

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: <u>https://incoming.mobi.unideb.hu/</u> or copy it into your browser.

Hungary Does this correspond to your citizenship?
✓ Yes, don't ask me again X No
Why do we ask this?
We tried to guess your citizenship based on your current location. In case we are wrong, please correct it, s that you will see deadlines and requirements that apply specifically to you.

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.

 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 i that you will see deadlines and requirements that apply specifically to you.	t, so

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.

DEBRECEN	y Incoming Exchange		France 💌 🖪	Recome an applicant	Sign In
UNIVERTITY OF NATIONAL EXCELLENCE	Home > Choose your home institution				
Find programmes	Please find the university using the search below. If you can not find the university in the	he list, please contact us for further assistance.			
[About us	Type the institution's name or location		Q, Find		
	Showing results for	query: France			
seful Information For Incoming asmus+ Exchange Students	Aix-Marseille University 🖾 France, Marseille	F MARSEIL84	Find mobilities		
	Blaise Pascal University (2* France, Clermont-Ferrand	FCLERMON02	Find mobilities		
	Claude Bernard University 🗗 France, Lyon	FUYON01	Find mobilities		
	ECE Graduate School of Engineering 🖾 France, Paris	F PARI5222	Find mobilities		
	Institut d'Etudes Politiques, Universite de Strasbourg 🗗 France, Strasbourg	F STRASBO48	Find mobilities		
	Jean Moulin - Lyon 3 University 🗗 France, Lyon	F LYON03	Find mobilities		
	Michel de Montaigne Bordeaux 3 University 🖾 France, Pessac	F BORDEAU03	Find mobilities		
	Normandy Business School (2* France, Le Havre	F LE-HAVRO4	Find mobilities		
	Paris Conservatory 🖄 France, Paris	F PARIS119	Find mobilities		
	School of Agricultural Studies of Angers (2) France, Angers	F ANGERSOB	Find mobilities		
min login	The National Institute for Oriental Languages and Civilizations \mathbb{C}^{2} France, Paris	F PARIS 178	Find mobilities		
tner login visor login	Universite de Limoges 12 France, Limoges	FLIMOGES01	Find mobilities		
am Apply student admission software	Universite de Lorraine 🗹		Pr. J		

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 <u>erasmus@unideb.hu</u>

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:

	Debrecen University Incoming Exchange				France 💌 Become an applicant	Sign In
WINNESSITY OF HATTONIAL EXCELLENCE		Home > Find mobilities				
Q Find programmes		Once you have found a study opportunity with the se	arch below, just click "Apply now!" and you will be	taken to the correct application form.		
🏦 About us						
			Searching possibilities available for students Universite de Reims Champagne-Arr	from: denne		
Useful Information For Incoming Erasmus+ Exchange Students			宜 change			
		environmental, business, economics, science, ger select all ERASMUS+ SMP: Traineeship 31 ERASMUS+ SMS: Student Mobility for	ebrecen, sm., sta, sciences, institute, humanities; many, turiey, poland, engineering, socologa, Ital Study languages; T English (mg) 1. Select Erasmus+ SMS		Autorat foot	
Admin kajin Partune kajin Advicor kajin Diran Aşelyntaleri alekside setteore		Mobility 1	SEARCH RESULTS			

- 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.

Usehul Information Fer Incoming Ersennus - Exchange Students		SEARCH RESULTS		
	Earuity of Agricultural and Food Sciences and Environmental Management, Debrecen Available for students from: Universite de Reims Champagne- Ardenne France, Reims	Erzeme+Studies (Exchange) Agriculture BAARUS-SNS Studies Mobility for Studies, Exchange Study Impager, English	Fall 2016 Apply wood Apply wood DS Ann 2016 222597(ANT) A cademic year 2016/17 Spring 2017	
Admin tagin Partsar tagin Advisor kagin	Faulty of Economics and Business, Debrecon Available for students from: Universite de Reims Champagne- Anderne France, Beins	Erzemos Studies (Exchange) Economics ERARALIS-SM Studies Mobility for Studies, Escharge Study Ingoge: English	Fall 2016 Apply now Action Application deadline Solum 2018 2019 (NMT) Academic year 2016/17 Spring 2017	

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.

	Debrecen University Incoming Exchange		France •	Become an applicant	Sign In
		< back Sign in to continue			
Q. Find programmes		You need to be authenticated before you can continue.			
		Dear applicant.			
Useful Information For Incoming Erasmus+ Exchange Students		In order to gain access to the application system, please provide your secret applicant code.			
		Applicant code			
		OR			
		🎄 Become an applicant			
		an and approxime			

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.

s mation For Incoming		France 💌	Become an applicant
mation For Incoming	Home > Sign up to begin your application!		
	Please fill in the following fields to create your applicant account. If you already have a account, please press the "Sign in" button at the top.	a	
Information For Incoming or Exchange Students	Your given name(s) * Your family name *		
	e.g. John e.g. Smith		
	Please write your name exactly as shown in your passport.		
	Your e-mail 🌞		
	e.g. name@example.org		
	Please double-check that your email is correct.		
	Your Skype name (optional)		
	0		
	Your mobile phone (optional)		
	+ 33		
	Your citizenship *		
	France	-	
	I have a promotional code:		
	Here you can insert a promotional code that you may have received. If you do not have	any	
	promotional codes, just leave this empty. It will not affect your application.		
	Please keep in mind that you are only allowed to register one account in th application system. If you have lost your access, please use the applicant	e	
in login	code reminder facility or contact the admissions office.		
n lagin ter lagin	Moreover, you can only add up to 1 programmes to your application with a more than 4 programmes from one institution.	D	
sor login			
n Apply student admission software	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.

	Debrecen University Incoming Exchange		•	Test Applicant
UNIVERSITY OF RATIONAL ESCELLENCE		< Next page >	Last saved less than a minute ago 🗸 Save 😽 Sebmit	
Q. Find programmes		4. Application details on separate	e pages	
盦 About us		Priorities	Please move your choices up and down so that they accurately reflect your current priorities.	
🎓 My application	2. You can check your to do list here	Profile	These move your clonices up and down so that they accurately reflect your current promise. The choices that have already been submitted, can neither be moved nor reordered respective to each other.	
≣ Tasks 🚯		Contacts	Erasmus+ Studies (Exchange): Agriculture(SCED 081) 1. The mobility you are applying for	
🕰 Inbox 👔	3. Your messages from the system	Home university	G Fail 2016	
Invoices		Languages	Tacuty of Agricultural and Tood Sciences and Environmental Management 🗣 Universite de Koms Champagne Ardenne	
🛗 Calendar		Documents	+ Add more choices	
		Other		
Useful Information For Incoming Erasmus+ Exchange Students		Checklist 🔫		
Erasinus+ Exchange Students			5. Pay attention to all items on your checklist	
		< Next page >	Last saved less than a minute ago ago 🖌 Save 🕺 Submit	
Drave Archusturiant scholarion retherea				

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



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

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



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.

Priorities Profile Contacts Home university	them into the computer and then upload Regired documents (pdf): Passport or ID card CV in Europass format Transcript of Academic Records	in the checklist and upload the required documents. You will need to scan d them below.
Languages	Nomination letter	
Documents	No documents have bee Use the form below to uploa	
Other Checklist	File name	You can only upload files up to 4 MiB in size each from the following types: JPEG, GIF, PNG, TIFF, PDF. Please make
	Choose file	sure that the image is not blurry or distorted and has plenty of contrast. Remember that they should be legible when printed out.
	1 Upload new file	The documents must be upright (not upside down) and in portrait mode (taller than wide).
t page 义		Last saved less than a minute ago ago 🗸 Save 🖌 Subm

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!