



A Step-By-Step Application Guide for Exchange Students

University of Debrecen International Office

2016-2017

Version 1.1

Welcome!

From April 2016 the University of Debrecen introduces a new exchange management system powered by DreamApply! All incoming exchange students applying for the 2016/2017 academic year are supposed to register and submit their application in this system.

Step 1 - Confirm Your Citizenship

To start your application please click on this link: <https://incoming.mobi.unideb.hu/> or copy it into your browser.

Confirm your citizenship

Hungary

Does this correspond to your citizenship?

Why do we ask this?
We tried to guess your citizenship based on your current location. In case we are wrong, please correct it, so that you will see deadlines and requirements that apply specifically to you.

EU citizens: We use cookies to give you the best experience on our website. If you continue, we'll assume that you are happy to receive all cookies from this website. If you would like to change your preferences, you may do so by following the instructions here

Based on your location, the system tries to find out your citizenship. If for some reason the guess is wrong, please click on 'No' and select your citizenship from the drop-down list.

Get started now!

Select your citizenship

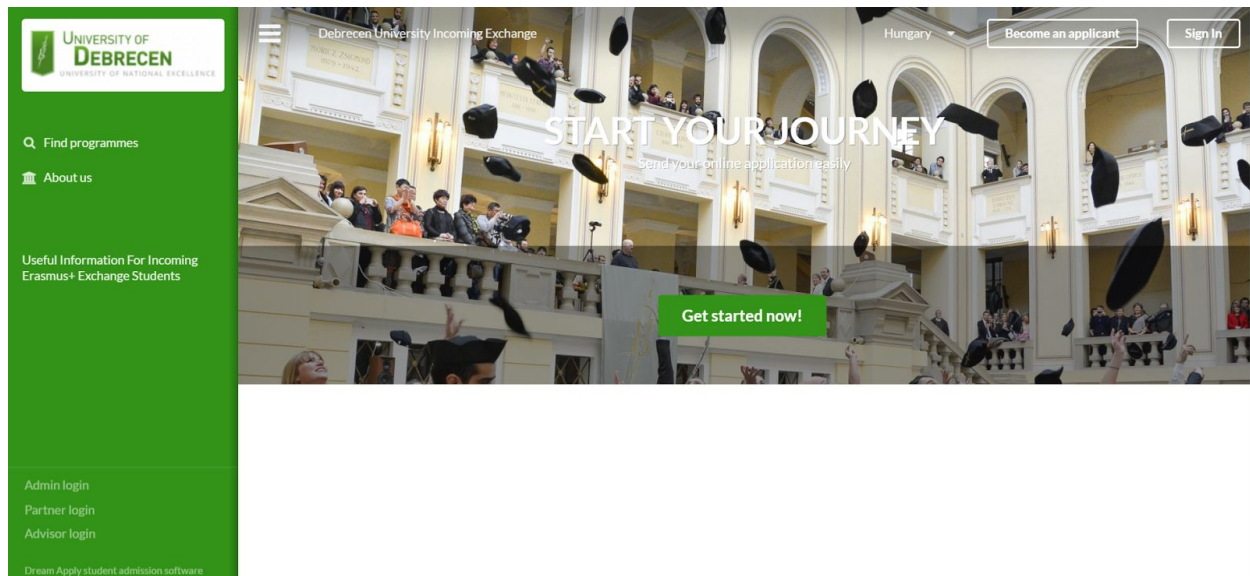
Please select your citizenship:

Hungary

If nothing else matches: choose

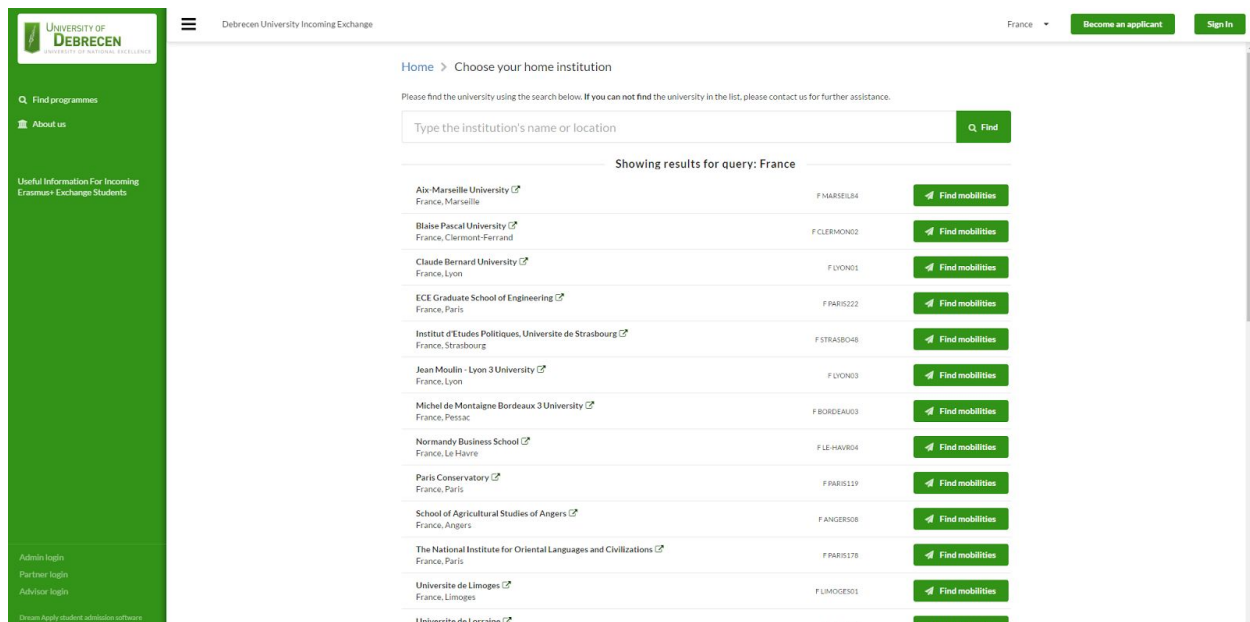
Why do we ask this?
We tried to guess your citizenship based on your current location. In case we are wrong, please correct it, so that you will see deadlines and requirements that apply specifically to you.

After selecting your citizenship you will see the homepage of the incoming system



Step 2 - Start Your Application

First click on the 'Get started now' button.

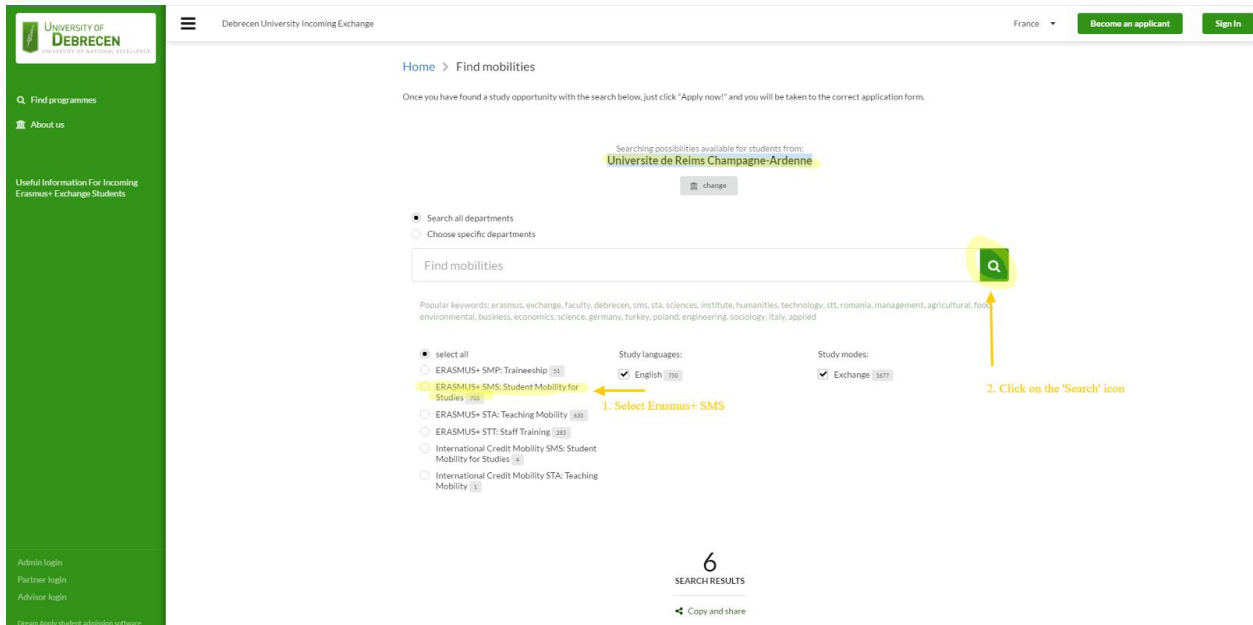


Now you have to choose your home institution.

Based on your citizenship, there is a list of institutions you can choose from. You can use the search function to find your home institution by typing the institution's name, location or Erasmus code. If you don't find your institution, please send us an email to erasmus@unideb.hu

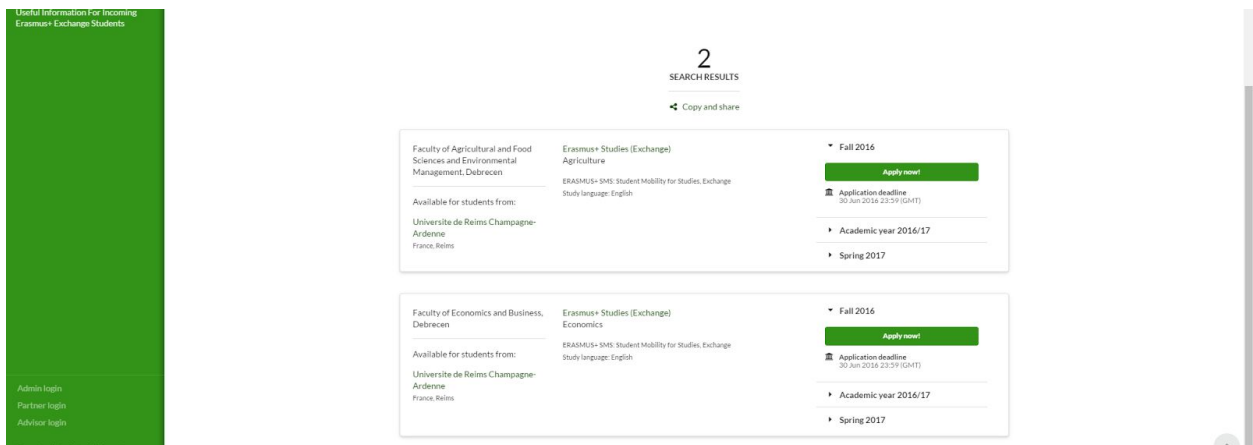
In order to find mobilities that are available for application, click on the 'Find mobilities' button.

Let' assume that the applicant's home institution is Universite de Reims Champagne-Ardenne, so the applicant will see the following information:



1. From the filters select 'Erasmus+ SMS Student Mobility for Studies /Erasmus+ SMP Traineeship
2. Click on the search icon

As a result, you will see the Erasmus+ SMS mobilities you can apply to as an applicant from Universite de Reims Champagne-Ardenne.

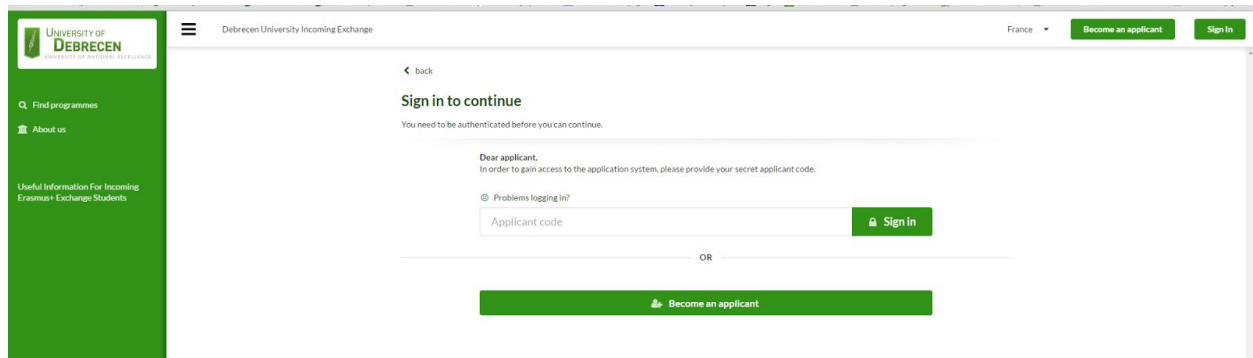


Before you click on the 'Apply now!' Button please make sure that the correct intake is selected on the right-hand side of the box. For example, if you want to apply for the Fall Semester, chose the 'Fall 2016' option. If you want to apply for the whole academic year then 'Academic Year 2016/17' should be your choice. If the application period is not open yet or it is already over then you cannot apply for that intake.

Now select your intake and click on the 'Apply now!' Button.

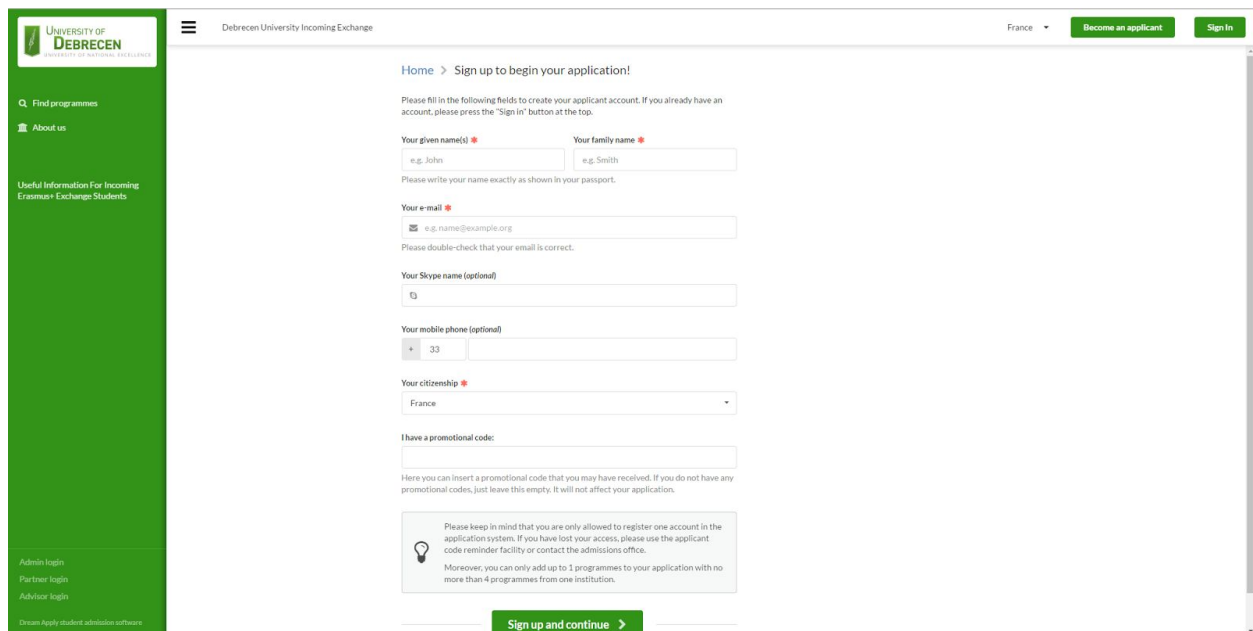
Step 3 - Become an Applicant

In order to apply for a certain mobility, you have to become an applicant in UD exchange management system. If you don't have your applicant code yet, please click on the 'Become an applicant' button.



The screenshot shows the 'Sign in to continue' page on the Debrece University Incoming Exchange website. The page has a green sidebar on the left with the university logo and navigation links. The main content area is white and contains a 'Sign in to continue' heading, a 'back' link, and a message: 'You need to be authenticated before you can continue.' Below this is a 'Dear applicant' section with instructions to provide a secret applicant code. There is a text input field for the 'Applicant code' and a green 'Sign In' button. An 'OR' separator is followed by a large green button labeled 'Become an applicant'.

Here you have to fill in the following registration form. Please make sure that all required fields with the red asterisk are filled in. Then click on the 'Sign up and continue' button.



The screenshot shows the 'Sign up to begin your application!' registration form on the Debrece University Incoming Exchange website. The page has a green sidebar on the left. The main content area is white and contains a 'Home > Sign up to begin your application!' heading and instructions to fill in the following fields to create an account. The form includes several input fields: 'Your given name(s) *' (with example 'e.g. John'), 'Your family name *' (with example 'e.g. Smith'), 'Your e-mail *' (with example 'e.g. name@example.org'), 'Your Skype name (optional)', 'Your mobile phone (optional)' (with a country code dropdown set to '+ 33'), and 'Your citizenship *' (with a dropdown menu set to 'France'). There is also a field for 'I have a promotional code:'. A lightbulb icon and a text box provide a warning: 'Please keep in mind that you are only allowed to register one account in the application system. If you have lost your access, please use the applicant code reminder facility or contact the admissions office. Moreover, you can only add up to 1 programmes to your application with no more than 4 programmes from one institution.' At the bottom of the form is a green button labeled 'Sign up and continue >'.

Now you should see the following.

This is your unique applicant access code:



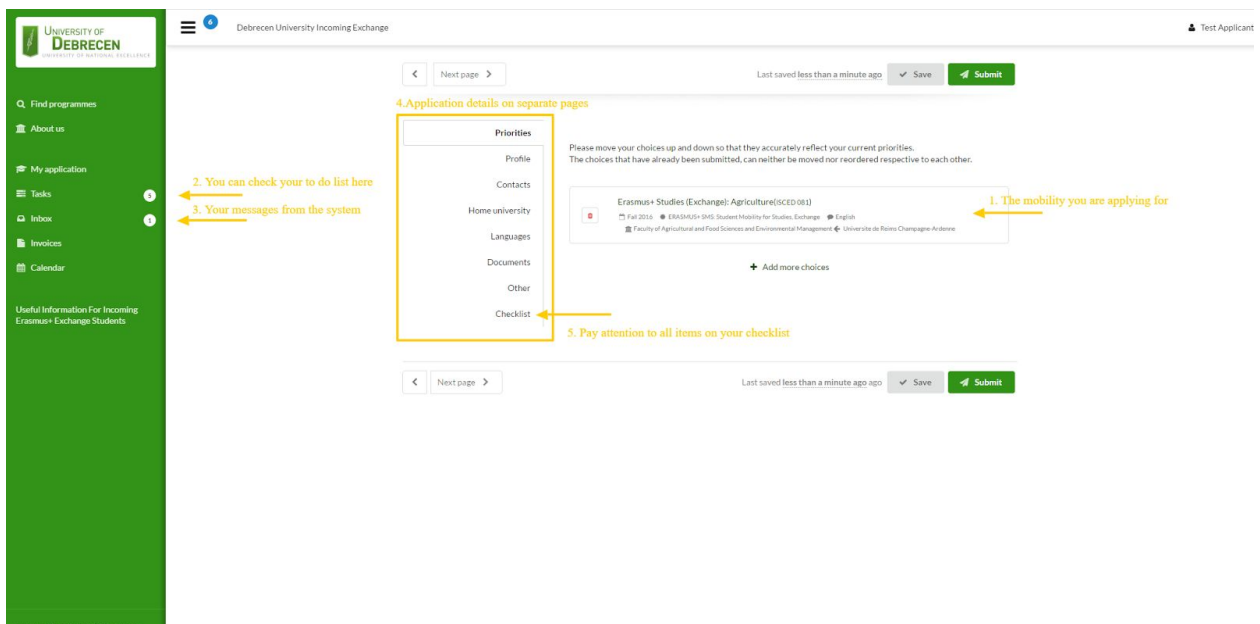
Please make a note of this code and keep it secure.

This code gives you access to your account on this website and allows you to modify and submit your application(s).



After writing down your unique applicant code click on button to continue.






Now you can see your application screen, where you can edit the details, upload required documents and submit it when everything is ready.



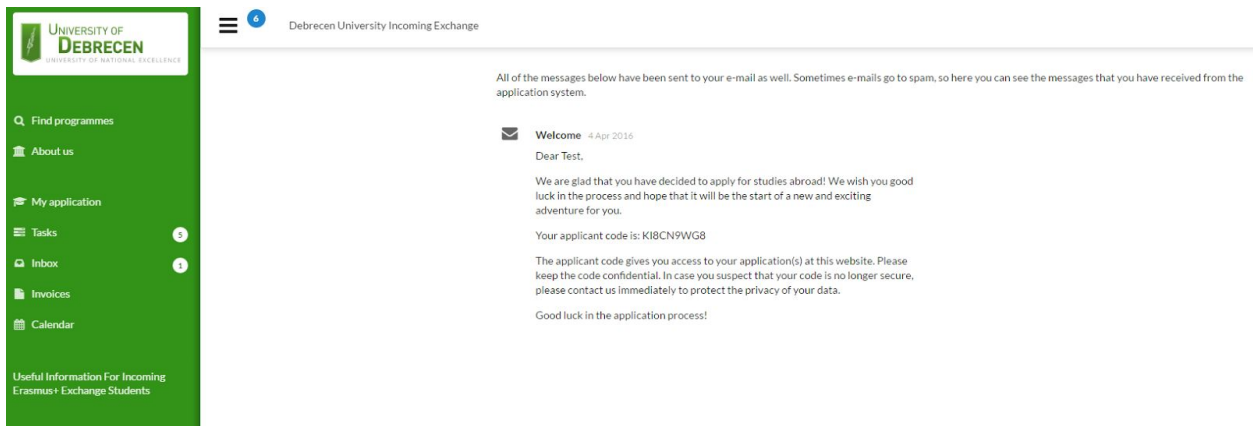
1. You can see the summary of the mobility you apply for.
2. Your 'Tasks' menu includes your to do list regarding your application.



Season: 2016

 Passport or ID card needs attention
 CV in Europass format (pdf) needs attention
 Transcript of Academic Records (pdf scan) needs attention
 Nomination letter (pdf scan) needs attention
 Accommodation needs attention

3. You can read the messages from UD mobility management system in your 'Inbox'



UNIVERSITY OF DEBRECEN
UNIVERSITY OF NATIONAL EXCELLENCE

Debreceen University Incoming Exchange

All of the messages below have been sent to your e-mail as well. Sometimes e-mails go to spam, so here you can see the messages that you have received from the application system.

Welcome 4 Apr 2016
Dear Test,

We are glad that you have decided to apply for studies abroad! We wish you good luck in the process and hope that it will be the start of a new and exciting adventure for you.

Your applicant code is: K18CN9WG8

The applicant code gives you access to your application(s) at this website. Please keep the code confidential. In case you suspect that your code is no longer secure, please contact us immediately to protect the privacy of your data.

Good luck in the application process!

Useful Information For Incoming Erasmus+ Exchange Students

- Please fill in all required fields on the separate pages of the application form before submitting it. You can save and return later to finish it.

The screenshot shows a web interface for document upload. On the left is a vertical navigation menu with items: Priorities, Profile, Contacts, Home university, Languages, Documents (highlighted), Other, and Checklist. The main content area has a heading 'Documents' and a light grey box with a lightbulb icon stating 'No documents have been uploaded. Use the form below to upload the required documents.' Below this is a 'File name' input field, a 'Choose file' button with a green 'Upload new file' button, and a 'Submit' button. To the right of the input field, there are two paragraphs of instructions: 'You can only upload files up to 4 MiB in size each from the following types: JPEG, GIF, PNG, TIFF, PDF. Please make sure that the image is not blurry or distorted and has plenty of contrast. Remember that they should be legible when printed out.' and 'The documents must be upright (not upside down) and in portrait mode (taller than wide).' At the bottom of the page, there is a 'Next page >' button, a 'Last saved less than a minute ago ago' status indicator, a 'Save' button, and a green 'Submit' button.

- Please pay attention to the items on your checklist.

Step 4 - Submitting your application

After you have completed all required fields (marked with a red asterisk) and uploaded all necessary documents you can submit your application by clicking on the submit button.



If you need to change anything later, you can reopen and edit your application until the end of the application period. In order to do that, you have to sign in and click on the 'My application' menu item on the left. Then you can click on the 'Edit my application' button.

Good Luck with Your Application!