HOW TO CREATE A NEW FREEMOVER APPLICATION

STEP 1

Click "your mobility application"

STEP 2

Select the appropriate "Academic Year" from the dropdown list. Click the "Action" button.
STEP 3

Click the option "NO" if you want to create a "CEEPUS Freemover Application".
Click the button "next step" to continue.
STEP 4

Here is a short explanation to assist you in choosing the correct answer:

- **Home Institution:** this is the institution, where you are currently studying or teaching.
- **Host Institution:** this is the institution abroad, where you would like to study or teach.
- **Network:** a network is a CEEPUS project consisting of at least 3 universities (from at least 2 different CEEPUS countries) dedicated to certain objectives and exchange actions.
- **Unit:** this can be a university department, faculty or center. We also call it "PPU" within a network, which stands for "Participating Unit".

![New Mobility Application](image-url)
STEP 5

This is the top view of the FREEMOVER mobility application, divided in several sections. To help you keep track of work still required on the application, the sections are color-coded:

- **Green**: all necessary data have been entered, nothing more to do.
- **Red**: not all necessary data have been entered yet.
- **Entries**: shows you how many entries are currently in your applications for this section.
- **min - max**: this is to show you what is the minimum and what is the maximum amount of entries for a section.

You can edit any section by clicking the "Edit" button in the same row.
STEP 5.1

Edit your Basedata

- **Possible start date**: the earliest date you could start your study stay abroad.

- **Tendered Student Months**: the number of months you are applying for

- **Documents Uploads**

  ⚫ **Important notice**: If you are applying for a country that requires the upload at a later stage, you will be notified accordingly. In this case you shall only obtain the documents THEN and not any earlier. For 1516 this only applies to Austria.
Click "Edit Upload" to choose the file you want to upload.
Formats: PDF, JPG, JPEG, PNG
Click on "Upload"

View: allows you view and check that you have uploaded the correct file. If not, use the trash icon to delete.
**Student Uploads**

You need to upload 3 documents:
- 2x the Freemover Letter of Recommendation by teachers at your home institution
- 1x the Letter of Acceptance by your host institution

You can upload as many documents as you want.
You will find the form below in the "Important Downloads" section or on the mobility desktop.

**Teacher Uploads**

You will need to upload one document:
- “Letter Freemover Teacher CEEPUS III”

You can upload as many documents as you want.
You will find the form below in the "Important Downloads" section or on the mobility desktop.

**ACADEMIC EQUAL STATUS Upload**

Who should use the "ACADEMIC EQUAL STATUS" upload function?

- Applicants **WITHOUT** citizenship of any of the CEEPUS countries but having "Academic Equal Status" in one of the CEEPUS countries.
- Stateless persons and refugees living and studying/teaching in a CEEPUS country should upload the respective documents.
- Applicants who hold both the citizenship of a CEEPUS country PLUS "Equal Status" in another CEEPUS country should upload their "Academic Equal Status" document **ONLY IF** they are based in this country.

Please also see our FAQs under "Who is eligible for a CEEPUS grant".

**IMPORTANT DOWNLOADS**

- FREEMOVER LETTER OF ACCEPTANCE - host institution students
- FREEMOVER LETTER OF RECOMMENDATION - home institution students
- LETTER FREEMOVER TEACHER
STEP 5.2

Edit Personal Data and Address

CEEDPUS needs to be able to contact you! So, please be so kind to enter at least one address. You may enter more than one address, if this is convenient for you.

If you do so, though, you need to click on the tick box next to “Is this your default address?” to indicate your main address.
STEP 5.3

Edit Field of Study, Motivation, Education and Knowledge of Languages

Field of Study

- **Students**
  Please indicate the subject you are enrolled at your home university.

- **Teachers**
  Please indicate your main scientific/teaching interest.
Motivation and Short Description

Motivation

- **Students**
  You need to explain convincingly why you will award a grant, tell us a bit about yourself:
  - What is your field of study at your home university?
  - How good are your grades?
  - Why do you apply for a CEEPUS grant?
  - Why are you applying for this specific country/county/project?
  - What exactly do you plan to do at your host institution?
  - Which lectures, courses etc. do you plan to attend and why?
  - What have you done in preparation of your study stay abroad?

- **Teacher**
  Please list your planned teaching/supervising assignments and why you would like to visit your host institution.

  NOTE: as this field is accessible even after submit, please edit your entry once you know the precise assignment data.

Short Description

Tell us a bit about yourself:
- What have you been doing?
- What would you like to achieve?
- What are your strengths?
Completed vs. In Progress

Select “Completed” for any level that you have completed with a degree. It is sufficient if you enter the last completed education.

Select “In Progress” for the level of education you are currently studying.
Knowledge of Languages

Please select as many CEEPUS languages as you are familiar with and indicate the level of your competence.
Unsubmitted Freemover Applications

Here you can see a short overview of all your data.

If you want to change them again (only for unsubmitted applications). You can do this by clicking on the "Open" button in the action panel.

OR

If you want to submit your application, click on the "send to NCO" button in the workflow panel.