SALAM 2 Application process – a practical guide

This step-by-step guide was prepared for you to facilitate the application process. Please read carefully both the instructions that you may find on our on-line application platform and this document so that your application is completed successfully.
To start your application process please go to our website:

www.salam.uw.edu.pl

and click on:

APPLY NOW!

To apply for a SALAM 2 scholarship please click

here

The call for application opens on 20th November 2013 at 13:00 GMT+1

The application process ends on 7th January 2014 at 13:00 GMT+1.
You will be redirected to our on-line application platform. Please read carefully the instructions given on this page and pay attention to the statements underlined on the picture.

Before you start the application process you may check what is the offer of SALAM 2 Partner Universities by

---

Welcome to Erasmus Mundus Action 2

Before you register we recommend you to view what courses/programs we offer. Open the Available Fields of Study table by **clicking here**.

The application for Erasmus Mundus Action 2 is divided into 3 steps:

1. **Registration for an account (this page)**. Note that you are only allowed to register once. If you register and apply from several accounts the selection committee will consider only the first one.
2. **Application for course/program together with personal information**.
3. **Uploading of required documents**.

**You do not have a complete application until you have done all three steps.** All applications and required documents must be submitted through our online forms. We do not accept applications or required documents sent through email.

**Step 1:**
Start by registering an account on this page. It is very important that you provide a valid email address, and that you make sure to keep it active because some free email providers disable accounts that are not used for a duration of time (usually a few months) so check the situation with your email provider.

**Step 2:**
After you have successfully created an account you will receive your personal link to the application form. The link will be sent in an email to the address you enter on this page. **If you do not receive an email from us within a few hours please make a new registration with an email address from a different provider.** You can use that link to apply for several Universities and courses. You only have to fill in your personal information the first time.

**Step 3:**
When you submit an application you will receive a confirmation that we have received it. That confirmation also contains the link to your personal upload page. You have to upload all required documents to have a complete application. Only closed applications will be considered during the selection process.

**Caution!** During the application process you should never have two or more applications open in your web browser at any time as this could affect your applications in a harmful way.

Information for those applicants that are applying in the second or third cohort of a project. If you have applied in a previous cohort you will have to register to apply again and you have to use a different email address than the one you have used before.

All correspondence during the selection process will be by email. If you do not have an email address we recommend **Gmail**.
In the table showing available fields of study you will see courses offered for 2014/2015 academic year. After placing the cursor on the basic information about the course will appear. After you click on it, you will be redirected to the more detailed information about the course.
The information about your chosen course will look like the one on the picture. In case of any doubts or questions about the chosen course please write to the contact person. Please pay attention to additional information about the course.
To start the application process first you have to register. Please pay attention to write your name and last name as it is written in the passport and to not misspell the email address. After you register, you will see the confirmation of the registration was done and the confirmation email will be sent to you.

A confirmation email was sent to you. It contains a link to the application. Note that you do not have a complete application until you have done all 3 steps (register, apply and upload required documents).

If you have not received the confirmation email within 24 hours there might be a problem with the email address you provided. In that case, make sure that your email account accepts mails (send a test email to yourself). Then return to this page and fill in the registration again.
After you register you will receive a confirmation email with a link to your personal application page. Please read the email carefully and remember to not delete it.

If you did not receive a confirmation email, please check your spam folder.

In case if during your application you would experience any technical problems, please contact our technical support by writing to this address.

Best regards,
The EM Action 2 staff
In the email confirming your registration you could find the link to your personal application page. Please proceed with your application by opening the link and submitting your personal information. Over some fields you may notice the (Help) sign. When you place a cursor over this sign a short explanation how to fill in this field should appear.
After you finished filling your Personal Information, Previous Educational Record, References and Miscellaneous you will be asked to accept the Agreement. Please, pay attention to the underlined statements as those are basic requirements to be eligible for the scholarship. Please remember about [Help] buttons which should explain how to fill particular fields.
At this stage of the application you will have to select your target group, type of mobility and subject. Please make your choices carefully as if they are not correct your application may be rejected. Remember also to check explanations hidden under the Help button if you have doubts how to fill in particular fields.

**Application for Erasmus Mundus for Iran, Iraq and Yemen**  
**Full paid scholarship by the EU**

**Information**

Your personal data is stored. On this page you select which mobilities/positions you want to apply for. Start by selecting Target group, Type of mobility and Subject to search for available mobilities. Use the help by placing the mouse (cursor) on top of a header or click the information link if you want more information about what target group and mobility means.

In the search result, click Add to application to add a mobility to your application. You can repeat this procedure for any subject until you reach the application limit.

Under Your applications, at the bottom of the page, is a summary of the mobilities you want to apply for. You can add, delete and move them before submitting. As long as the application is open you can return here at any time and make any changes you want.

Note that you have to press Submit application at the bottom of the page to send in your application or register changes.
After you made your choices you will see a list of courses that you may apply to. You’re allowed to choose up to two courses. Here again you can find the links to detailed information about available courses. In case of any questions about academic issues please write to the contact person whose email is given on the detailed information page.

<table>
<thead>
<tr>
<th>Location</th>
<th>Subject</th>
<th>Start date</th>
<th>Detailed information</th>
<th>Add to application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Germany - University of Goettingen</td>
<td>Agricultural Sciences</td>
<td></td>
<td>Click to view detailed information</td>
<td></td>
</tr>
<tr>
<td>Germany - University of Goettingen</td>
<td>Agricultural Sciences</td>
<td>2014-10-01</td>
<td>Click to view detailed information</td>
<td></td>
</tr>
<tr>
<td>The Netherlands - University of Twente, faculty of ITC</td>
<td>Natural Resources Management</td>
<td>2014-09-01</td>
<td>Click to view detailed information</td>
<td></td>
</tr>
<tr>
<td>The Netherlands - University of Twente, faculty of ITC</td>
<td>Natural Resources Management</td>
<td>2014-09-01</td>
<td>Click to view detailed information</td>
<td></td>
</tr>
</tbody>
</table>
Thank you for the second part of your application to SALAM

This email contains your login to your personal page (displayed further down). It is very important that you save this email. Without your login to your personal page you will not be able to upload all required documents and your application will not be considered.

The application deadline is 2014-01-07.

You have to upload all required documents to have a complete application. You also have to close your application. Only closed applications will be considered during the selection process. To close the application follow the instructions on the upload page. Use your personal page to upload documents.

[underline]proceed to your personal page[/underline]

If you have trouble opening your upload page, please make sure the link in your address bar looks like this (note that you must enter the entire link, it might be broken up on two rows in your mail):
https://emecw.gis.lu.se/upload/?id=2SAL1300006:f55pww&lot=2SALAM

All applicants will be notified of the result by the steering committee by e-mail.

For further information please go to [http://www.salam.uw.edu.pl](http://www.salam.uw.edu.pl)

Good luck,
the SALAM staff
After choosing the courses you want to apply to you will have to upload required documents. If you are not sure whether your documents meet the requirements, please consult it directly with your chosen faculty. The obligatory documents are marked with red, and optional – with green dot.
When you submit the required documents, the status of uploaded documents will change to “complete”. As long as your application is opened, you may change all the data in the application form, uploaded documents, etc. When you are sure that you made your final choice and added all necessary data and documents, you may close your application. Please remember that only closed applications will take part in the selection process.
You will have to confirm that you want to close the application.
When you close your application you will no longer be able to make any changes. Please remember to visit your personal website at least once a week as important information about the selection process may be published there.
You have completed your application to Action 2

salam@uw.edu.pl

Doc:

ECW Lot 2SALAM

Erasmus Mundus - Action 2
Lot 2SALAM

2013-11-30
Dear Salam 2 SALAM 2

Thank you for applying to Action 2 lot 2SALAM. You have closed your application so it is now locked and you can no longer make any changes.

The steering committee will assess your application when the deadline has run out (2014-01-07). When that is done you will be notified by email if you were accepted or not. Please note that this can take several months.

The consortium might publish information about the application procedure on an RSS feed. To access it, go to the RSS feed. If you do not know about RSS there is plenty of information on the Internet.

Best regards,
the Action 2 staff