EPIC Application Process

A walkthrough guide to completing an application

This illustrated step-by-step guide has been designed to take applicants through the application process whilst demonstrating various functions of the application database. This guide is designed to accompany the information and instructions on the website, not to replace it. Candidates should carefully read all instructions on www.em-epic.eu to ensure successful and problem free completion.

1. Go to > www.em-epic.eu
2. Select > **APPLY NOW** from the text as indicated below.

When you select this you will be redirected to the application platform homepage which will look exactly as below:
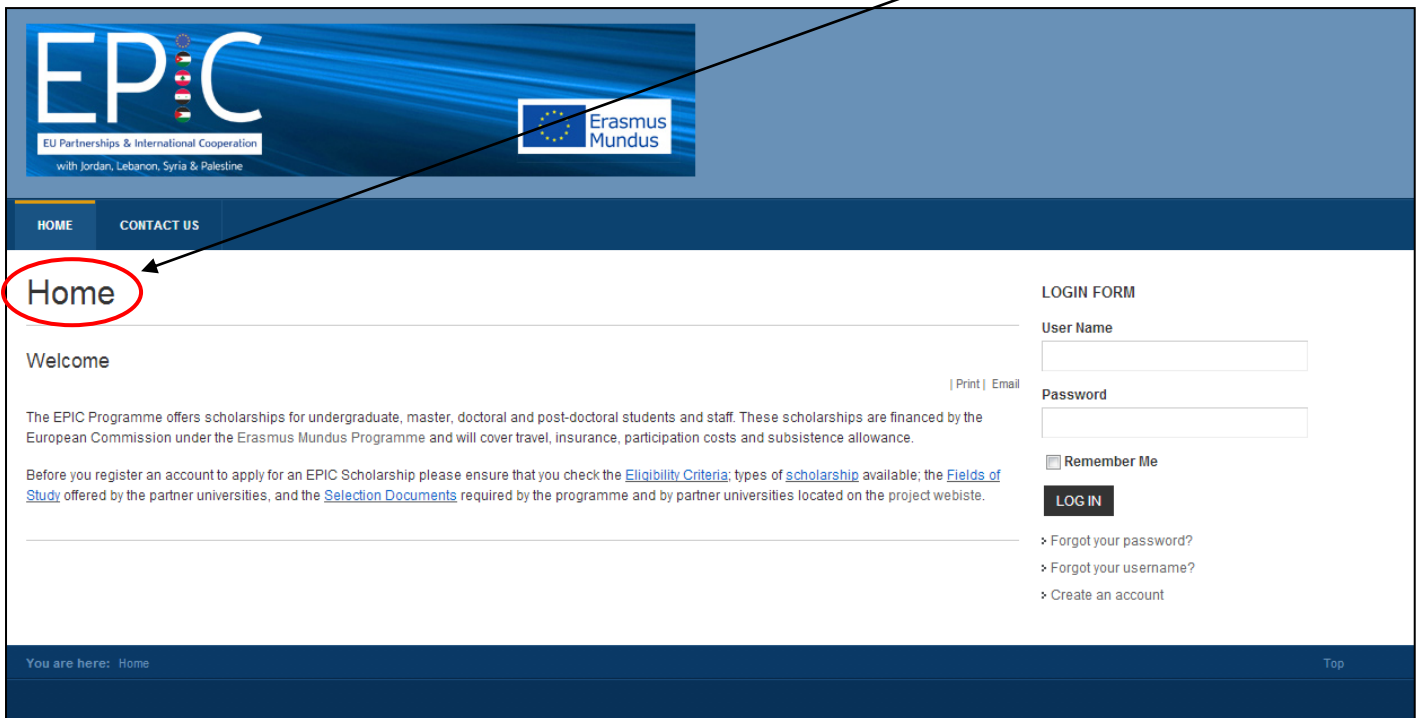
3. Select > **Create an Account** on the bottom right hand corner of the homepage.
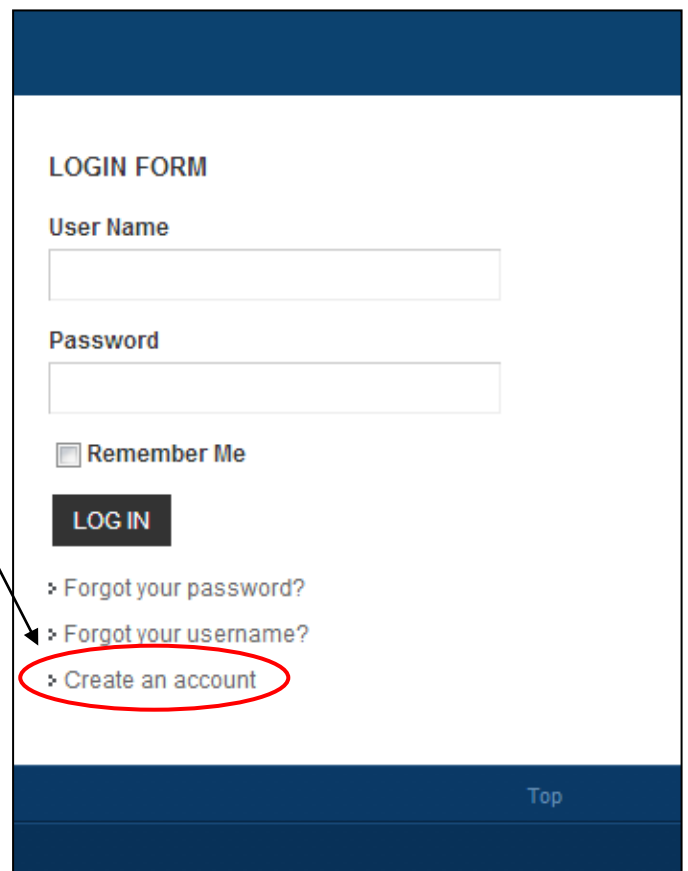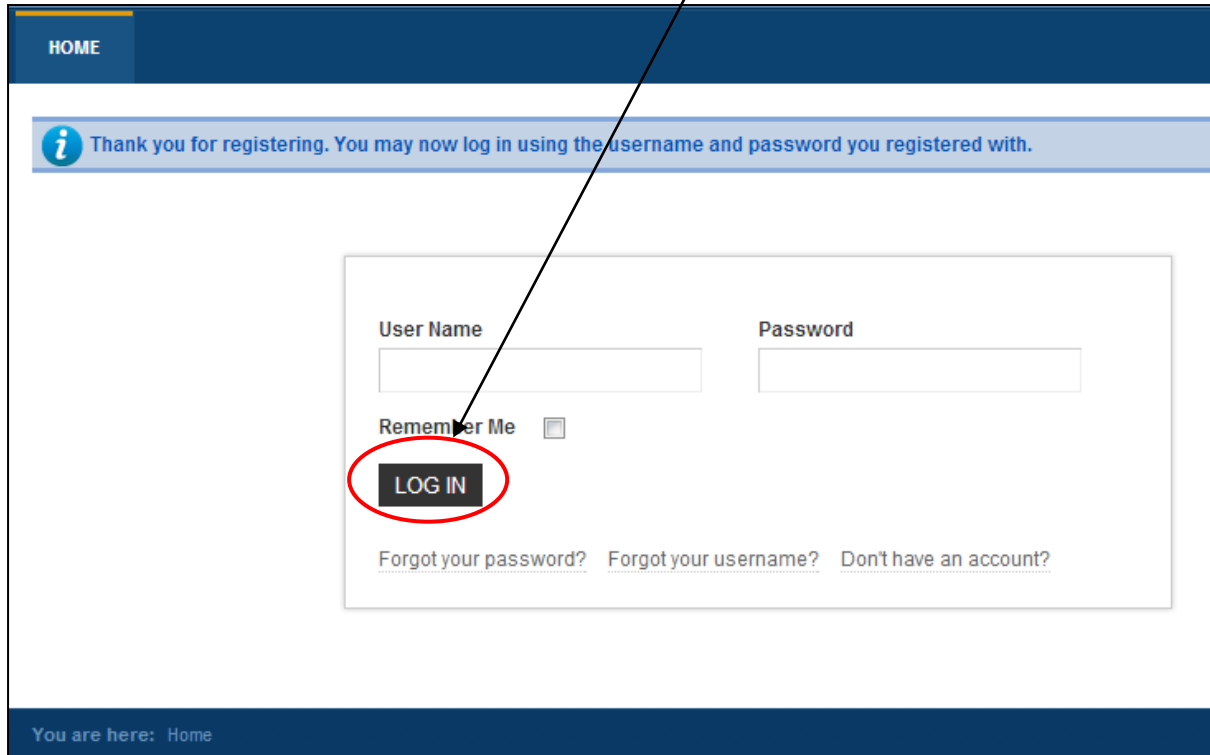
4. When you select this you will be prompted to complete as series of information fields including a **Username** and **Password**. Complete the information ensuring that you enter a **valid email address**. Once completed, select **Register**

5. Upon successful registration, you will see the following message and screen.
6. Before you start your application you will need to log in from the above screen by entering your username and password and selecting the **Log In** button.

7. Once you have logged in, you will have to complete Steps 1 - 4.

HOME	
MY APPLICATION	
Step 1: Basic Information	✗
Step 2: Search and apply for courses	
Step 3: Upload Documents	✗
Step 4: Submit Courses	

Step 1: Basic Information
Allows you to input general data

Step 2: Search and Apply for Courses
Allows you to select apply for up to a maximum of 2 courses and *directs you to the link for uploading any* documents that are specific *to the course* you have selected such as learning agreement for undergraduate and master level, research proposal etc.

Step 3: Upload Documents
Allows you to *upload* documents that are common to all your course choices such as passport, CV etc.

Step 4: Submit Course
Gives you an overview of your applications. Also allows you to check the status of your applications, preview your application and submit or remove any courses.

8. Do this by clicking on the **Basic Information** option under the Step 1 for the first stage.

HOME		
MY APPLICATION		**COURSE FAVORITES**
		No courses added to your favorites list.
Step 1: Basic Information	✗	
Step 2: Search and apply for courses		
Step 3: Upload Documents	✗	
Step 4: Submit Courses		

9. On selecting **Basic Information**, you will see the below screen. Please read the information provided carefully and **select which Target Group you want to apply as by selecting the your option from the drop down menu** at the bottom left hand corner of the page and then select **Next**.

Basic Information

Target Group

Please select which Target Group you are applying under before saving and proceeding to the next stage of the application:

- Target Group 1: Applicants who are currently registered / employed at one of the EU or third-country partner universities.

- Target Group 2:

Applicants who are registered at another European, Jordanian, Lebanese, Syrian or Palestinian Higher Education Institution that is not a partner in the EPIC project;

OR

Applicants who have obtained a university degree or equivalent from a European, Jordanian, Lebanese, Syrian or Palestinian Higher Education Institution (students only).

- Target Group 3: Nationals of the third-countries concerned by the geographical lot who are in particularly vulnerable situations, for social and political reasons. For example:
- having a refugee status or asylum beneficiaries;
- it can be proved that they have been the object of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual inclination;
- they belong to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons)

If you are a Target Group 3 Applicant, please check this box. Please note that you will need to upload document(s) certifying your state.

For further information about the Target Groups, please refer to "Who Can Apply" Page on the project website.

Target Group★ ✔   [Target Group 1 ▼]

Save   Next   Previous

10. You will then be presented with a series of fields that you will need to complete regarding personal information (General Data), contact details and education background.

General Data

Full Name★	Mark	Family Name★	Smith
Email		Gender★	Male ◉ Female ○
Home Country★	Please select	Marital Status★	Single ◉ Married ○ Engaged ○ Divorced ○
Nationality★	United Kingdom	National ID	
Passport No.		Passport Expiry Date	DAY / MONTH / YEAR
Passport Issue Date	DAY / MONTH / YEAR	Special need/care at the host institution in case of granting	

passport warning

You can save your data without providing passport details, but you must provide details of your National ID and upload this document as part of your application so that your nationality is evidenced. Please remember that if you are not currently in possession of a passport, you are still able to apply, but you will not be able participate in any mobility until you have a passport.

Date of birth★ 11 / September / 1994

Personal Photo★ Choose File | No file chosen

Be sure to tick the **Terms and Conditions** and click **Save.** If you have forgotten to fill in any of the required fields, you will not be able to proceed.

Once you have **completed the information** accurately **a confirmation message will appear.**

11. To continue with your application, proceed in clicking **Search and Apply for Courses (Step 2)** under the Candidates Area section.

12. You will be able to search through the courses available to you using the filters on the page.

	Keyword						
Jump to page							
Page 1 ▼ GO	Mobility Level	Please Select.. ▼					
	Mobility Type	Please Select.. ▼					
	Language of Instruction	Please Select.. ▼					
	Host University	Please Select.. ▼					
	Classification	Please Select.. ▼					
	Apply Filters						

Number of programs matches your criteria is 463
Current page viewing is Page No.1

Program Title	Mobility Type	Mobility Level	Course Classification	Start Date	Duration (months)	Host University	Language of instruction		
Bachelor in Electronics Engineering	Exchange Mobility	Undergraduate	Electronic Engineering-Telecommunications	2013-09-29 00:00:00	10	Princess Sumaya University of Technology	English	Apply Now	Bookmark
Post Doctorate in Electronics Engineering	Exchange Mobility	Post-Doctorate	Electronic Engineering-Telecommunications	2013-12-31 00:00:00	6	Princess Sumaya University of Technology	English	Apply Now	Bookmark

13. Note that not all results may appear on the first screen, so please use the **Jump to page** function to see all the courses that were produced by your search.

Jump to page
Page 1 ▼ GO

14. You can filter your search based on Mobility Level, Mobility Type, Language of Instruction, Host University, and Classification or simply by searching for a keyword. Please note that the Host University list will automatically be limited by the **User Profile** information. In the example below you will see that because the applicant is British, only Jordanian, Lebanese, Syrian and Palestinian Universities are available.

Host University	Please Select.. ▼
Classification	
Apply Filters	Please Select..
	Yarmouk University
a is 463	Princess Sumaya University of Technology
	German-Jordanian University
	University of Jordan
	Lebanese University
ty Level	Course Classi	Modern University of Business and Science
		University of Saint Joseph
		Damascus University
		Arab International University
		An-Najah University

If you cannot access courses at a particular university, it is because you are not an eligible candidate based on your **User Profile** information.

For example:
1) If you are applying as a national of an EU country, you will only be able to see courses at Jordanian, Lebanese, Syrian and Palestinian partner universities.
2) If you are applying as a Jordanian, Lebanese, Syrian or Palestinian national, you will only be able to view courses at EU partner universities.
3) If you apply as a national of a country other than Jordan, Lebanon, Syria Palestine or any EU country, you will not be able to view any courses as you will not be eligible to apply. Please check the 'Who can Apply' section on the website for the full eligibility criteria.

15. Once you have carried out a search you will be presented with results similar to those shown below:

Post Doctorate in Electronics Engineering	Exchange Mobility	Post-Doctorate	Electronic Engineering-Telecommunications	2013-12-31 00:00:00	6	Princess Sumaya University of Technology	English	Apply Now	Bookmark

Here you have a row of information some of which is interactive. If you click on the name of the course (circled above) you will be presented with the Course Profile.

Available Courses

Available Courses

Back to available courses

Program Title	Post Doctorate in Electronics Engineering
Mobility Type	Exchange Mobility
Mobility Level	Undergraduate
Classification	
Description	
Start Date	2013-12-31 00:00:00
Duration (months)	6
Prerequistes	none
Program Contact Person	Dr. Mahmoud Hassan
program website	http://www.psut.jo/site/en/departments-ee/electrical-engineering.html
Required Documents	Passport CV Transcript Last Qualification Certificate Evidence of Language Proficiency Learning Agreement
Contact Person Email	m.hassan@psut.edu.jo
Department	Electrical Engineering
Language	• English

Apply to this course

16. You can also use the **Bookmark** function. This function allows you to gather several courses of interest and compare and contrast them to suit your academic strengths prior to applying. You can review the courses that you have added to your bookmarks by clicking on the **Course Favourites** option under the Candidates Area.

Post Doctorate in Electronics Engineering	Exchange Mobility	Post-Doctorate	Electronic Engineering-Telecommunications	2013-12-31 00:00:00	6	Princess Sumaya University of Technology	English	Apply Now	Bookmark

COURSE FAVORITES

Post Doctorate in Electronics Engineering	Princess Sumaya University of Technology	Apply Now	✗
Mechanical Engineering	University of Jordan	Apply Now	✗

17. When you wish to proceed in applying for a programme, you can do so by clicking **Apply Now** under course favourites if you have bookmarked your course. When you click on **Apply Now** the following information will appear. You can also click on **Apply to this course** in the course profile.

Apply to course

Apply to course

Course Title	Post Doctorate in Electronics Engineering
Required Documents	Passport
	CV
	Transcript
	Last Qualification Certificate
	Evidence of Language Proficiency
	Click Here to Upload Missing Documents
Required Documents for this course	Learning Agreement
	Click Here to Upload Required Document
Host University	Princess Sumaya University of Technology
Mobility Type	Undergraduate
Mobility Level	
Priority★	1 ▼
	1
	2

Save Application   Submit Application

You are here: Home ▶ Basic info

Check that the data is correct and select whether the course is your 1st or 2nd Priority. (Please note that 2 courses is the maximum that you can apply for but not the minimum.)

Please click the **Save Application** button after your have made your selection.

18. Upon clicking the save application button (as indicated above), you will be redirected to the 'My Courses' page and the following message will appear on the top.

ID	Program Title	Host University	Mobility Type	Mobility Level	Duration (months)	Priority	Application Status		
3	Post Doctorate in Electronics Engineering	Princess Sumaya University of Technology	Exchange Mobility	Post-Doctorate	6	1	Missing Basic/Documents	Submit	Remove

19. The **Application Status** column on this page will tell you whether your application is in progress or submitted.

20. You must then click on **Step 3: Upload Documents** (top of the page) in order to upload the missing Basic Documents so that you may complete your application.

21. Upon selecting this option, you will be redirected to the 'Upload Documents' page as shown below:

Upload Documents

Back to Course Details to submit/save the course

The below table display the status of required doucments.

File Type	Maximum Allowed Files	Status
Passport	2	✗
CV	5	✗
Transcript	4	✗
Last Qualification Certificate	1	✗
Evidence of Language Proficiency	2	✗
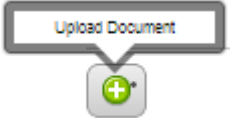
Id	user Id	Select File	Document Type	☐
No records				

Display # 10 ▾

These are documents that are common and mandatory for all programmes that you apply for.

22. Notice that the status is marked with ✗ ; this will change to ✓ once you have

Upload Document

successfully uploaded a file using the ⊕ button.

You will also see a message displayed on the top of your screen that reads:

ⓘ Record added/updated

Clicking on the **upload document** button will take you to the upload documents page as displayed below.

23. From the **Documents Type** drop-down menu, select the document that you are uploading and select your corresponding file using the **Choose File** option.
*Please note that the file must be in PICTURE formats only e.g .JPEG, .PNG, .GIF, .BMP. *

To upload click Save .

24. Repeat this procedure until you have selected and chosen all your required documents.

25. Once you have uploaded all the required files, you should be presented with the following:

Upload Documents

Back to Course Details to submit/save the course

The below table display the status of required doucments.

File Type	Maximum Allowed Files	Status
Passport	2	✓
CV	5	✓
Transcript	4	✓
Last Qualification Certificate	1	✓
Evidence of Language Proficiency	2	✓

⊕

id	user id	Select File	○ Document Type	☐
37358	464			☐
37359	464			☐
37360	464			☐
37361	464			☐
37362	464			☐
37363	464			☐

Display # 10 ▾

26. To return to the main course page click on:

Move to submit application step-->>

*Please be sure to **save** your application from the course profile page as you go along to ensure you do not have to repeat any steps*

27. Upon clicking this option, you will be redirected to the below page:

My Courses

Preview your applications

ID	Program Title	Host University	Mobility Type	Mobility Level	Duration (months)	Priority	Application Status		
3	Post Doctorate in Electronics Engineering	Princess Sumaya University of Technology	Exchange Mobility	Post-Doctorate	6	1	Missing Basic/Documents	Submit	Remove

Preview your applications

28. If your Application Status still shows Missing Documents, this is because of one of the following:

   1) <u>You may not have uploaded all the required **basic documents**</u>.
      In this case, please go back to Step 3 and upload any documents that you may have missed.
   2) <u>You may not have uploaded **documents that are specific to this particular course**</u>.
      In order to upload documents that are specific to the course, click on the programme title.

This will redirect you back to the course profile.

29. Here you will see a link to upload documents that are specific to that course. You must click on this link and upload the required specific documents.

30. this link will take you to the Upload Documents page with the option for uploading the specific documents for this course

Upload Documents

Move to submit application step-->>

The below table display the status of required doucments for the current course.

File Type	Maximum Allowed Files	Status
Training / Teaching / Research Plan	2	✗
Recommendation Letter	3	✗

Course Title	Select File	Document Type	☐
		CV	☐
		Evidence of Language Proficiency	☐
		Last Qualification Certificate	☐

You will need to *follow the same uploading procedure as described above* in order to upload these documents.

31. Once you have uploaded these documents the course profile will change to reflect the below:

Apply to course

Course Title	Post Doctorate in Electronics Engineering
Required Documents	You have uploaded all common documents
Required Documents for this course	You have uploaded all required documents for this course.
Host University	Princess Sumaya University of Technology
Mobility Type	Undergraduate
Mobility Level	
Priority ★	1 ▾

32. Please ensure that you save your application after uploading any new documents.

33. You may now progress to **Step 4: Submit Applications.**
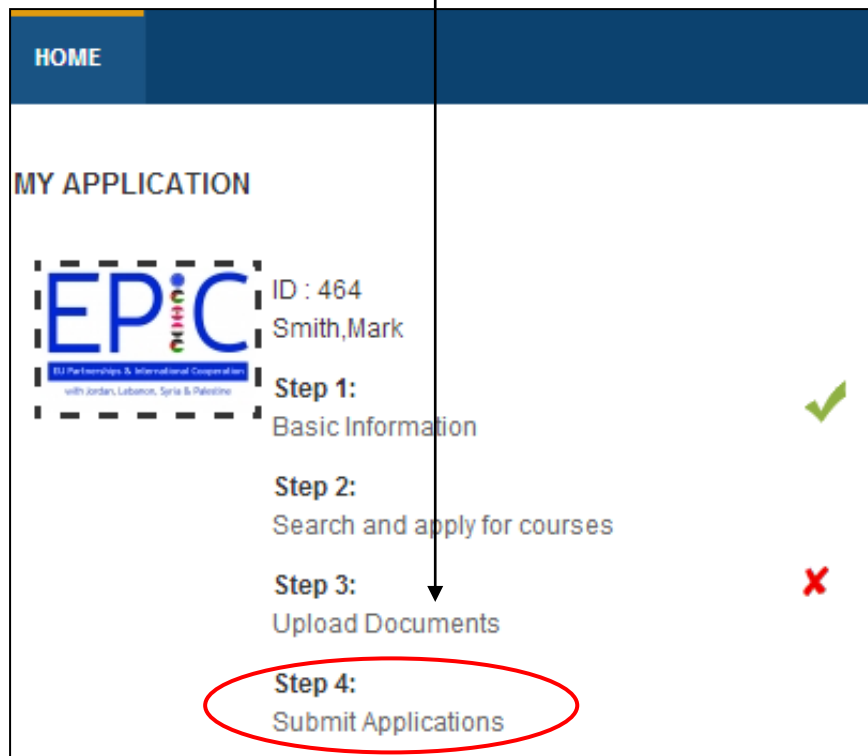
33. When you select Step 4 and return to **My Courses** you will see that the application status of the course is complete though *not submitted*. To finally submit your application, click Submit .

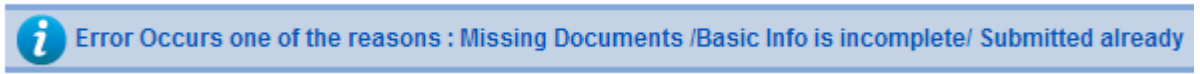**My Courses**

Preview your applications

ID	Program Title	Host University	Mobility Type	Mobility Level	Duration (months)	Priority	Application Status		
3	Post Doctorate in Electronics Engineering	Princess Sumaya University of Technology	Exchange Mobility	Post-Doctorate	6	1	Completed , not submitted yet	Submit	Remove
173	Mechanical Engineering	University of Jordan	Exchange Mobility	Post-Doctorate	10	2	Missing Basic/Documents	Submit	Remove

Preview your applications

Once an application has been submitted, the information cannot be amended and no further documents can be added at any stage

34. Please note that if you try submitting your application without uploading all the documents, the database will prevent you from submitting the application. If you try to submit an incomplete application you will be presented with the error message below.

35. When you have successfully submitted an application to a programme you will receive notification on the screen:

36. When you enter **My Courses** you should see that the application status confirms that an application has been submitted and the corresponding **Submit** and **Remove** buttons are greyed out.

My Courses

Preview your applications

ID	Program Title	Host University	Mobility Type	Mobility Level	Duration (months)	Priority	Application Status		
3	Post Doctorate in Electronics Engineering	Princess Sumaya University of Technology	Exchange Mobility	Post-Doctorate	6	1	Submitted on 2012-11-08	Submit	Remove
173	Mechanical Engineering	University of Jordan	Exchange Mobility	Post-Doctorate	10	2	Missing Basic/Documents	Submit	Remove

Preview your applications

34. If applying for a 2nd programme, you will notice that this programme is still visible as an incomplete application on the My Courses page.

35. You will need to follow the aforementioned steps to upload the specific documents for this course and then submit the application separately.

For any technical problems or queries, please contact the dedicated Help Desk.

We wish you the best of luck with your application!

The EPIC Project Team
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