

EU-METALIC Application Process

A walkthrough guide to completing an application

This illustrated step-by-step guide has been designed to take applicants through the application process whilst demonstrating various functions of the application database. This guide is designed to accompany the information and instructions on the website, not to replace it. Candidates should carefully read all instructions on www.eu-metalic.eu to ensure successful and problem free completion.

1. Go to > www.eu-metalic.eu
2. Select > **APPLY NOW** from the text as indicated below.

You are in: English > International > EU-METALIC

EU-METALIC

The Project

Partners

Who can apply?

Scholarships

Fields of Study

How to Apply

Alumni

Contact Us

FAQ



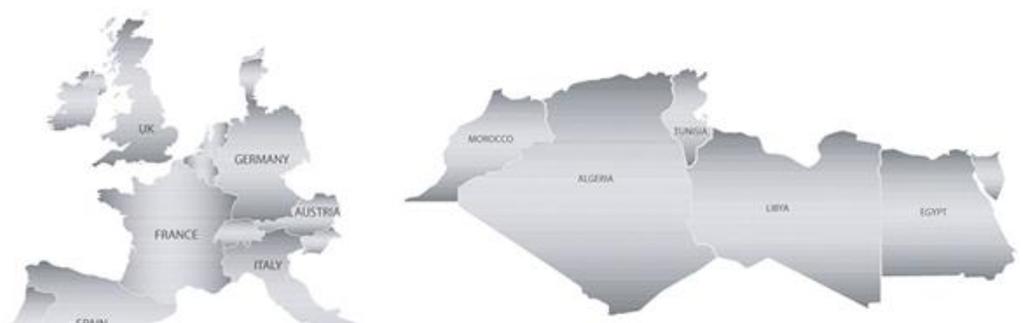
EU-METALIC

The Call for Applications for the 1st Cohort of EU-METALIC Scholarships is now **OPEN!**

The Call will close on 21st January 2013 at 23:59:59 GMT

Please check the [Eligibility Criteria](#); types of [scholarship](#) available; the [Fields of Study](#) offered by the partner universities, and the [Selection Documents](#) required by the programme and by partner universities before applying. When you are ready please select **APPLY NOW** to begin your EU-METALIC Scholarship Application.

The EU-METALIC Programme offers scholarships for undergraduate, master, doctoral and post-doctoral students and staff. These scholarships are financed by the European Commission under the [Erasmus Mundus Programme](#) and will cover travel, insurance, participation costs and subsistence allowance.



When you select this you will be redirected to the application platform homepage which will look exactly as below:

EU-METALIC

EU | Morocco | Egypt | Tunisia | Algeria | Libya
International Corporation



Erasmus
Mundus

Home

Help Desk

Home

Welcome

Print

NOTE IMPORTANT: More programmes for scholarships in the EU will be made available in the next 7 days

The EU-METALIC Programme offers scholarships for undergraduate, master, doctoral and post-doctoral students and staff. These scholarships are financed by the European Commission under the [Erasmus Mundus Programme](#) and will cover travel, insurance, participation costs and subsistence allowance.

Before you register an account to apply for an EU-METALIC Scholarship, please check the [Eligibility Criteria](#); types of [scholarship available](#); the [Fields of Study](#) offered by the partner universities, and the [Selection Documents](#) required by the programme and by partner universities located on the [project website](#).

Login Form

Username

Password

Remember Me

LOGIN

» [Forgot your Password?](#)

» [Forgot your](#)

[Username?](#)

» [Register](#)

3. Select > **Register** on the bottom right hand corner of the homepage.

Login Form

Username

Password

Remember Me

LOGIN

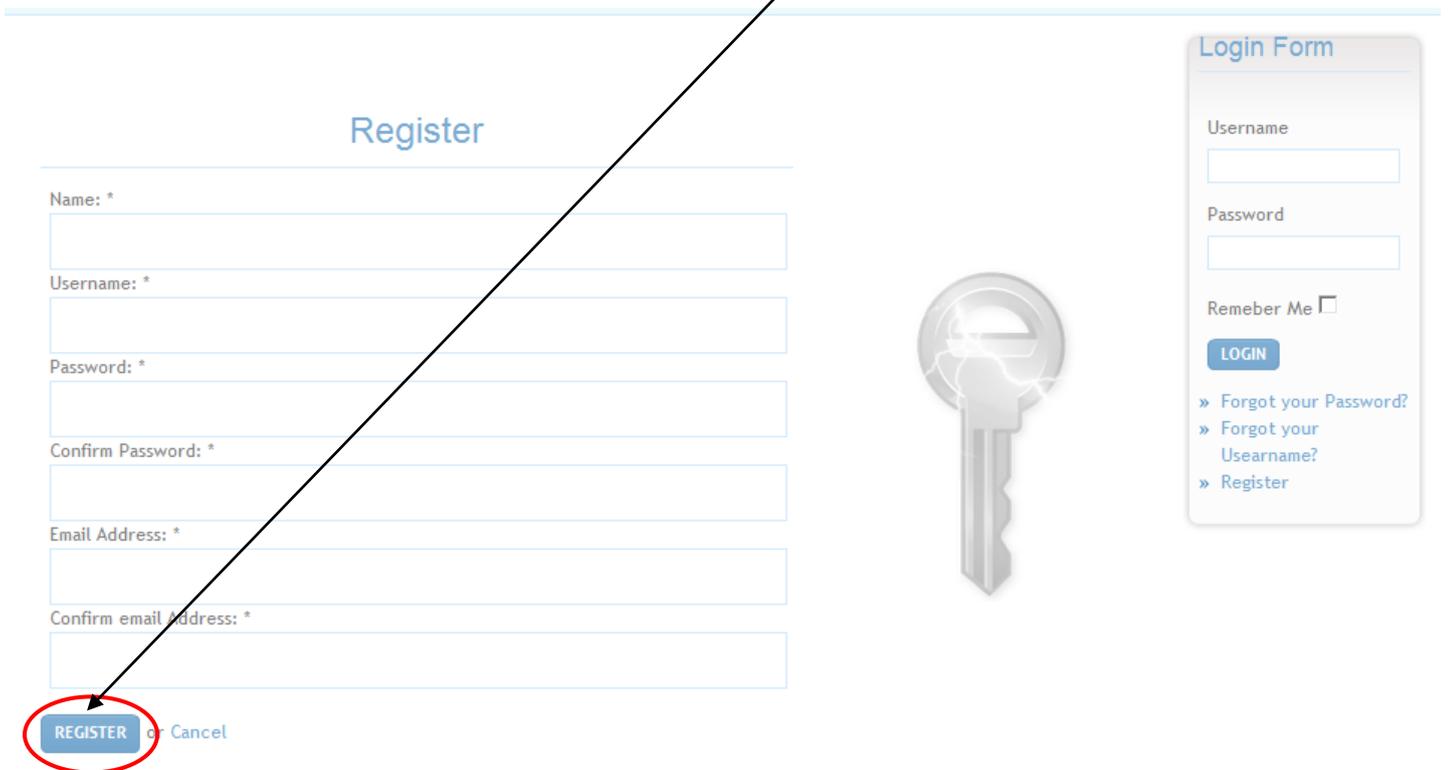
» [Forgot your Password?](#)

» [Forgot your](#)

[Username?](#)

» [Register](#)

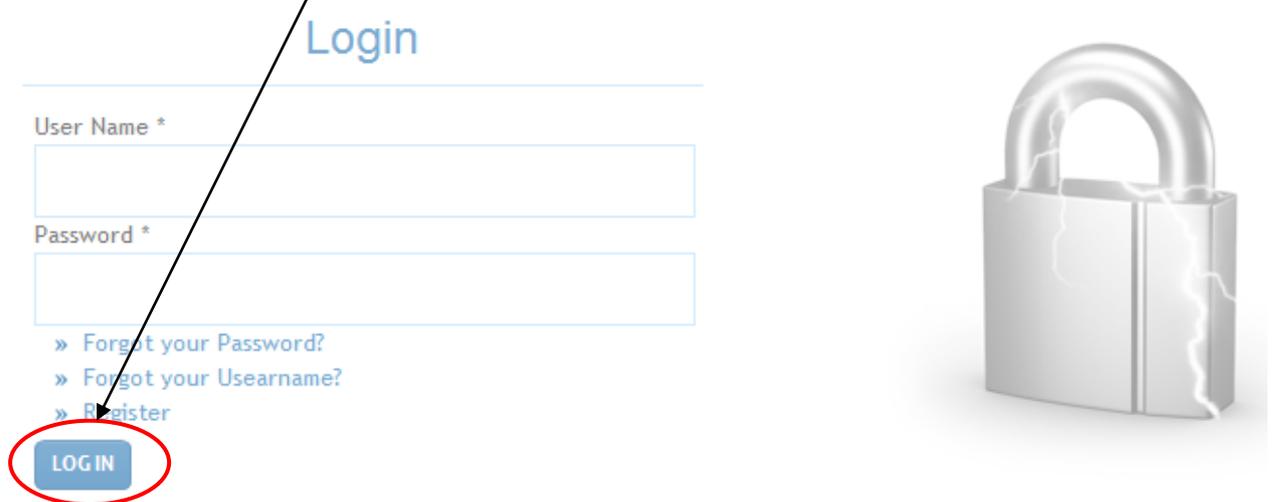
- When you select this you will be prompted to complete a series of information fields including a **Username** and **Password**. Complete the information ensuring that you enter a **valid email address**. Once completed, select **Register**



The screenshot shows a registration form titled "Register" with the following fields: Name: *, Username: *, Password: *, Confirm Password: *, Email Address: *, and Confirm email Address: *. At the bottom, there is a "REGISTER" button circled in red and a "Cancel" link. To the right of the form is a decorative key icon. Further right is a "Login Form" with fields for Username and Password, a "Remember Me" checkbox, a "LOGIN" button, and links for "Forgot your Password?", "Forgot your Username?", and "Register".

- Upon successful registration, you will see the following message and screen.
- Before you start your application you will need to log in by entering your username and password and selecting the **Log In** button.

Thank you for registering. You may now log in using the username and password you registered with.



The screenshot shows a login form titled "Login" with the following fields: User Name * and Password *. Below the fields are links for "Forgot your Password?", "Forgot your Username?", and "Register". At the bottom, there is a "LOGIN" button circled in red. To the right of the form is a decorative padlock icon.

7. Once you have logged in, you will have to complete Steps 1 - 4.

My Application

Step 1:
Basic Information

X

Step 2:
Search and apply for courses

Step 3:
Upload Documents

X

Step 4:
Submit Applications

Step 1: Basic Information

Allows you to input general data

Step 2: Search and Apply for Courses

Allows you to select apply for up to a maximum of 2 courses and directs you to the link for uploading any documents that are specific to the course you have selected such as learning agreement for undergraduate and master level, research proposal etc.

Step 3: Upload Documents

Allows you to upload documents that are common to all your course choices such as passport, CV etc.

Step 4: Submit Course

Gives you an overview of your applications. Also allows you to check the status of your applications, preview your application and submit or remove any courses.

8. Do this by clicking on the **Basic Information** option under the Step 1 for the first stage.

Home

Help Desk

My Application

Step 1:
Basic Information

X

Step 2:
Search and apply for courses

Step 3:
Upload Documents

X

Step 4:
Submit Applications

Course Favorites

No courses added to your favorites list.

9. On selecting **Basic Information**, you will see the below screen. Please read the information provided carefully and **select which Target Group you want to apply as by selecting the your option from the drop down menu** at the bottom left hand corner of the page and then select **Next**.

Basic Information

Target Group

Please select which Target Group you are applying under before saving and proceeding to the next stage of the application:

- » **Target Group 1:** Applicants who are currently registered / employed at one of the EU or third-country partner universities.
- » **Target Group 2:**
Applicants who are registered at another European, Moroccan, Egyptian, Tunisian, Algerian or Libyan Higher Education Institution that is not a partner in the EU-METALIC project;
OR
Applicants who have obtained a university degree or equivalent from a European, Moroccan, Egyptian, Tunisian, Algerian or Libyan Higher Education Institution (students only).
- » **Target Group 3:** Nationals of the third-countries concerned by the geographical lot who are in particularly vulnerable situations, for social and political reasons. For example:
 - » having a refugee status or asylum beneficiaries;
 - » it can be proved that they have been the object of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual inclination;
 - » they belong to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons)

If you are a Target Group 3 Applicant, please check this box. Please note that you will need to upload document(s) certifying your state.
For further information about the Target Groups, please refer to "Who Can Apply" Page on the project website.

Target Group *

Please select

- Please select
- Target Group 1
- Target Group 2
- Target Group 3

SAVE NEXT PREVIOUS

10. You will then be presented with a series of fields that you will need to complete regarding personal information (General Data), contact details and education background.

General Data

Full Name★	<input type="text" value="Sarah"/>
Family Name★	<input type="text" value="Smith"/>
Gender★	<input type="text" value="Female"/>
Home Country★	<input type="text" value="United Kingdom"/>
Marital Status★	<input type="text" value="Single"/>
Nationality★	<input type="text" value="United Kingdom"/>
National ID★	<input type="text"/>
Passport No.★	<input type="text"/>
Passport Expiry Date★	<input type="text" value="DAY"/> / <input type="text" value="MONTH"/> / <input type="text" value="YEAR"/>
Passport Issue Date★	<input type="text" value="DAY"/> / <input type="text" value="MONTH"/> / <input type="text" value="YEAR"/>

Be sure to tick the **Terms and Conditions** and click **Save**. If you have forgotten to fill in any of the required fields, you will not be able to proceed.

Once you have **completed the information** accurately a **confirmation message** will appear.

My Application

EU-METALIC
EU | Morocco | Egypt | Tunisia | Algeria | Libya
International Cooperation

ID : 888
Smith, Sarah

Step 1: Basic Information ✓

Step 2: Search and apply for courses

Step 3: Upload Documents ✗

Step 4: Submit Applications

Course Favorites
No courses added to your favorites list.

Record added/updated

11. To continue with your application, proceed in clicking **Search and Apply for Courses (Step 2)** under the Candidates Area section.

My Application

EU-METALIC
EU | Morocco | Egypt | Tunisia | Algeria | Libya
International Cooperation

ID : 888
Smith, Sarah

Step 1: Basic Information ✓

Step 2: Search and apply for courses

Step 3: Upload Documents ✗

Step 4: Submit Applications

12. You will be able to search through the courses available to you using the filters on the page.

Jump to page

Page 1

Keyword

Mobility Level

Mobility Type

Language of Instruction

Host University

Classification

Number of programs matches your criteria is 550
 Current page viewing is Page No.1

Program Title	Mobility Type	Mobility Level	Course Classification	Start Date	Duration (months)	Host University	Language of instruction		
Political Science	Exchange Mobility	Undergraduate	Political Science	0000-00-00 00:00:00	10	Alexandria University	English	Apply Now	<input type="button" value="BOOKMARK"/>
Political Science	Exchange Mobility	Master	Political Science	0000-00-00 00:00:00	10	Alexandria University	English	Apply Now	<input type="button" value="BOOKMARK"/>

13. Note that not all results may appear on the first screen, so please use the **Jump to page** function to see all the courses that were produced by your search.

Jump to page

Page 1

14. You can filter your search based on Mobility Level, Mobility Type, Language of Instruction, Host University, and Classification or simply by searching for a keyword. Please note that the Host University list will automatically be limited by the **User Profile** information. In the example below you will see that because the applicant is British, only Moroccan, Egyptian, Tunisian, Algerian and Libyan Universities are available.

Keyword

Mobility Level

Mobility Type

Language of Instruction

Host University

Classification

50

Course Classification

King Hassan II

Superior Institute of Science and Technology

Ain Shams University

Alexandria University

Arab Academy for Science, Technology and Maritime Transport

University of Sousse

University of Sfax

University AbouBekr Belkaid of Tlemcem

University of Algiers

University of Serts

If you cannot access courses at a particular university, it is because you are not an eligible candidate based on your **User Profile** information.

For example:

- 1) If you are applying as a national of an EU country, you will only be able to see courses at Moroccan, Egyptian, Tunisian, Algerian and Libyan partner universities.
- 2) If you are applying as a Moroccan, Egyptian, Tunisian, Algerian or Libyan national, you will only be able to view courses at EU partner universities.
- 3) If you apply as a national of a country other than Moroccan, Egyptian, Tunisian, Algerian, Libyan or any EU country, you will not be able to view any courses as you will not be eligible to apply. Please check the 'Who can Apply' section on the website for the full eligibility criteria.

15. Once you have carried out a search you will be presented with results similar to those shown below:

Program Title	Mobility Type	Mobility Level	Course Classification	Start Date	Duration (months)	Host University	Language of instruction		
Biology	Exchange Mobility	Staff	Biology	0000-00-00 00:00:00	1	Alexandria University	English	Apply Now	BOOKMARK

Here you have a row of information some of which is interactive.

If you click on the name of the course (circled above) you will be presented with the Course Profile.

[BACK TO AVAILABLE COURSES](#)

Program Title	Biology
Mobility Type	Exchange Mobility
Mobility Level	Undergraduate
Classification	Biology
Description	
Start Date	
Duration (months)	10
Prerequisites	None
Program Contact Person	Khaled El Sadaany
program website	http://www.alexu.edu.eg/portal/index.php/en/programs-a-courses
Contact Person Email	elsaadany12@yahoo.com
Department	Faculty of Sciences
Language	» English

[Apply to this course](#)

16. You can also use the **Bookmark** function. This function allows you to gather several courses of interest and compare and contrast them to suit your academic strengths prior to applying. You can review the courses that you have added to your bookmarks by clicking on the **Course Favourites** option under the Candidates Area.

Program Title	Mobility Type	Mobility Level	Course Classification	Start Date	Duration (months)	Host University	Language of instruction		
Biology	Exchange Mobility	Staff	Biology	0000-00-00 00:00:00	1	Alexandria University	English	Apply Now	BOOKMARK

[Course Favorites](#)

Biology	Alexandria University	Apply Now	X
Biologie et écologie animale	University AbouBekr Belkaid of Tlemcem	Apply Now	X

17. When you wish to proceed in applying for a programme, you can do so by clicking **Apply Now** under course favourites if you have bookmarked your course. When you click on **Apply Now** the following information will appear. You can also click on **Apply to this course** in the course profile.

Apply to course

Apply to course	
Course Title	Biology
Required Documents	Passport CV Transcript Last Qualification Certificate Evidence of Language Proficiency Proof of Registration Click Here to Upload Documents
Required Documents for this course	Motivation Letter Learning Agreement Home University Support Letter Click Here to Upload Required Document
Host University	Alexandria University
Mobility Type	Exchange Mobility
Mobility Level	Undergraduate
Priority★	<input type="text" value="1"/>
<input type="button" value="SAVE APPLICATION"/> <input type="button" value="SUBMIT APPLICATION"/>	

Check that the data is correct and select whether the course is your 1st or 2nd Priority. (Please note that 2 courses is the maximum that you can apply for but not the minimum.)

Please click the **Save Application** button after your have made your selection.

18. Upon clicking the save application button (as indicated above), you will be redirected to the 'My Courses' page and the following message will appear on the top.

Application Saved Successful...

My Courses

Preview your applications							
ID	Program Title	Host University	Mobility Type	Mobility Level	Duration (months)	Priority	Application Status
498	Biology	Alexandria University	Exchange Mobility	Undergraduate	10	1	Missing Basic/Documents

Submit Remove

Preview your applications

19. The **Application Status** column on this page will tell you whether your application is in progress or submitted.

20. You must then click on **Step 3: Upload Documents** (top of the page) in order to upload the missing Basic Documents so that you may complete your application.

My Application



ID : 888
Smith, Sarah

Step 1: Basic Information	✓
Step 2: Search and apply for courses	
Step 3: Upload Documents	✗
Step 4: Submit Applications	

21. Upon selecting this option, you will be redirected to the 'Upload Documents' page as shown below:

Upload Documents

Move to submit application step-->>

The below table display the status of required documents.

File Type	Maximum Allowed Files	Status
Passport	2	X
CV	5	X
Transcript	4	X
Last Qualification Certificate	1	X
Evidence of Language Proficiency	2	X
Proof of Registration	1	X



Course Title	Document Type	Select File
No records		

Display # 10

These are documents that are common and mandatory for all programmes that you apply for.

22. Notice that the status is marked with  ; this will change to  once you have

successfully uploaded a file using the  button.

You will also see a message displayed on the top of your screen that reads:

Record added/updated

Clicking on the **upload document** button will take you to the upload documents page as displayed below.

Upload Documents

Upload Documents

IMPORTANT: Please note that ONLY JPEG and .GIF, files can be uploaded.

Document Type★

Select File★

23. From the **Documents Type** drop-down menu, select the document that you are uploading and select your corresponding file using the **Select File** option.

***Please note that the file must be in PICTURE formats only e.g .JPEG, .PNG, .GIF, .BMP. ***

To upload click .

IMPORTANT: Please note that ONLY JPEG and .GIF, files can be uploaded.

Document Type★

Select File★

- Please select
- Please select
- CV
- Evidence of Language Proficiency
- Last Qualification Certificate
- Other (Optional) 5 Documents Maximum
- Passport
- Proof of Registration
- Transcript

24. Repeat this procedure until you have selected and chosen all your required documents.

25. Once you have uploaded all the required files, you should be presented with the following:

Move to submit application step-->>

The below table display the status of required documents.

File Type	Maximum Allowed Files	Status
Passport	2	✓
CV	5	✓
Transcript	4	✓
Last Qualification Certificate	1	✓
Evidence of Language Proficiency	2	✓
Proof of Registration	1	✓



Course Title	Document Type	Select File	<input type="checkbox"/>
Common	CV		<input type="checkbox"/>
Common	Evidence of Language Proficiency		<input type="checkbox"/>
Common	Last Qualification Certificate		<input type="checkbox"/>
Common	Other (Optional) 5 Documents Maximum		<input type="checkbox"/>

26. Please also ensure that you have uploaded all the **required documents** as requested on the course profile page

Apply to course

Apply to course

Course Title: Biology

Required Documents: Passport, CV, Transcript, Last Qualification Certificate, Evidence of Language Proficiency, Proof of Registration, [Click Here to Upload Documents](#)

Required Documents for this course: Motivation Letter, Learning Agreement, Home University Support Letter, [Click Here to Upload Required Document](#)

Host University: Alexandria University

Mobility Type: Exchange Mobility

Mobility Level: Undergraduate

Priority★: 1

[SAVE APPLICATION](#) [SUBMIT APPLICATION](#)

27. You will be redirected to a new 'Upload Documents' Page as below

Upload Documents

[Back to Course Details to submit/save the course](#)

The below table display the status of required documents for the current course.

File Type	Maximum Allowed Files	Status
Motivation Letter	2	✗
Learning Agreement	3	✗
Home University Support Letter	2	✗



28. Once you have uploaded these documents following the same upload procedure, you may return to the main course page by clicking on:

Move to submit application step-->>

Please be sure to **save your application from the course profile page as you go along to ensure you do not have to repeat any steps*

29. Upon clicking this option, you will be redirected to the below page:

My Courses

[Preview your applications](#)

ID	Program Title	Host University	Mobility Type	Mobility Level	Duration (months)	Priority	Application Status	
498	Biology	Alexandria University	Exchange Mobility	Undergraduate	10	1	Completed , not submitted yet	<input type="button" value="Submit"/> <input type="button" value="Remove"/>

[Preview your applications](#)

30. Please note that if your Application Status still shows Missing Documents, this is because of one of the following:

- 1) You may not have uploaded all the required **basic documents**.

In this case, please go back to Step 3 and upload any documents that you may have missed.

- 2) You may not have uploaded **documents that are specific to this particular course**.

In order to upload documents that are specific to the course, please return to the 'Apply to this course' page.

33. To finally submit your application, click .

Once an application has been submitted, the information cannot be amended and no further documents can be added at any stage

31. Please note that if you try submitting your application without uploading all the documents, the database will prevent you from submitting the application. If you try to submit an incomplete application you will be presented with the error message below.

Error Occurs one of the reasons : Missing Documents /Basic Info is incomplete/ Submitted already

32. When you have successfully submitted an application to a programme you will receive notification on the screen:

Application Submitted Successful...

33. Shortly after successfully submitting your application you will receive an email on your specified email address. This is further confirmation of your application submission.

If you have not received a confirmation email after submitting your application in your inbox, please check your email accounts SPAM/ Junk folders as it may have been redirected there depending on the security settings of your email server.

Please note that as long as the application status shows 'submitted', this can be taken as confirmation of submission.

34. When you enter **My Courses** you should see that the application status confirms that an application has been submitted and the corresponding **Submit** and **Remove** buttons are greyed out.

My Courses

Preview your applications							
ID	Program Title	Host University	Mobility Type	Mobility Level	Duration (months)	Priority	Application Status
498	Biology	Alexandria University	Exchange Mobility	Undergraduate	10	1	Submitted on 2012-11-21 <input type="button" value="Submit"/> <input type="button" value="Remove"/>
2000	Biologie et écologie animale	University AbouBekr Belkaid of Tlemcem	Exchange Mobility	Undergraduate	36	2	Missing Basic/Documents <input type="button" value="Submit"/> <input type="button" value="Remove"/>

34. If applying for a 2nd programme, you will notice that this programme is still visible as an incomplete application on the My Courses page.

35. You will need to follow the aforementioned steps to upload the specific documents for this course and then submit the application separately.

For any technical problems or queries, please contact the dedicated Help Desk.

We wish you the best of luck with your application!

The EU-METALIC Project Team
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