doctorate (mobility)) Must be issued by the home university, stating in detail all courses taken and grades obtained in the course. This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded. Please note that you must upload the transcript of records regarding ALL the years of your course.	(pdf) Upload	Procurar	Don't forget to include a translation of the official documents issued by your university in case these are not in English, Portuguese.
×	Support from home (Mandatory for all applicants) Statement of support from the Home University - This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded.	(pdf) Upload	Procurar	
×	Enrollment in degree course (Mandatory for Undergraduate (mobility), Master (mobility), Doctorate (mobility)) Statement issued by the Home Institution (partner) regarding the applicant's enrollment in the degree course.	(pdf) Upload	Procurar	
	Main activity (Mandatory for Academic Staff, Administrative Staff) Statement of the Home Institution (partner) with a brief description of the applicant's main activity. This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded.	(pdf) Upload	Procurar	
	Language skills	(pdf) Upload	Procurar	
		17	·	roposal you want to apply to a language certificate or minimum this document is not optional but

- TIP – Don't forget to include the documents proving your favour condition, otherwise it won't be taken into consideration during selection stage.	2
Physical disability (Optional) Document that specifically proves your actual status of physical disability. For example: declaration of honor from a doctor'; recent medical exam; etc. In case you fail to do so we will not consider you as a candidate with a physical disability.	(pdf) Procurar Upload
Socio-economic vulnerability (Optional) Document that specifically proves your vulnerable socio-economic situation. This document must be dated, signed and stamped by the issuing entity. In case you fail to do so we will not consider you as a candidate in particularly vulnerable socio- economic situation.	(pdf) Procurar Upload
Proof of social/political vulnerable situation (Optional) Document that specifically proves your social/political vulnerable situation. This document must be issued by a recognized authority and must also be dated, signed and stamped by the issuing entity.	(pdf) Procurar Upload
Other documents (Optional) Other documents relevant for the application.	(pdf) Procurar Upload

- TIP –

Recommendation letters, certificates of participation in conferences, etc. may be uploaded to allow U.Porto to get to know more about your profile.

*	Photo (Mandatory for all applicants)	(jpg,jpeg) Procurar Upload	Download
	Video (Optional)	(avi,mov,mpg,wmv,zip) Procurar Upload	
•	Identity (Mandatory for all applicants) Formal Identity Document. Must be issued by a national authority otherwise it will not be considered valid and the application will be immediately excluded. In case your country does not issue such document it is mandatory to upload a copy of your passport here.	(pdf) Procurar Upload	Download
	Passport (Optional)	(pdf) Procurar Upload	
>	Certificate of degree (Mandatory for Master (mobility), Doctorate (mobility), Academic Staff, Administrative Staff) Certificate proving the obtained degree – must be issued by the University where the degree was obtained, dated, signed and stamped, otherwise it will not be considered valid and the application will be immediately excluded.	(pdf) Procurar Upload	Download
•	Transcript of records (Mandatory for Undergraduate (mobility), Master (mobility), Doctorate (mobility)) Must be issued by the home university, stating in detail all courses taken and grades obtained in the course. This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded. Please note that you must upload the transcript of records regarding ALL the years of your course.	(pdf) Procurar Upload	Download
•	Support from home (Mandatory for all applicants) Statement of support from the Home University - This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded.	(pdf) Procurar Upload	Download
,	Enrollment in degree course (Mandatory for Undergraduate (mobility), Master (mobility), Doctorate (mobility)) Statement issued by the Home Institution (partner) regarding the applicant's enrollment in the degree course.	(pdf) Procurar Upload	Download

CLARIFICATION:

When all documents are marked with a green dot on the left side, the section is completed.

CLARIFICATION:

When all sections are marked with a green dot on the left side, the form may be submitted.

