MORE Overseas a.y. 2021/22 – Guidelines for filling out the on-line application form

Before you apply, please underline read the following documents underline carefully: the Announcement and Annex 1 for the Department of interest.

Log in with your email address and password, in order to identify and verify your personal data.

Please check your personal data before applying, in particular the sections "General data" and "Contacts"

1	Enter: USERNAME PASSWORD
2	Select MOBILITY CALLS FOR APPLICATIONS – under INTERNATIONAL MOBILITY in the right hand MENU
3	You can then select the call related with your Department, click on the hand lens in the right hand column
4	Select HOW TO APPLY to complete your online application.
5	Click on BOOKLET to check your exams. **Note**: If you have passed exams that have not yet been registered on your booklet, or if you have achieved the First Level Degree in another University, you are requested to certify all the data (exams and final mark) in Annex 2 - mandatory

6	Choose the activity available: Examinations or Thesis preparation
7	Based on your Department, there is a list of institutions you can choose from. Select your destination in order of preference (drop-down list).
8	Language proficiency level: please pay the utmost attention to the languages and linguistic levels required by the instituion (s) chosen as specified in Annex 1. The certification specified in Annex 1 must be attached according to the procedure described below ("Uploading"). Any other linguistic knowledge required by the announcement or of which the student is in possession can be specified in the ADDITIONAL DECLARATIONS field and the certification can be attached following the procedure described below ("Uploading").

IMPORTANT: students stating not to have any language knowledge (declaring to have some language certificates) must fill out Annex 2 – mandatory (Upload documents).

SUBMIT

Select VIEW APPLICATION DRAFT – not final - to check your application.

Note: the "VIEW APPLICATION DRAFT – not final" step does not mean you have submitted your application. You can finalize your application later.

Upload Annex 2 (mandatory). You may upload additional documents that you think might contribute to your profile. In this case, select the appropriate item in the drop-box list and describe the documents uploaded.

You still can:

➡️ Check your data and verify the uploaded documents

➡️ Follow the instructions to confirm your data

You can click on SENDING DEFINITIVE CANDIDATURE AND PRINT/ INVIO CANDIDATURA DEFINITIVA E STAMPA (final step) after uploading Annex 2

(If you need to cancel your application, select "REMOVE REGISTRATION"/ "RIMUOVI ISCRIZIONE AL BANDO")

SUBMISSION OF ON-LINE APPLICATIONS

If you have checked your data and uploaded Annex 2 and/or other additional documents, you can select <mark>SENDING DEFINITIVE CANDIDATURE AND PRINT/ INVIO CANDIDATURA DEFINITIVA E STAMPA.</mark>

ATTENTION: if your application is submitted successfully, this will be marked with a green LED light and your application cannot be amended or removed anymore. Your application has been submitted.

You may save and keep a printed copy. We do not require a hard copy of your application.

CONFIRMATION APPLICATION SUBMITTED: After submitting your Application Form, an automatic confirmation email will be sent to your UNIMORE email address.

Please also check in your SPAM folder.

➢ Should you not receive it within 24 hours of completing your application, please contact moreoverseas@unimore.it

➢ For any **technical issues** related to the application submission, please contact webhelp@unimore.it.

BEFORE STARTING, PREPARE ALL THE DOCUMENTS YOU HAVE TO UPLOAD IN SUPPORT OF YOUR ONLINE APPLICATION:

- Check your personal data

- <mark>Fill out Annex 2 - MANDATORY</mark>

- <mark>Upload documents (Annex 2 and/or other additional documents)</mark>

- **Submit the online application form by pressing the button:** <mark>SENDING DEFINITIVE CANDIDATURE AND PRINT/ INVIO CANDIDATURA DEFINITIVA E STAMPA</mark>

- If you need to contact us with regard to your application, please write an email to moreovereseas@unimore.it