INSTRUCTIONS ON COMPLETING THE ONLINE APPLICATION

I Getting started

1. Before filling the application form, please read carefully both the programme announcement and the study visits catalogue.

2. Select the visits you would like to apply to.

3. You DO NOT need a username and password to fill the application for the first time.

4. If you wish to print a blank form before filling it, use the printing options of your browser. Go to **File → Print.** All pages of the form will be printed.

5. Think through what you are going to write in the items 10 - 13:

    a. What are your area of work and the type of responsibilities you exercise in relation to the themes of the visits you have selected?
    b. Why do you want to participate in the study visits you have selected?
    c. How will your participation in the study visit contribute to your professional development? How would your organisation benefit from it?
    d. How do you plan to disseminate the knowledge and experience you will acquire during your study visit?

Your answers should be **brief** but **precise** and **informative**.

II Completing your application

1. It will take you about 45 minutes to fill the form. Try to do it in one go. Please note that if you leave it idle for more than 30 minutes, the session will expire and you will lose all information.

2. You have to fill the application in **the working language of the group** of your first choice.

> National Agencies might ask information to be submitted in the national language. Please consult your National Agency for procedures.
>
> ### DO NOT FILL TWO APPLICATIONS ONLINE!

3. When selecting the "Agency" (in section "1. Submission Data") that will process your application **make sure you choose the NA of your country** and **NOT** of the country you want to visit.

4. In applicant's organisation data, ensure that you insert the data of the organisation you work with and not the data of the organiser of the visit.

5. You can navigate easily between the pages of the application form.

6. There are limits on the number of characters for certain items. Please keep it in mind and if you receive a warning, modify your information accordingly.

7. You have to fill **all mandatory fields** to submit the application to the database successfully.

8. If you cannot fill the form at once, you can fill at least some information (a word or character) in the mandatory fields and submit the form. You will receive a username and password and you will be able to return to your application and complete it later.

> Complete your online application form as early as possible.
> If you complete it a few days before the deadline, hundreds of applicants will be applying simultaneously and the system may be slow. If that happens please be patient and try again at different moments.

III. Submitting your application online

1. When you have filled all information, you have to submit the application. Go to the **Declaration** page, read the declaration carefully, select "**I agree**" and press "**Submit**" button.

2. You should fill the date; stamp and signature only on the printed form (see item "*Submitting your application to the National Agency*").

3. On successful submission, you will see an acknowledgement screen with your username and password that you can use to modify your application later.

4. You will also receive the username and password by email. Make sure that you inserted the correct email address. You can only insert **ONE** email address!

5. Please keep your username and password for future reference.

I V. Printing and saving your application

1. On submitting the application, you will see an acknowledgement screen with "**Print application**" and "**Save application**" buttons. Use **ONLY** these options to print or save your application!

> Your application has been successfully submitted.
>
> Your reference number is: 2011-SV-01-CH-LLP-00016 (please do not forget to mention this number in all communication)
>
> Your Username is:
>
> Your Password is:
>
> They will also be sent to you by email.
>
> To modify your application form, click here
> (Username & password required)
>
> The online application form will be available to you until 12 noon Central European Time on 31 March 2011.
>
> **Click here to print or save your application**
>
> After submitting your finalised application form, sign it and send to the National Agency of your country.
>
> The National Agency of your country will inform you of the results of the selection.
>
> Thank you for your interest in the programme.

V. Modifying your application

1. In order to modify your application, log in using your username and password.

2. After modifying, press "**Update**" button on the last page.

3. After modifications are made, you will see an acknowledgement screen with "**Print application form**" and "**Save application form**" options. You will also receive an email notification with the same information as on the screen.

VI. Submitting your application to your National Agency

1. After you are sure that all information is final, please print your form (see item *Printing and saving your application*), sign it, stamp it (if applicable) and send it to the National Agency in your country. **Please consult your National Agency for further national procedures.**

2. You should NOT send a copy of the application form to the NA of the country you want to visit.

THANK YOU FOR YOUR INTEREST IN THE STUDY VISITS PROGRAMME!