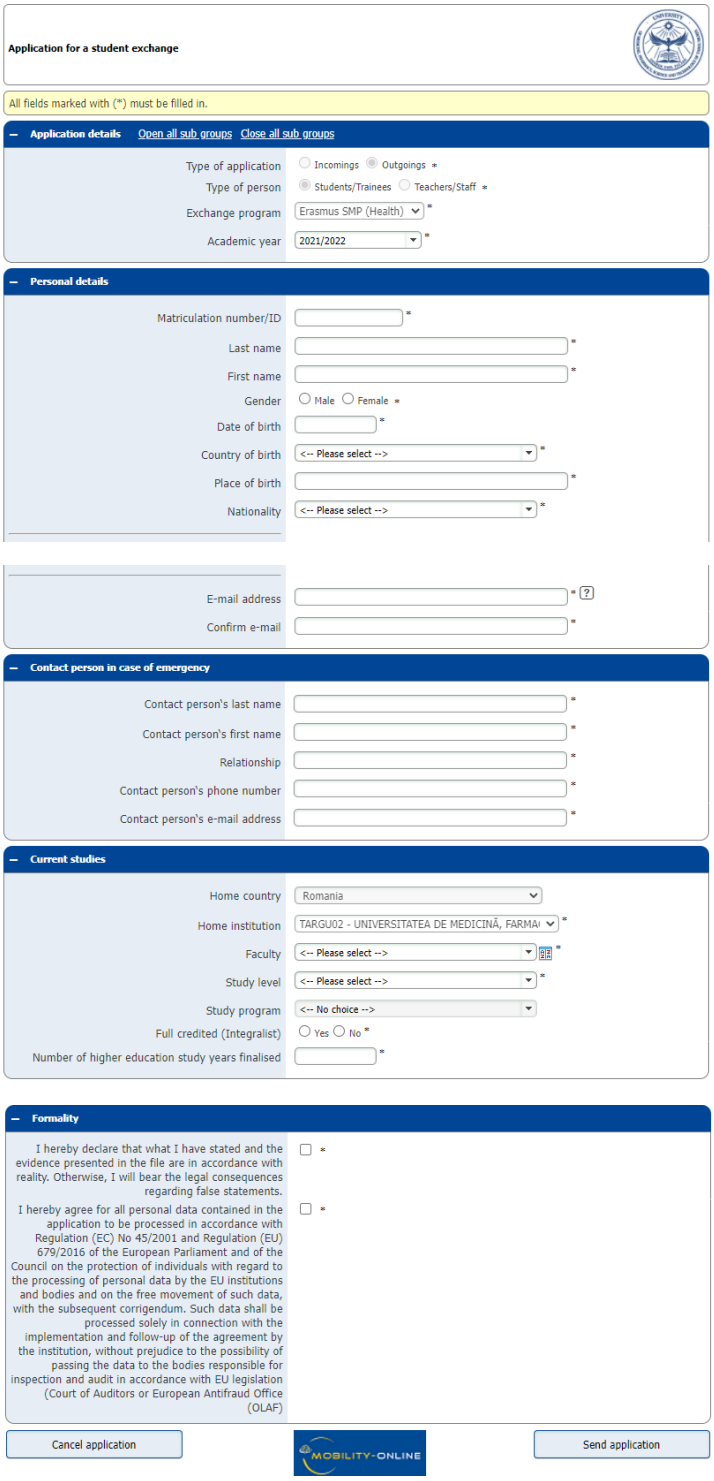


Once the *link* for the mobility program has been accessed, a new window will open where all fields marked with ***** are required and must be filled in.

Personal details.

Person to contact in case of emergency.

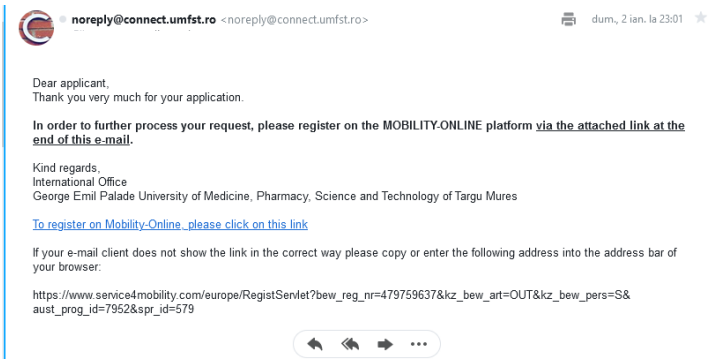
Data related to faculty, study program, if you are a full credited student and the number of completed years.

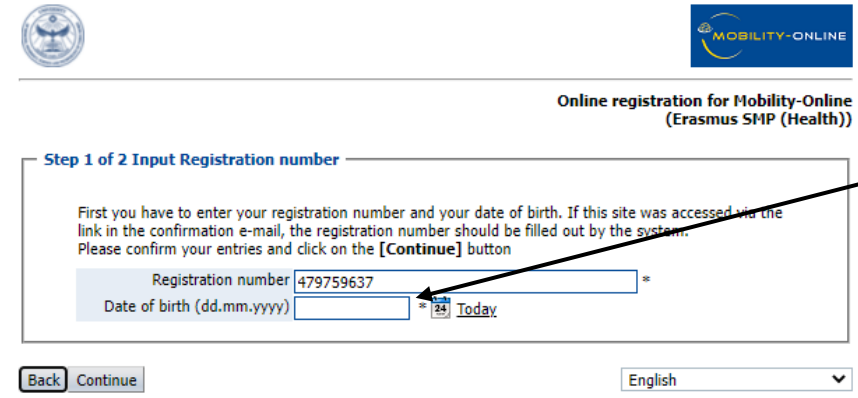
Tick the box to confirm that the filled in data are accurate.

Tick the box to give your consent for processing your personal data.

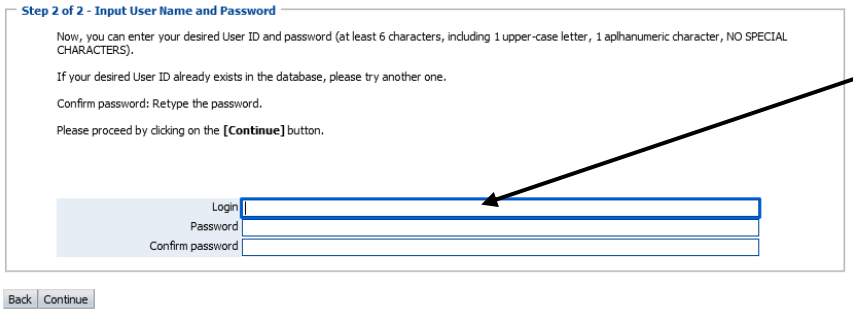
At the end, after a final check, click on the "Send application" button.

Once the application is sent, you will receive an e-mail with a link. Please click on the link to complete your application.





Fill in your date of birth **(which must be identical to the one in the previous step).**

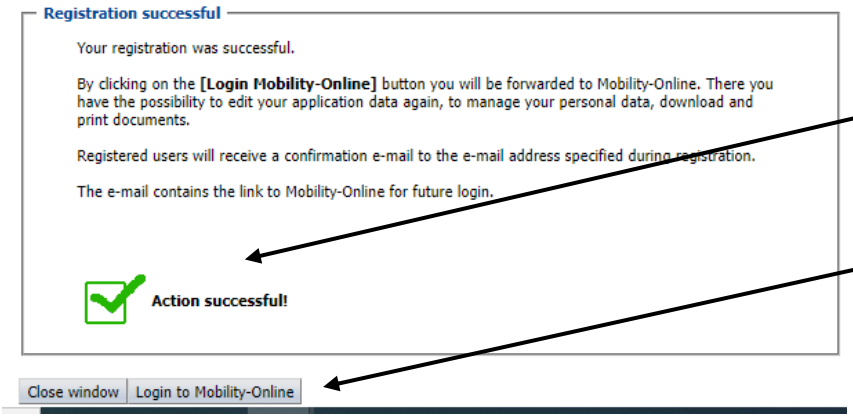


Choose a login name and password in order to access the application. Keep in mind these data to be used for further steps and other applications!

PASSWORD REQUIREMENTS

- must be at least 6 characters long
- must contain 1 uppercase character
- must contain 1 alphanumeric character,

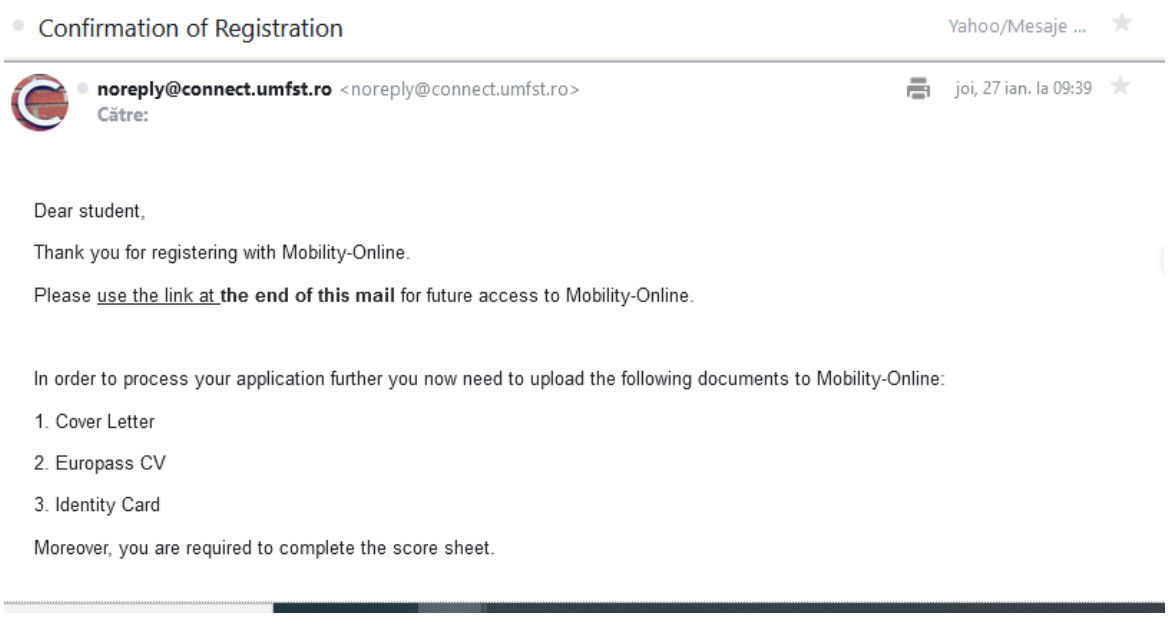
and **NO SPECIAL CHARACTERS**



If everything is filled in correctly, the "Registration successful" window will be displayed

and you can now access the application.

After this step, you will receive an e-mail confirming your registration. The e-mail will contain a link that enables you to access your Mobility Online account.



Confirmation of Registration

Yahoo/Mesaje ...

noreply@connect.umfst.ro <noreply@connect.umfst.ro>

Către:

joi, 27 ian. la 09:39

Dear student,

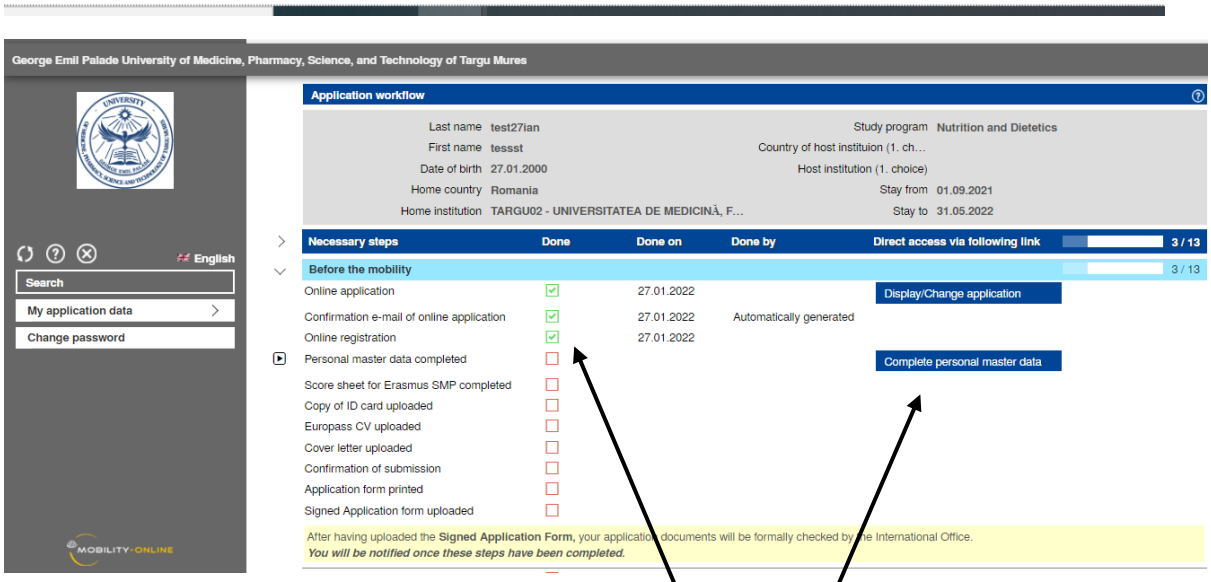
Thank you for registering with Mobility-Online.

Please use the link at **the end of this mail** for future access to Mobility-Online.

In order to process your application further you now need to upload the following documents to Mobility-Online:

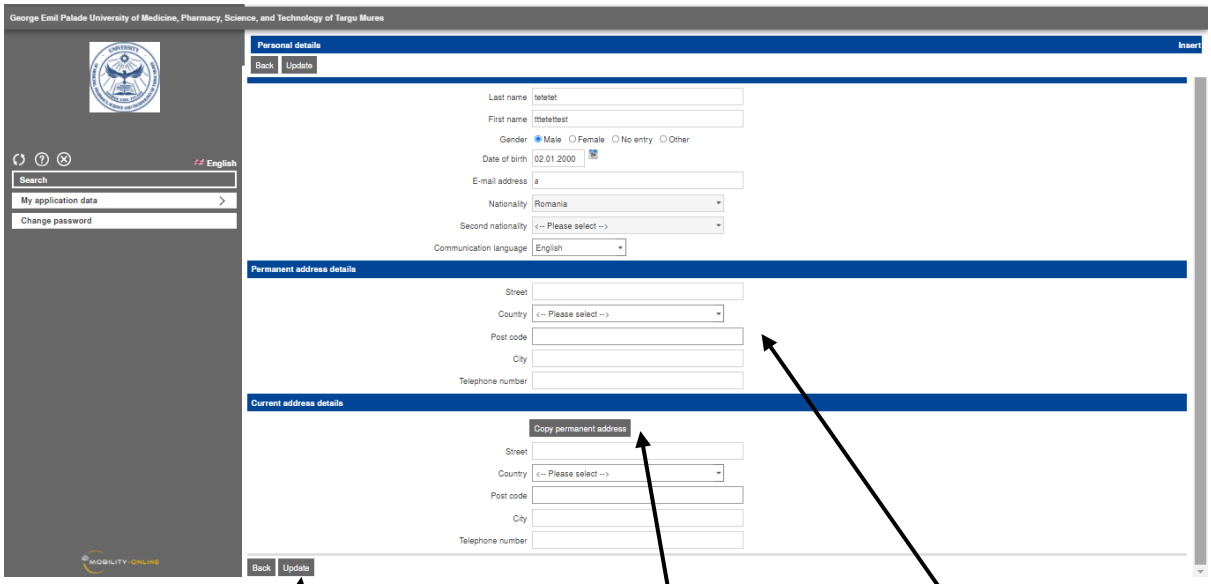
1. Cover Letter
2. Europass CV
3. Identity Card

Moreover, you are required to complete the score sheet.



All fields that are correctly filled in will be ticked in green.

The button on the right enables you to continue filling in your data.

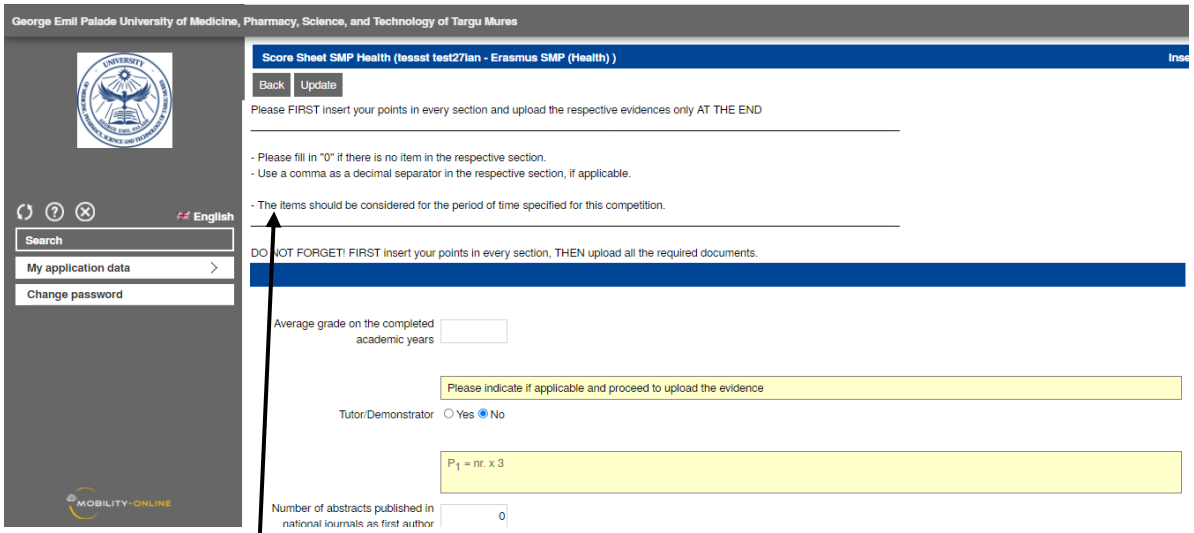


Fill in the fields with data related to your permanent address (street, country, city, postcode and telephone number).

If the data for your current address is identical, click the button and the information will be copied.

Click on the UPDATE button to finalise this step.

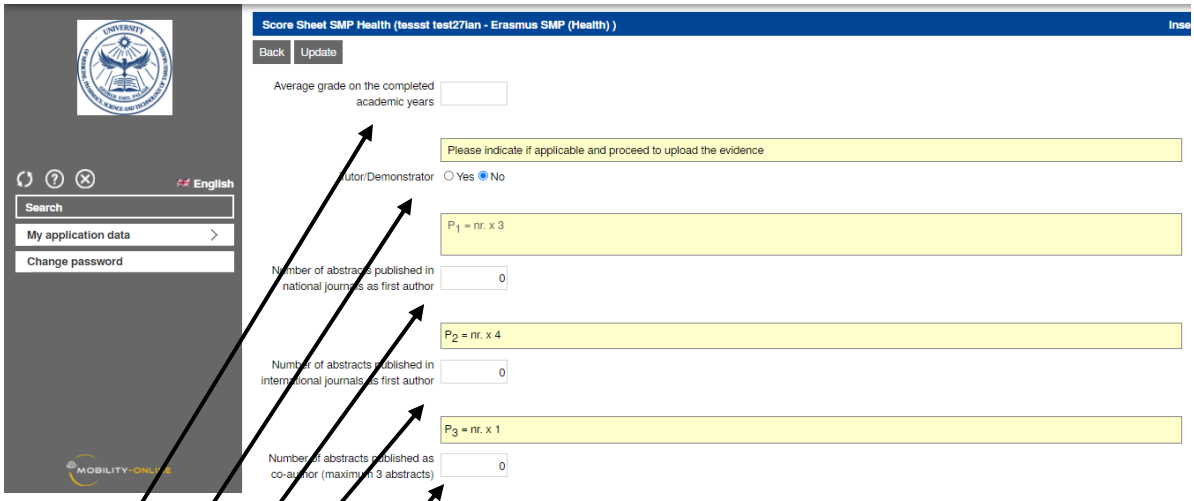
The next step is to fill in the Score Sheet (Self-assessment sheet).



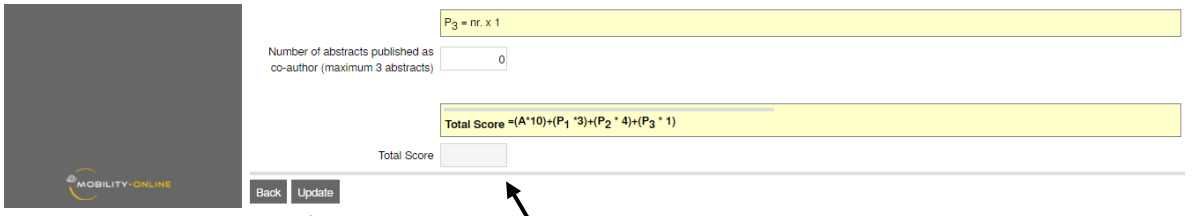
Please read the instructions on the top of this page carefully.

First, enter your scores in each field.

Upload all your supporting documents ONLY at the end. For each field, you will upload a single PDF document containing all the evidence scored for that category.



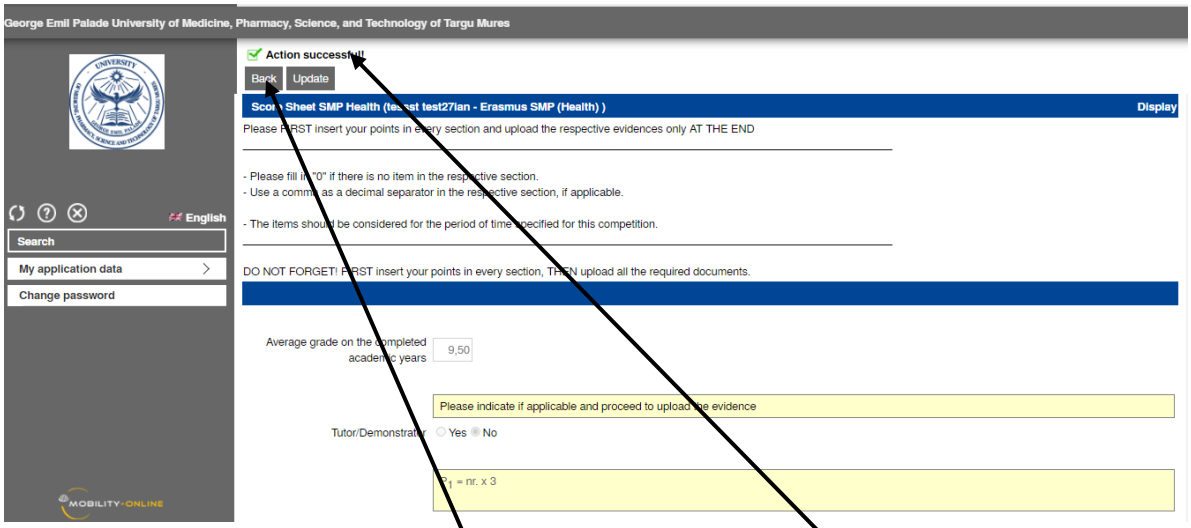
1. ***Fill in the arithmetic average for all completed years [e.g. if you are a 3rd- year student then it will be (the average grade of the first year + the average grade of the second year) / 2]***
2. ***Tick if you are a tutor / demonstrator (if you choose YES, the proof must be uploaded).***
3. ***Fill in the number of abstracts published in national journals as first author (the score will be calculated automatically).***
4. ***Fill in the number of abstracts published in international journals as first author (the score will be calculated automatically).***
5. ***Fill in the number of abstracts published as co-author (a maximum no. of 3 abstracts)***



AT THE END UPLOAD THE EVIDENCE FOR THE SCORED CRITERIA
(For each field, you will upload a single PDF document containing all the evidence scored for that category). For the criteria scored "0" no evidence must be uploaded.

After a final check, click on the UPDATE button.

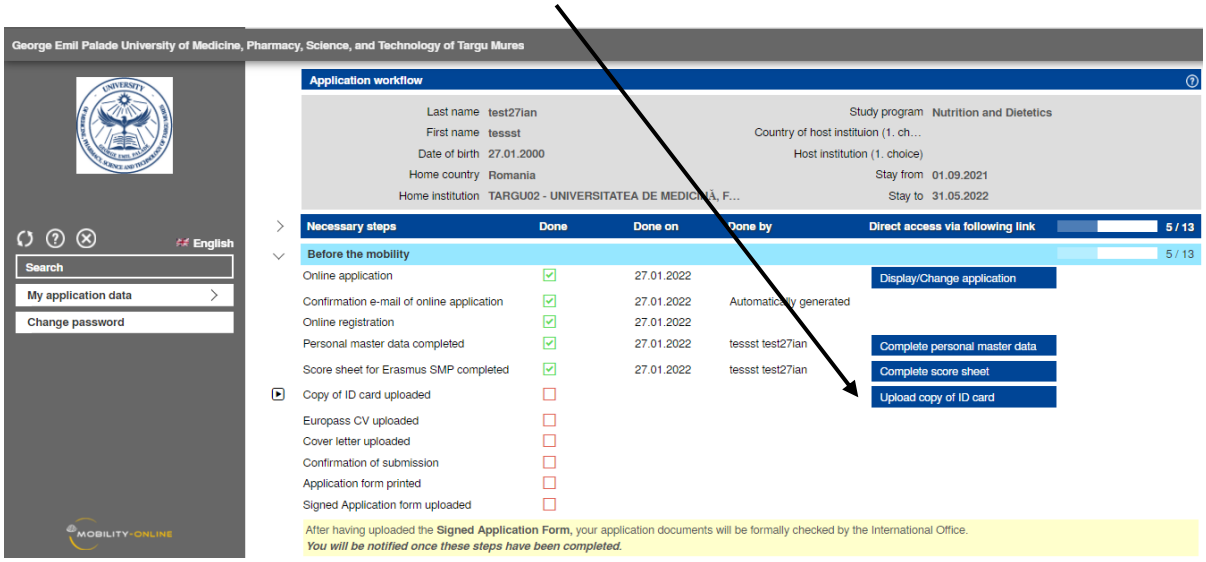
According to the uploaded scores, the final score will be displayed.

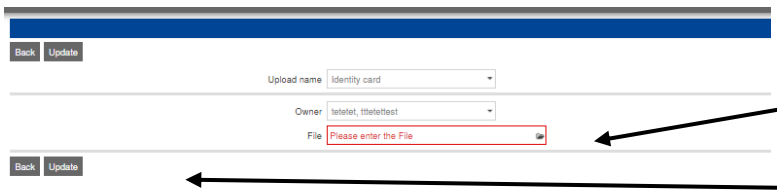


If everything is filled in correctly, the "Action successful" window will be displayed.

Then, to return to the main page click the "Back" button.

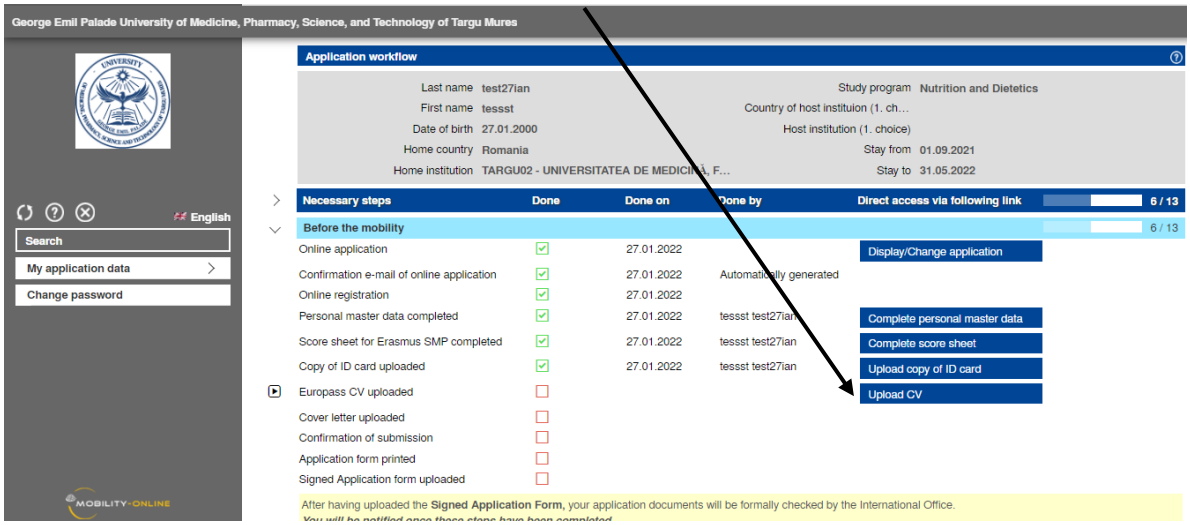
Proceed to the next step: "Upload copy of ID card".

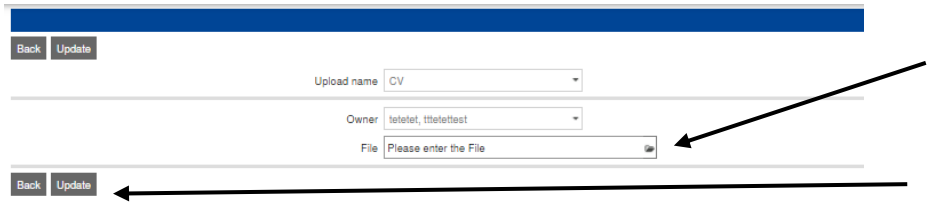




Upload the appropriate document (PDF) in the *File* field and click the **Update** button.

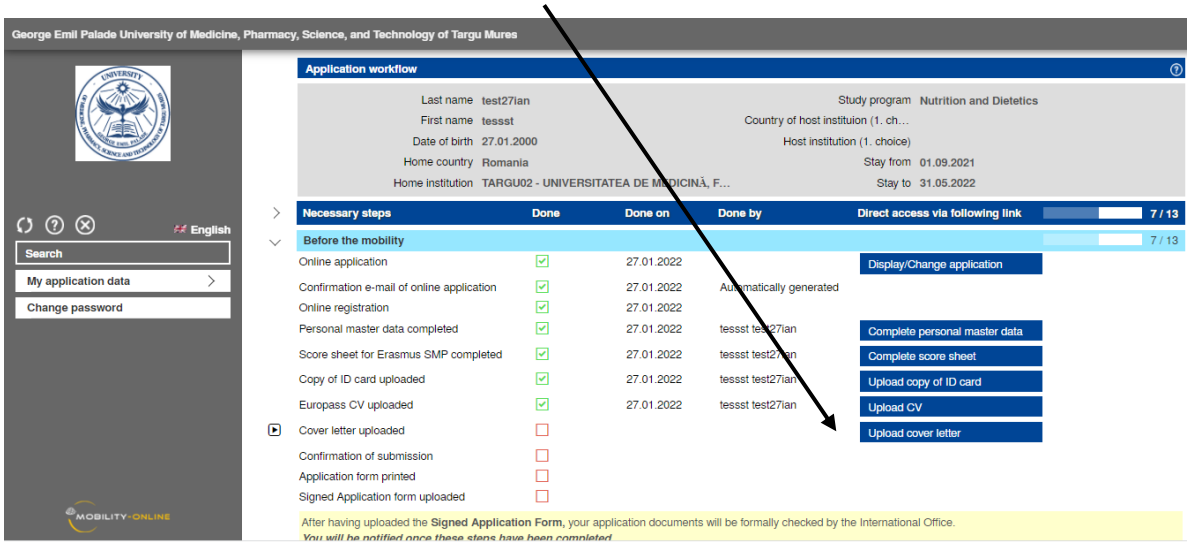
Proceed to the next step: upload your Europass CV.

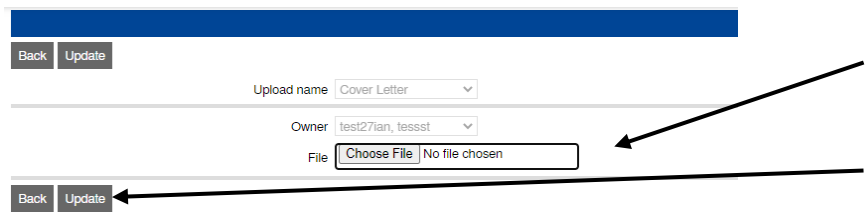




Upload the appropriate document (PDF) in the *File* field and click the **Update** button.

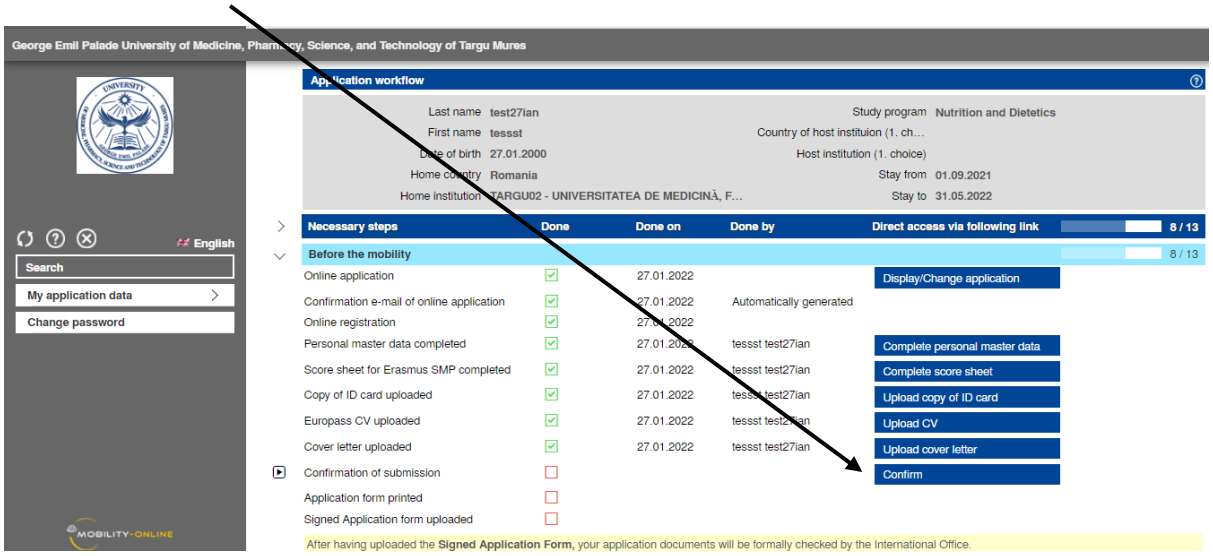
Proceed to the next step: upload your Cover letter.

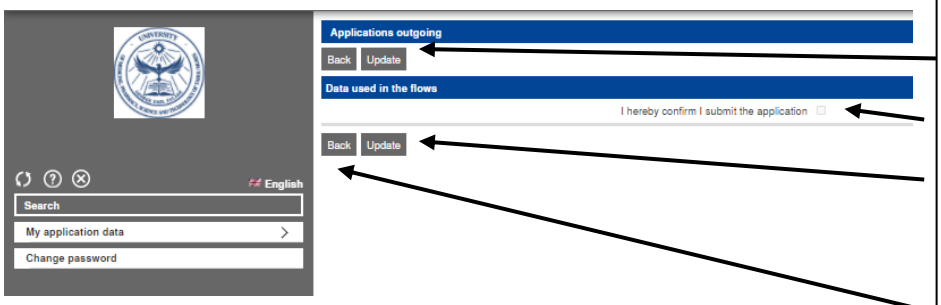




Upload the appropriate document (PDF) in the *File* field and click the **Update** button.

Click on the "Confirm" button to proceed to the next step.





First click the "UPDATE" button.

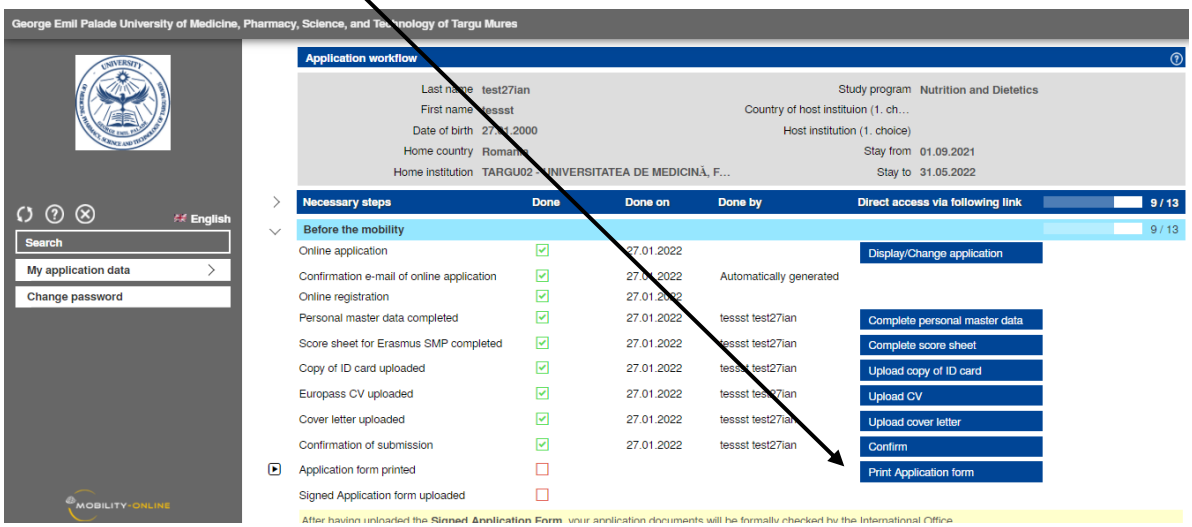
Tick the box to confirm submission of the application and then click on the "UPDATE" button.

To return to the main page, click the "BACK" button.

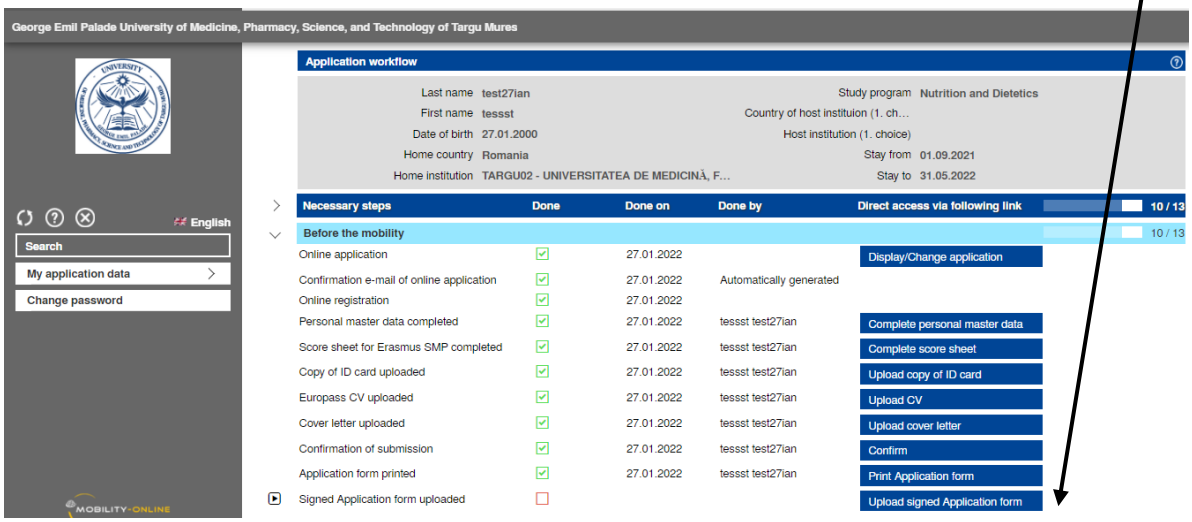
The platform will generate the application form.

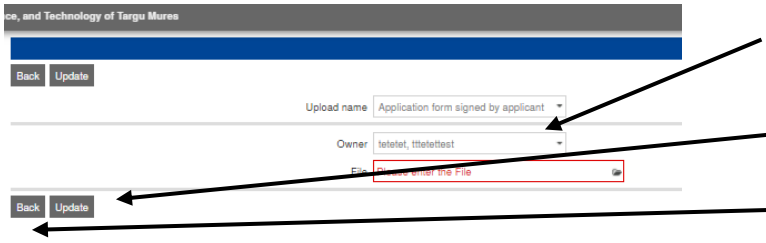
Click the "Print Application Form" button to save, check and print it.

Sign the document and upload it to the Platform.



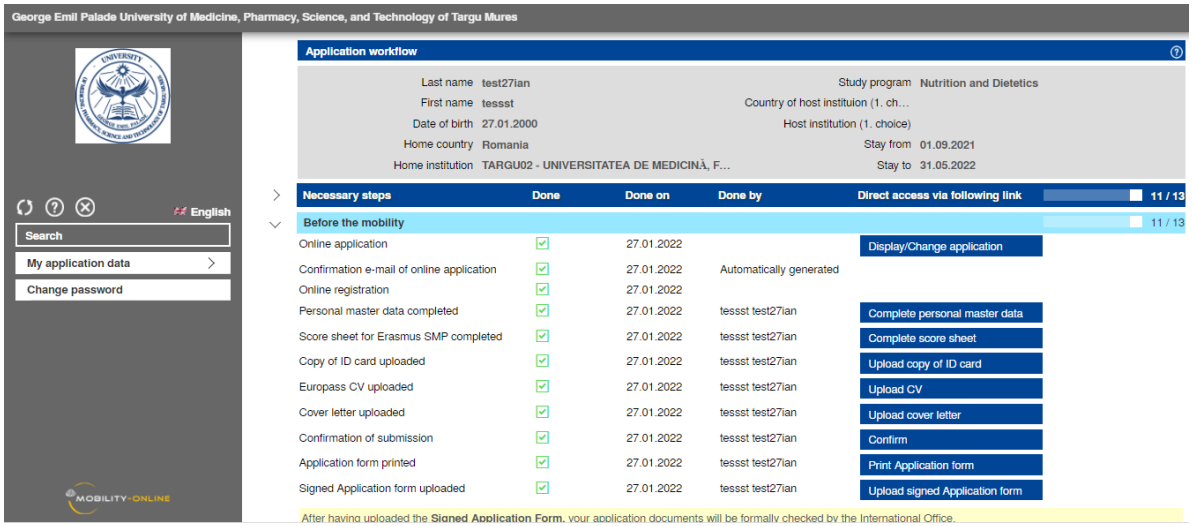
The signed document will be uploaded to the platform by activating the "Upload signed Application form" button.





Upload the appropriate document (PDF) in the *File* field and click the **Update** button.

To return to the main page, click on the **BACK** button.



Your application is uploaded to the platform and ready for evaluation.

Once the assessments have been completed, the selected candidates will receive an e-mail with further instructions.