

ERASMUS TRAINEESHIP CALL FOR APPLICATIONS 2024/25

HOW TO SUBMIT YOUR APPLICATION Step 2

The **second part of the application** involves <u>the confirmation of personal data</u> and the <u>possible upload of the</u> <u>acceptance letter from the host Institution</u> if the candidate already has it. It will be possible to attach the acceptance letter **by 13 December 2024** (the last day for area selection interviews).

ATTENTION: the International Mobility Unit will not carry out any formal check on the uploaded acceptance letters. Therefore, it will be up to the candidate himself/herself to check that he/she has attached a correct and compliant document.

IMPORTANT NOTES

- We invite you not to start filling in your application close to the deadline. Any problems reported on the day of the deadline may not be resolved in time for the submission of the application

- Once your application has been submitted, it cannot be changed. We, therefore, invite you to pay particular attention to the data entered and any attached documents

- Only the acceptance letter can be attached to the application, as stated in the call for applications. Any other attached documents will not be taken into consideration

TECHNICAL NOTES ABOUT MOBILITY-ONLINE

- To edit a section click on "Forward to update"
- To confirm a change click on "<u>Update</u>"
- To return to the main screen click on "Back/Back to the general overview"
- The step is complete when the tick box turns green

1. When you have completed the first part of your application, you have received an e-mail from <u>noreply@unipv.it</u> with the subject line <u>"COMPULSORY registration for Erasmus Traineeship 2024/25</u>" (check also your spam mailbox) to complete your application in Mobility-Online. Please follow the instructions below carefully.

By clicking on the link received by e-mail, you can access your personal page in Mobility-Online.



2. Then click on "<u>Login</u>", you will be redirected to this page, where you will have to enter your UNIPV credentials (tax code and password)

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3. You'll find here the next steps to do.

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4. Click on "Complete personal data" and then on "Update personal details".

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5. Click on "<u>Back to general overview</u>" to return to the main screen.



6. If you already have one you can now enter your acceptance letter, by clicking on "Upload acceptance letter".

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Attach then the acceptance letter.

The documents must be in PDF format and renamed as follows "acceptance letter COGNOME NOME" (es.: "acceptance letter ROSSI MARIO"). Then click on "<u>Create</u>".

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A few seconds later you will receive an e-mail from <u>noreply@unipv.it</u> with the subject line "<u>Application</u> <u>completed Erasmus Traineeship 2024/25</u>" (also check your spam mailbox) informing you that the letter has been correctly attached.

You will also see the confirmation on your personal Mobility-Online page (green tick on "<u>Acceptance letter</u> <u>uploaded</u>").

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You will have until 13 December 2024 to upload it.

Uploading the letter on your personal Mobility-Online page is not obligatory, you can also hand it in during the selection interview (10-13 December 2024).

We would like to remind you, however, that those who will not own an acceptance letter by the date of the selection interview will not be eligible for the award of a traineeship and the corresponding grant.