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.

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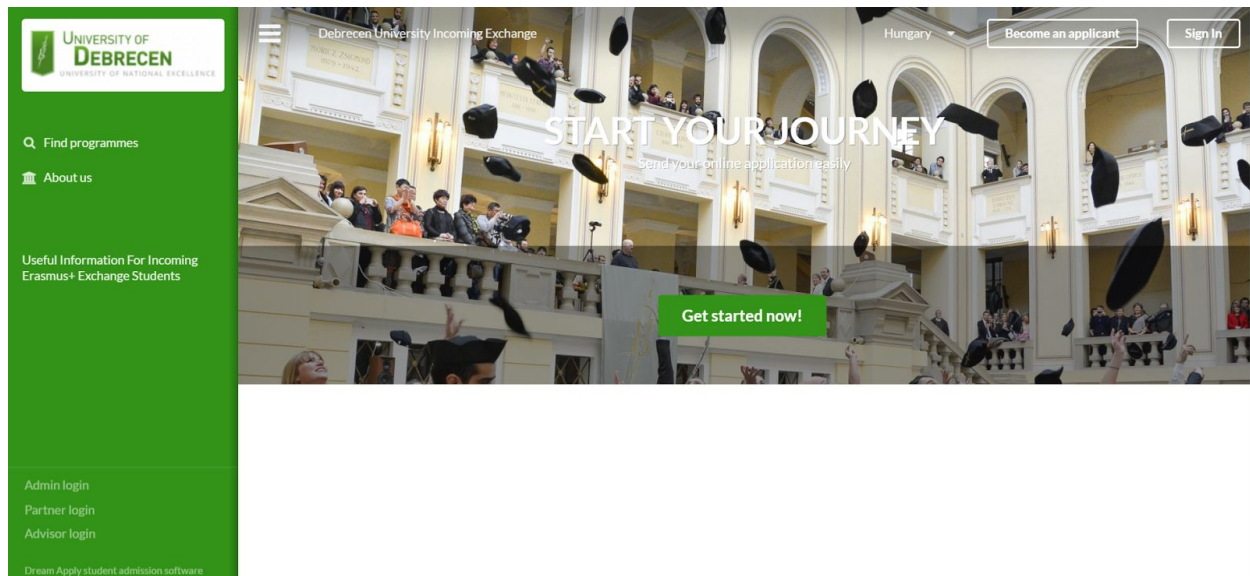
After selecting your citizenship you will see the homepage of the incoming system

Step 2 - Start Your Application

First click on the 'Get started now' button.
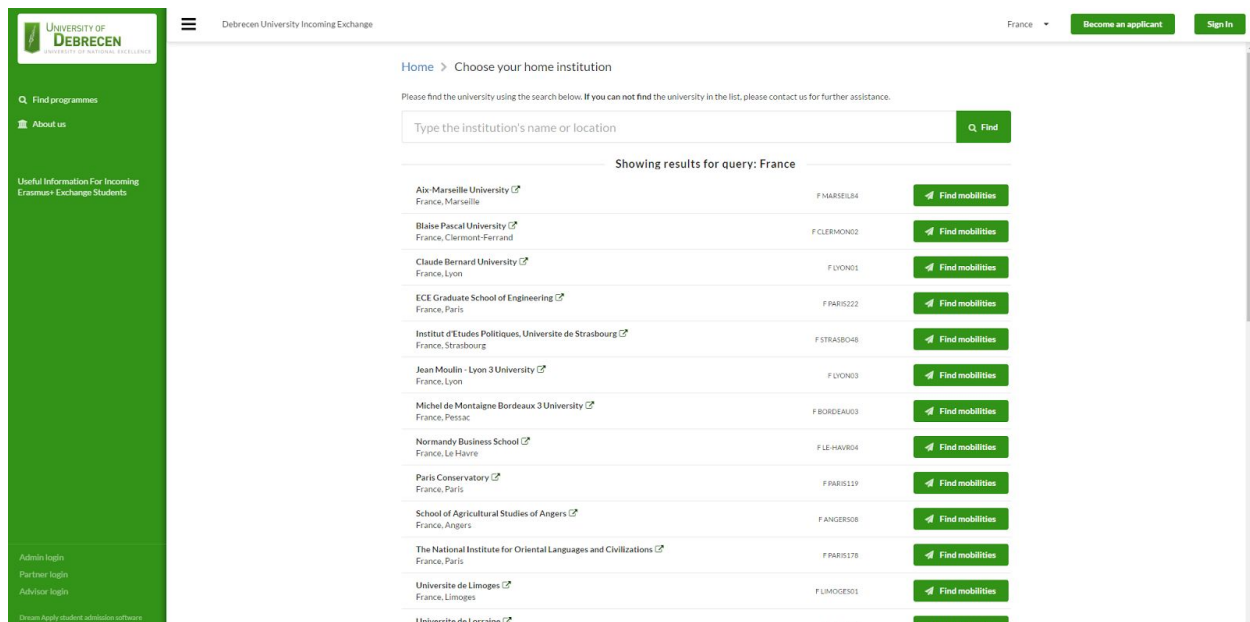
Now you have to choose your home institution.
Based on your citizenship, there is a list of institutions you can choose from. You can use the search function to find your home institution by typing the institution's name, location or Erasmus code. If you don't find your institution, please send us an 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:
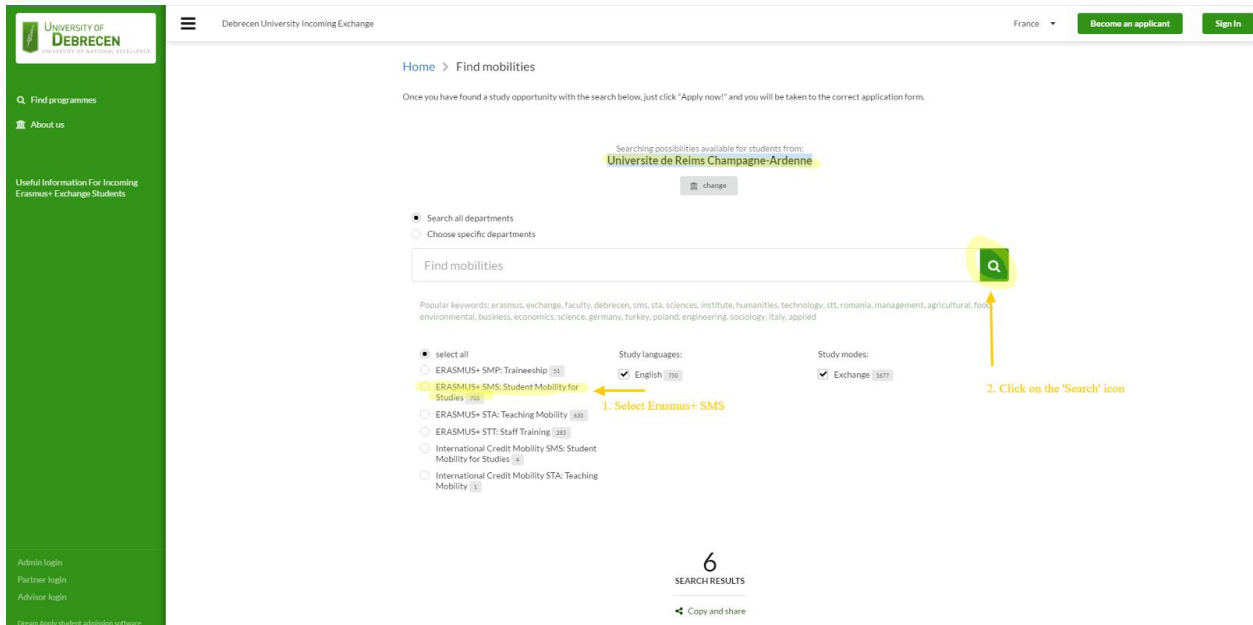
1. From the filters select 'Erasmus+ SMS Student Mobility for Studies /Erasmus+ SMP Traineeship
2. Click on the search icon

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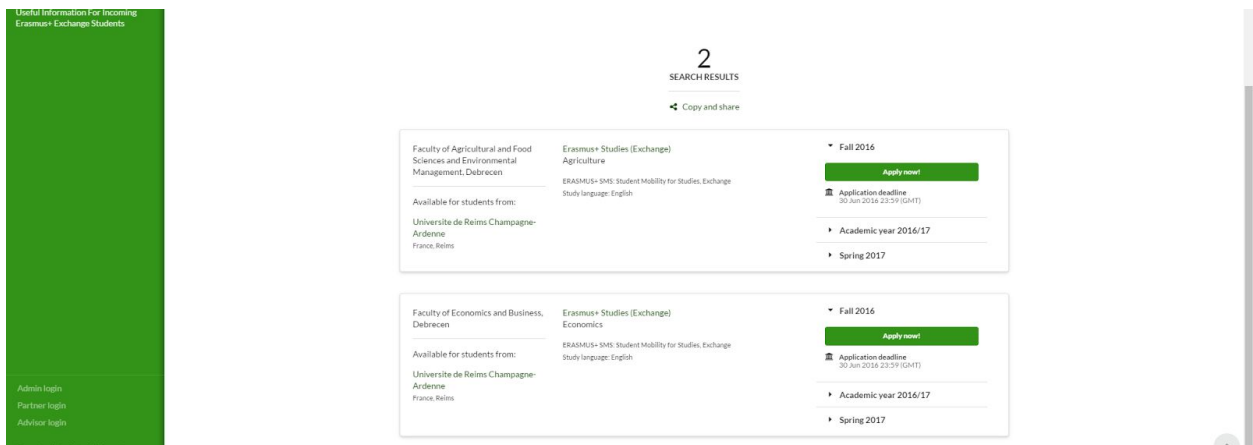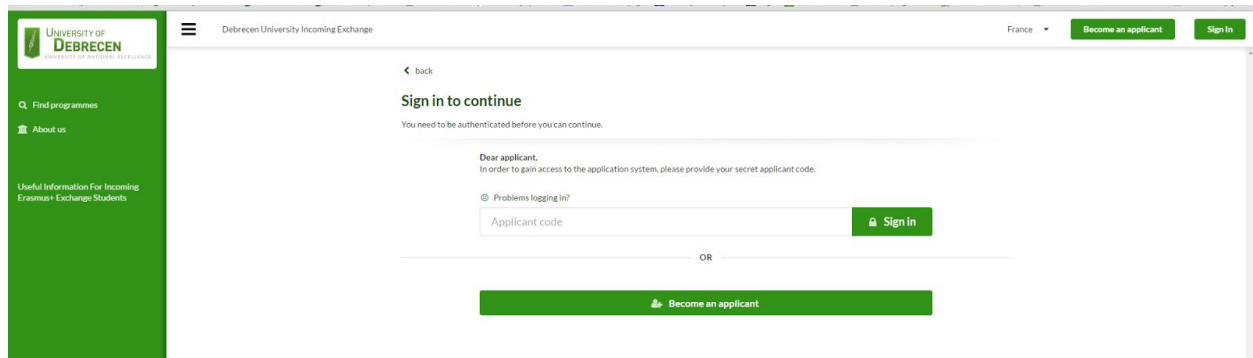

Before you click on the 'Apply now!' Button please make sure that the correct intake is selected on the right-hand side of the box. For example, if you want to apply for the Fall Semester, chose the 'Fall 2016' option. If you want to apply for the whole academic year then 'Academic Year 2016/17' should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

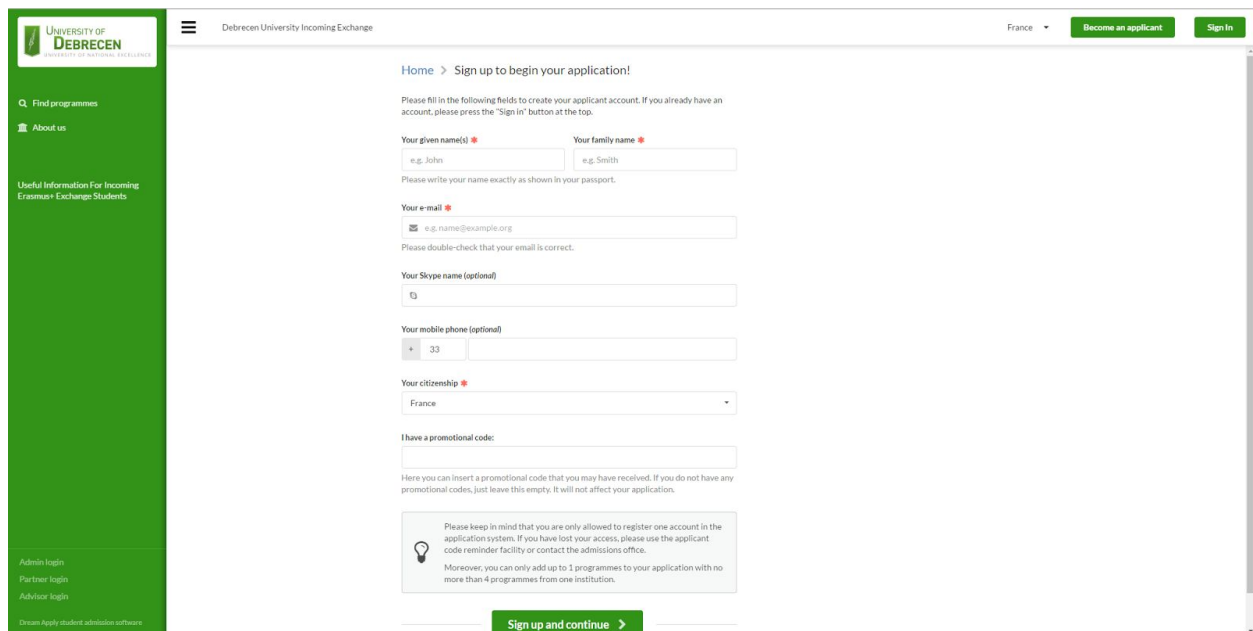Now select your intake and click on the 'Apply now!' Button.

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.

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.

Now you should see the following.

This is your unique applicant access code:

🔑 KI8CN9WG8

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).

✏ I wrote it down, continue

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.
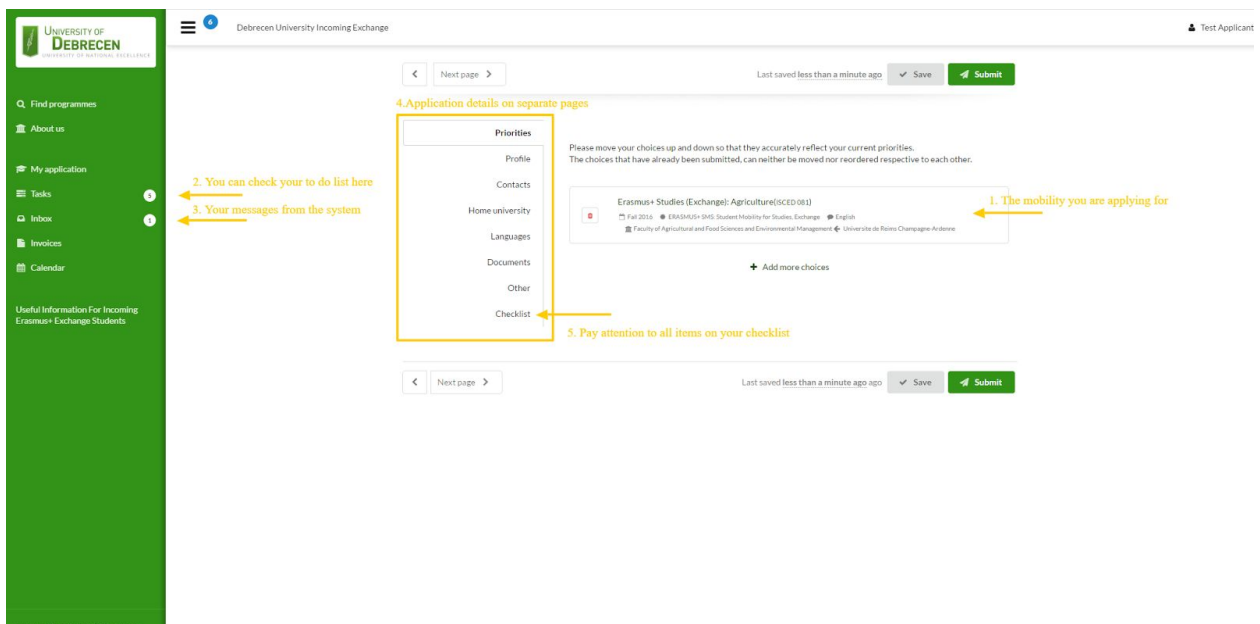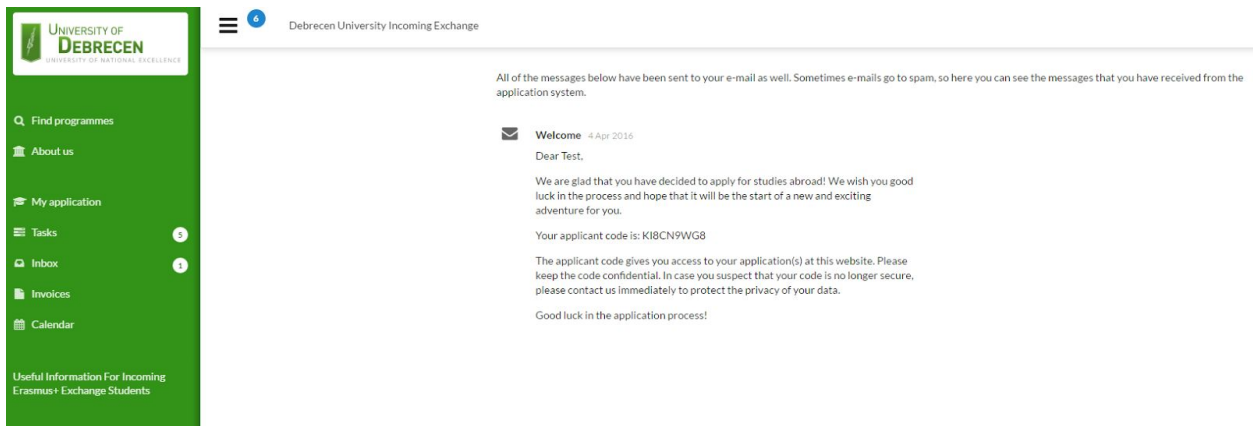

1. You can see the summary of the mobility you apply for.
2. Your 'Tasks' menu includes your to do list regarding your application.

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

≡ ⑥ Debrecen University Incoming Exchange

Q Find programmes
🏛 About us

🎓 My application
≣ Tasks   ⑤
💬 Inbox   ①
📄 Invoices
📅 Calendar

Useful Information For Incoming
Erasmus+ Exchange Students

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: KI8CN9WG8

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!

4. 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.

5. 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!