



**GUIDE TO COMPLETE THE APPLICATION FORM UNDER THE ERASMUS+ INTERNATIONAL  
CREDIT MOBILITY PROGRAMME**

With this guide, we will indicate all the steps that must be followed to complete a correct application form as an Incoming student under the Erasmus+ International Credit Mobility (or Erasmus+ KA107).

First it is indispensable to read the text of the call to check the requirements, and criteria that is applied to this call as well as the places offered and for which institutions. You can check the text of the call in the following website:

<http://www.ub.edu/uri/ka107/applications.html>

Secondly, you must check the academic programmes offered, the courses included in each programme, semester of the courses and in which Language they are taught (course by course if necessary). You can check this in the following website:

<http://www.ub.edu/sl/en/socio/transparencia.php?angles=1>

Apart from this each faculty has an Office of International Relations and some specific Information is provided in their websites. Here you can check the contact detail of each office and their website:

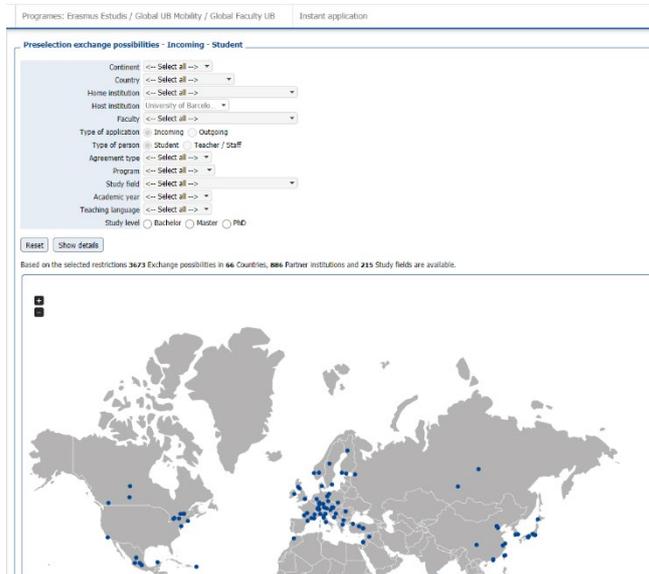
<http://www.ub.edu/uri/comu/professo.htm>

Once you have checked all this Information and know the courses that you would/could follow you can start completing the application form:

[https://www.service4mobility.com/europe/MobilitySearchServlet?identifier=BARCELO01&kz\\_bew\\_pers=S&kz\\_bew\\_art=IN&aust\\_prog=SMSKA107&sprache=en](https://www.service4mobility.com/europe/MobilitySearchServlet?identifier=BARCELO01&kz_bew_pers=S&kz_bew_art=IN&aust_prog=SMSKA107&sprache=en)

**HOW TO COMPLETE THE REGISTRATION:**

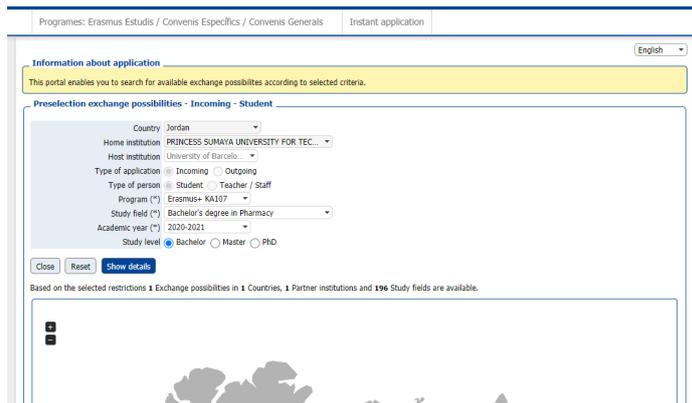
**1. Complete the information to know the possibilities:**



1. Indicate in Agreement type: Erasmus+ KA107

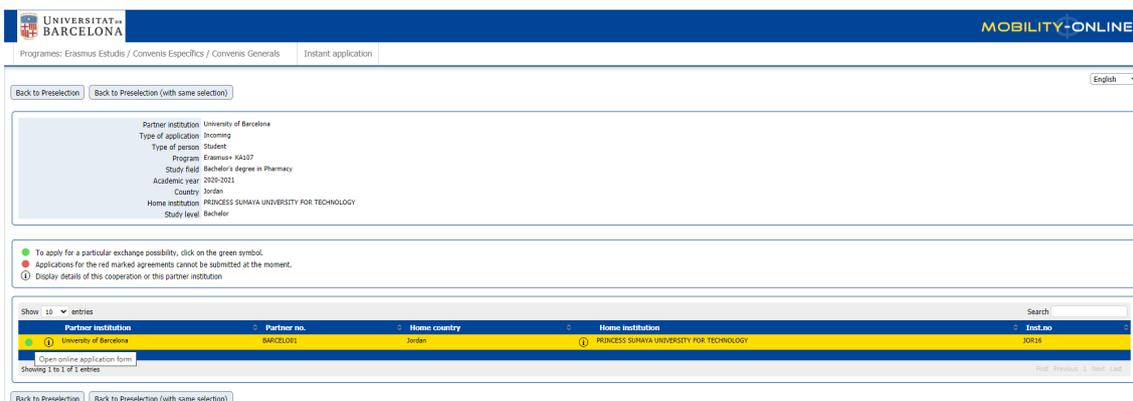
2. Indicate in Academic year: 2021-2022

3. Indicate in home institution: your university



This is an example of an application. Depending on your home university, there will be different options

Once you complete it, click on "Show details".



Here you will have to click on the green bottom to open your online-application.



# UNIVERSITAT DE BARCELONA

Application for a student exchange

UNIVERSITAT DE BARCELONA

All fields marked with (\*) must be completed.

**Data concerning the application**

Type of Person  Students  Teachers  
Type of applicant  Incomings  Outgoings  
Exchange Programme Erasmus+ KA107  
Academic year 2020-2021  
Semester Second Semester 20/21

**Personal data**

Last name prova2  
First Name prova2  
Gender  Male  Female  Other -  
Date of birth (dd/mm/yyyy) 01/01/1990  
Country of birth Jordan  
Place of birth Amman  
Nationality Jordan  
E-mail address erasmus.ka107@ub.edu  
Same e-mail address for verification erasmus.ka107@ub.edu  
I need a visa to enter the country  Yes  No  
Passport number HGF32451

**Contact person in case of emergency**

Last name prova2  
First Name prova2  
E-mail address erasmus.ka107@ub.edu  
Telephone number 924035381

**School leaving certificate**

Country Jordan  
Location Amman

**Study details**

Country of the home institution Jordan  
Home institution JOR16 - PRINCESS SUMAYA UNIVERSITY FOR TEC  
Home institution (if not listed above)  
Faculty at home institution Pharmacy  
Study program at home institution Pharmacy  
Study level at home university  Bachelor or equivalent first cycle (EQF level 6)  
 Master or equivalent second cycle (EQF level 7)  
 Doctor or equivalent third cycle (EQF level 8)  
Start of studies at the home university 01/09/2018  
Number of semesters completed so far 5  
Desired Degree Pharmacy

**Information on previous studies**

Country of previous institution jordan  
Name and location of the university Amman  
Degree Programme  
Start  
End of studies

**Information on the planned stay**

Host Country Spain  
Host Institution BARCEL001 - University of Barcelona  
Teaching language Anglès, Àrab  
Department / Faculty 0440100 - Faculty of Pharmacy and Food Sciences  
Degree Programme Bachelor's degree in Pharmacy  
Study level at the host university Bachelor  
Duration (number of months) 3

All fields marked with \* must be filled and the data must be real.

The semester can only be second semester 20/21 and the duration of the stay 5 months.

Information on previous studies is not necessary if you do not have another university title



Teaching language	Anglès, Àrab
Department / Faculty	0440100 - Faculty of Pharmacy and Food Sciences
Degree Programme	Bachelor's degree in Pharmacy
Study level at the host university	Bachelor
Duration (number of months)	5
Start of the exchange	01/02/2021
End of the exchange	30/06/2021
Estimated arrival	02/02/2021

<b>Language competence</b>	
Mother tongue	Àrab
Language of instruction at the home institution	English
Second language skills	
<input type="radio"/> A1: Basic user 1	
<input type="radio"/> A2: Basic user 2	
<input checked="" type="radio"/> B1: Independent user 1	
<input type="radio"/> B2: Independent user 2	
<input type="radio"/> C1: Proficient user 1	
<input type="radio"/> C2: Proficient user 2	
Command of English	
<input type="radio"/> A1: Basic user 1	
<input type="radio"/> A2: Basic user 2	
<input checked="" type="radio"/> B1: Independent user 1	
<input type="radio"/> B2: Independent user 2	
<input type="radio"/> C1: Proficient user 1	
<input type="radio"/> C2: Proficient user 2	
Certificate(s) (name and result)	University certificate
Other foreign languages	

<b>Disability</b>	
Do you have a disability and need special help? If yes, please explain	<input type="radio"/> Yes <input checked="" type="radio"/> No

<b>Confirmation by student</b>	
I hereby confirm that all information on the application form is correct and complete.	<input checked="" type="checkbox"/>
<small>Please enter the I hereby confirm that all information on the application form is correct and complete.</small>	

Cancel application      **MOBILITY-ONLINE**      Send application

The start date must be 01/02/2021 and end date 30/06/2021 (this is an estimation).

One selected the students will be informed about the real starting date

When completed click on "send application"



You will receive the following email:



Dear Student,

Welcome to SOP. This is the UB's international mobility management application.

To continue with your application process, you must register on the application. You must click on the link at the bottom of this email. You must use this link to access the SOP platform and you will need to create an username and password to validate. Our means of communication will be SOP. We will be grateful if you follow the instructions given and contact us if you have any technical difficulties.

ATTENTION: If you are a Hotmail user our emails will probably be sent as spam (SPAM). You have two options:  
1) Add the address [nos@uompi@ub.edu](mailto:nos@uompi@ub.edu) as a contact, so it will not be rejected.  
2) Or, look in the SPAM folder.

Cordially,  
Mobility and International Programs  
Barcelona University

Per registrar-te a MOBILITY-ONLINE, clica en aquest enllaç.

Si el servidor de correu no mostra l'enllaç correctament, copia o escriu l'adreça seguint a la barra d'adreces del navegador:

[https://www.service4mobility.com/europe/RegistServlet?bew\\_reg\\_nr=1743362824&kz\\_bew\\_art=IN&kz\\_bew\\_pers=S&aust\\_prog\\_id=3115&spr\\_id=88885](https://www.service4mobility.com/europe/RegistServlet?bew_reg_nr=1743362824&kz_bew_art=IN&kz_bew_pers=S&aust_prog_id=3115&spr_id=88885)

You must click on the "MOBILITY-ONLINE".



**Step 1 of 2 - Input Registration number**

First, you have to enter your registration code and your date of birth. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.

Please confirm your entries and press the button **[Next step]**

Registration number: 1743362824  
Date of birth: 01.01.1980

**Step 2 of 2 - Input User Name and Password**

Now, you can enter your desired login and password (at least 6 characters, at least one upper-case letter, at least one digit, no special characters). Should your desired login already exist in the database, please try another one.

For the purpose of password security, repeat the chosen password to confirm.

Please proceed by clicking on the button: **[Continue]**

Login: prova1072  
Password: \*\*\*\*\*  
Repeat password: \*\*\*\*\*

**Registration successful**

Your registration was successful. By pressing the button **[Login Mobility-Online]** you will be forwarded to Mobility-Online. There you have the possibility to edit your application data again, to administer your personal data, download and print documents.

Additionally you will receive an E-Mail with the confirmation of your registration. This E-Mail contains the link to Mobility-Online for future login.

**Action successful**

[Close window](#) | [Login to Mobility-Online](#)

Filling out the date of birth it will be opened the step 2 of 2

With this, you will finish the registration procedure and you will be able to go to the mobility-online application step. You will also receive an email in case you would like to proceed with the application procedure in another moment.



01.7.9.2020 11:39

Correu per no respondre de l'OMPI

Confirmació de registre

Per a: Programa Erasmus+ KA107

Dear Student,

Thanks for signing up.

From now on, you must use the following link to access the system:  
[https://www.service-4mobility.com/euronpa1\\_login/Servlet](https://www.service-4mobility.com/euronpa1_login/Servlet)

To complete the application process you must upload the following documents:

- A copy of your passport
- Academic records
- Certificate of accreditation of the required level of language proficiency
- If applicable, Official Certificate of Disability
- The specific documentation set out in Annex 1 of the call for applications.

For more information, consult with the Office of Mobility and International Programmes:  
(<http://ajms.uab.edu/en/ica107/contact.html>)

Cordially,  
Office of Mobility and International Programs  
Barcelona University



## HOW TO COMPLETE THE APPLICATION FORM

The workflow shows the steps you have completed and the ones that must be completed/followed.

Necessary steps	Done	Done on	Done by	Direct access via following link
<b>Before the mobility - Application and registration</b>	<input checked="" type="checkbox"/>			<a href="#">Cancel application</a>
Online application	<input checked="" type="checkbox"/>	07/09/2020		<a href="#">3 / 3</a>
Confirmation e-mail of online application	<input checked="" type="checkbox"/>	07/09/2020	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	07/09/2020		
<b>Before the Mobility</b>				<a href="#">Complete personal data</a>
Personal data completed	<input type="checkbox"/>			
Passport or ID card uploaded	<input type="checkbox"/>			
CV uploaded	<input type="checkbox"/>			
Transcript of records uploaded	<input type="checkbox"/>			
Bachelor certificate uploaded	<input type="checkbox"/>			
Language certificate uploaded	<input type="checkbox"/>			
Other documents (please check the call to know which are needed according to your home university)	<input type="checkbox"/>			
Complete Learning Agreement - Courses at Host Institution (Universitat de Barcelona)	<input type="checkbox"/>			
Complete Learning Agreement - Courses at Home Institution	<input type="checkbox"/>			
Application form printed	<input type="checkbox"/>			
Signed application form uploaded	<input type="checkbox"/>			
Uploads complete	<input type="checkbox"/>			

Once you complete each step, the following will be opened.

### 1. Personal details (complete)

### 2. Passport or ID (upload a picture/pdf document)

Clicking on "seleccionar archive" you can upload the document from your computer.

### 3. Transcript of records: you must upload the document of the academic records/transcript of records of your home university to check the subjects followed, credits, marks.



**Application workflow**

**Applicant details**

Last name	prova2	Degree Programme	Bachelor's degree in Pharmacy - G1051
First Name	prova2	Host Country	Spain
Date of birth (dd/mm/yyyy)	01/01/1990	Host Institution	BARCEL001 - University of Barcelona
Country of the home institution	Jordan	Estado des de	01/09/2020
Home institution	JOR16 - PRINCESS SUMAYA UNIVERSITY FOR TECHNOLOGY	Estado fins a	31/05/2021

**Necessary steps**

Cancel application	Done	Done on	Done By	Direct access via following link
<input type="checkbox"/>				<a href="#">Cancel application</a>
<b>Before the mobility - Application and registration</b>				
Online application	<input checked="" type="checkbox"/>	07/09/2020		
Confirmation e-mail of online application	<input checked="" type="checkbox"/>	07/09/2020	Automatically generated	
Online Registration	<input checked="" type="checkbox"/>	07/09/2020		
<b>Before the Mobility</b>				
Personal data completed	<input checked="" type="checkbox"/>	07/09/2020	prova2 prova2	<a href="#">Complete personal data</a>
Passport or ID card uploaded	<input checked="" type="checkbox"/>	07/09/2020	prova2 prova2	<a href="#">Upload passport or ID card</a>
CV uploaded	<input checked="" type="checkbox"/>	07/09/2020	prova2 prova2	<a href="#">Upload CV</a>
Transcript of Records uploaded	<input checked="" type="checkbox"/>	07/09/2020	prova2 prova2	<a href="#">Upload Transcript of Records</a>
Bachelor certificate uploaded	<input checked="" type="checkbox"/>	07/09/2020	prova2 prova2	<a href="#">Upload Bachelor certificate</a>
Language certificate uploaded	<input checked="" type="checkbox"/>	07/09/2020	prova2 prova2	<a href="#">Upload language certificate</a>
Other documents (please check the call to know which are needed according to your home university)	<input type="checkbox"/>			<a href="#">Upload other documents</a>
Complete Learning Agreement - Courses at Host Institution (Universitat de Barcelona)	<input type="checkbox"/>			<a href="#">Complete Learning Agreement - Courses at Host Institution (Universitat de Barcelona)</a>
Complete Learning Agreement - Courses at Home Institution	<input type="checkbox"/>			
Application form printed	<input type="checkbox"/>			
Signed application form uploaded	<input type="checkbox"/>			
Uploads complete	<input type="checkbox"/>			

Click to complete:

**Edit learning agreement**

Last name: prova2, First name: prova2  
 Home institution: PRINCESS SUMAYA UNIVERSITY FOR TECHNOLOGY, Country of the home institution: Jordan  
 Host institution: UNIVERSITAT DE BARCELONA, Country of host institution: Spain  
 Academic year: 2020-2021, Name of Semester: [empty]

Course unit title at the host institution	Course no./host	Acad. year	Semester	Credits
<b>All original courses</b>				
No records found!				
<b>All added courses</b>				
No records found!				
<b>All deleted courses</b>				
No records found!				
No courses found! Please select left icon to enter a new course.				
				<b>Sum of ECTS credits: 6,00</b>

Buttons: Back, Enter further courses...

You will have to enter all the courses (minimum 24 ECTS):

**Edit learning agreement**

Host institution: UNIVERSITAT DE BARCELONA - BARCEL001  
 Study area: Ciències de la Salut  
 Study field: Bachelor's degree in Pharmacy - G1051  
 Academic year: 2020-2021  
 Semester: Second Semester 20/21

Course unit code at the host institution: [empty]  
 Course unit title at the host institution: organic chemistry  
 There are still 238 characters available

Number of credits at the host university: 6,00  
 Duration of course unit: 5

Link to course at the host institution: [empty]  
 There are still 100000 characters available

Buttons: Cancel, Create

At least indicate the name of the course at UB and the credits. Duration is 5 months for all

**Edit learning agreement**

Last name: prova2, First name: prova2  
 Home institution: PRINCESS SUMAYA UNIVERSITY FOR TECHNOLOGY, Country of the home institution: Jordan  
 Host institution: UNIVERSITAT DE BARCELONA, Country of host institution: Spain  
 Academic year: 2020-2021, Name of Semester: [empty]

Course unit title at the host institution	Course no./host	Acad. year	Semester	Credits
<b>All original courses</b>				
<input checked="" type="checkbox"/>	Organic chemistry	2020-2021	Second Semester 20/21	6,00
<b>All added courses</b>				
No records found!				
<b>All deleted courses</b>				
No records found!				
				<b>Sum of ECTS credits: 6,00</b>

Buttons: Back, Enter further courses...

When completed you must click "back"

- Complete learning Agreement at home university (this is also a proposal): here you must include the subjects that could be recognised at your home university if you are selected and follow the subjects indicated from UB. The courses can change but the mobility implies, on a mandatory basis, the recognition of subjects and/or credits at home university.

**Application workflow**

**Applicant details**

Last name	prov2	Degree Programme	Bachelor's degree in Pharmacy - G1051
First Name	prov2	Host Country	Spain
Date of birth (dd/mm/yyyy)	01/01/1980	Host Institution	BARCEL001 - University of Barcelona
Country of the home institution	Jordan	Estado des de	01/09/2020
Home institution	JOR16 - PRINCESS SUMAYA UNIVERSITY FOR TECHNOLOGY	Estado fins a	31/05/2021

**Necessary steps**

Step	Done	Done on	Done by	Direct access via following link
<b>Before the mobility - Application and registration</b>				
Online application	<input checked="" type="checkbox"/>	07/09/2020		
Confirmation e-mail of online application	<input checked="" type="checkbox"/>	07/09/2020	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	07/09/2020		
<b>Before the Mobility</b>				
Personal data completed	<input checked="" type="checkbox"/>	07/09/2020	prov2 prov2	<a href="#">Complete personal data</a>
Passport or ID card uploaded	<input checked="" type="checkbox"/>	07/09/2020	prov2 prov2	<a href="#">Upload passport or ID card</a>
CV uploaded	<input checked="" type="checkbox"/>	07/09/2020	prov2 prov2	<a href="#">Upload CV</a>
Transcript of Records uploaded	<input checked="" type="checkbox"/>	07/09/2020	prov2 prov2	<a href="#">Upload Transcript of Records</a>
Bachelor certificate uploaded	<input checked="" type="checkbox"/>	07/09/2020	prov2 prov2	<a href="#">Upload Bachelor certificate</a>
Language certificate uploaded	<input checked="" type="checkbox"/>	07/09/2020	prov2 prov2	<a href="#">Upload language certificate</a>
Other documents (please check the call to know which are needed according to your home university)	<input type="checkbox"/>			<a href="#">Upload other documents</a>
Complete Learning Agreement - Courses at Host Institution (Universitat de Barcelona)	<input checked="" type="checkbox"/>	07/09/2020	prov2 prov2	<a href="#">Complete Learning Agreement - Courses at Host Institution (Universitat de Barcelona)</a>
Complete Learning Agreement - Courses at Home Institution	<input type="checkbox"/>			<a href="#">Complete Learning Agreement - Courses at Home Institution</a>
Application form printed	<input type="checkbox"/>			
Signed application form uploaded	<input type="checkbox"/>			
Uploads complete	<input type="checkbox"/>			
Application documents complete	<input type="checkbox"/>			

Student must enter the courses indicating the name and credits at home university.

**Edit learning agreement**

Host institution: UNIVERSITAT DE BARCELONA - BARCEL001

Study area: Ciències de la Salut

Study field: Bachelor's degree in Pharmacy - G1051

Academic year: 2020-2021

Semester: Second Semester 2021

Course unit code at the home institution:

Course unit title at the home institution:

There are still 237 characters available

Type:  compulsory  optional  free choice

Number of credits at the home institution:

Duration of course unit:

Information about Link to course at the home institution:

There are still 100000 characters available

Then click "back" again.

Once all is completed you will have to print the application form, read it, check if everything is correct (if not change it), sign it and upload it with the signature.

**Application workflow**

**Applicant details**

Last name	prov2	Degree Programme	Bachelor's degree in Pharmacy - G1051
First Name	prov2	Host Country	Spain
Date of birth (dd/mm/yyyy)	01/01/1980	Host Institution	BARCEL001 - University of Barcelona
Country of the home institution	Jordan	Estado des de	01/09/2020
Home institution	JOR16 - PRINCESS SUMAYA UNIVERSITY FOR TECHNOLOGY	Estado fins a	31/05/2021

**Necessary steps**

Step	Done	Done on	Done by	Direct access via following link
<b>Before the mobility - Application and registration</b>				
Online application	<input checked="" type="checkbox"/>	07/09/2020		
Confirmation e-mail of online application	<input checked="" type="checkbox"/>	07/09/2020	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	07/09/2020		
<b>Before the Mobility</b>				
Personal data completed	<input checked="" type="checkbox"/>	07/09/2020	prov2 prov2	<a href="#">Complete personal data</a>
Passport or ID card uploaded	<input checked="" type="checkbox"/>	07/09/2020	prov2 prov2	<a href="#">Upload passport or ID card</a>
CV uploaded	<input checked="" type="checkbox"/>	07/09/2020	prov2 prov2	<a href="#">Upload CV</a>
Transcript of Records uploaded	<input checked="" type="checkbox"/>	07/09/2020	prov2 prov2	<a href="#">Upload Transcript of Records</a>
Bachelor certificate uploaded	<input checked="" type="checkbox"/>	07/09/2020	prov2 prov2	<a href="#">Upload Bachelor certificate</a>
Language certificate uploaded	<input checked="" type="checkbox"/>	07/09/2020	prov2 prov2	<a href="#">Upload language certificate</a>
Other documents (please check the call to know which are needed according to your home university)	<input type="checkbox"/>			<a href="#">Upload other documents</a>
Complete Learning Agreement - Courses at Host Institution (Universitat de Barcelona)	<input checked="" type="checkbox"/>	07/09/2020	prov2 prov2	<a href="#">Complete Learning Agreement - Courses at Host Institution (Universitat de Barcelona)</a>
Complete Learning Agreement - Courses at Home Institution	<input checked="" type="checkbox"/>	07/09/2020	prov2 prov2	<a href="#">Complete Learning Agreement - Courses at Home Institution</a>
Application form printed	<input type="checkbox"/>			
Signed application form uploaded	<input type="checkbox"/>			
Uploads complete	<input type="checkbox"/>			
Application documents complete	<input type="checkbox"/>			

The last step is to confirm that everything is correct:

prova2 prova2 English

**Application workflow**

**Applicant details**

Last name	prova2	Degree Programme	Bachelor's degree in Pharmacy - G1051
First Name	prova2	Host Country	Spain
Date of birth (dd/mm/yyyy)	01/01/1990	Host Institution	BARCEL001 - University of Barcelona
Country of the home institution	Jordan	Estado des de	01/09/2020
Home institution	JOR16 - PRINCESS SUMAYA UNIVERSITY FOR TECHNOLOGY	Estado fins a	31/05/2021

**Necessary steps**

Step	Done	Done on	Done by	Direct access via following link
Cancel application	<input type="checkbox"/>			Cancel application
<b>Before the mobility - Application and registration</b> 3 / 3				
Online application	<input checked="" type="checkbox"/>	07/09/2020		
Confirmation e-mail of online application	<input checked="" type="checkbox"/>	07/09/2020	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	07/09/2020		
<b>Before the Mobility</b> 9 / 21				
Personal data completed	<input checked="" type="checkbox"/>	07/09/2020	prova2 prova2	Complete personal data
Passport or ID card uploaded	<input checked="" type="checkbox"/>	07/09/2020	prova2 prova2	Upload passport or ID card
CV uploaded	<input checked="" type="checkbox"/>	07/09/2020	prova2 prova2	Upload CV
Transcript of Records uploaded	<input checked="" type="checkbox"/>	07/09/2020	prova2 prova2	Upload Transcript of Records
Bachelor certificate uploaded	<input checked="" type="checkbox"/>	07/09/2020	prova2 prova2	Upload Bachelor certificate
Language certificate uploaded	<input checked="" type="checkbox"/>	07/09/2020	prova2 prova2	Upload language certificate
Other documents (please check the call to know which are needed according to your home university)	<input type="checkbox"/>			Upload other documents
Complete Learning Agreement - Courses at Host Institution (Universitat de Barcelona)	<input checked="" type="checkbox"/>	07/09/2020	prova2 prova2	Complete Learning Agreement - Courses at Host Institution (Universitat de Barcelona)
Complete Learning Agreement - Courses at Home Institution	<input checked="" type="checkbox"/>	07/09/2020	prova2 prova2	Complete Learning Agreement - Courses at Home Institution
Application form printed	<input type="checkbox"/>			Print application form
Signed application form uploaded	<input checked="" type="checkbox"/>	10/09/2020	prova2 prova2	Upload signed application form
<b>Uploads complete</b>	<input checked="" type="checkbox"/>	10/09/2020	prova2 prova2	<b>Confirm uploads</b>
Application documents complete	<input type="checkbox"/>			Confirm uploads
Print Learning Agreement	<input type="checkbox"/>			
Information about admission notice received	<input type="checkbox"/>			
Learning Agreement Before uploaded	<input type="checkbox"/>			
Learning Agreement Before signed by IO	<input type="checkbox"/>			
Bank data entered by IO	<input type="checkbox"/>			
Grant Agreement downloaded	<input type="checkbox"/>			
Grant Agreement uploaded	<input type="checkbox"/>			
First installment received	<input type="checkbox"/>			

prova2 prova2 English

**MOBILITY-ONLINE**

**Applications incoming**

Cancel Forward to update

**Workflow details**

Upload complete?

Cancel Forward to update

prova2 prova2 English

**MOBILITY-ONLINE**

**Applications incoming**

Cancel Update

**Workflow details**

Upload complete?

Cancel Update

Once completed click on cancel to come back to the index section:

prova2 prova2 English

**MOBILITY-ONLINE**

**Application workflow**

**Applicant details**

Last name	prova2	Degree Programme	Bachelor's degree in Pharmacy - G1051
First Name	prova2	Host Country	Spain
Date of birth (dd/mm/yyyy)	01/01/1990	Host Institution	BARCEL001 - University of Barcelona
Country of the home institution	Jordan	Estado des de	01/09/2020
Home institution	JOR16 - PRINCESS SUMAYA UNIVERSITY FOR TECHNOLOGY	Estado fins a	31/05/2021

**Necessary steps**

Step	Done	Done on	Done by	Direct access via following link
Cancel application	<input type="checkbox"/>			Cancel application
<b>Before the mobility - Application and registration</b> 3 / 3				
Online application	<input checked="" type="checkbox"/>	07/09/2020		
Confirmation e-mail of online application	<input checked="" type="checkbox"/>	07/09/2020	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	07/09/2020		
<b>Before the Mobility</b> 10 / 21				
Personal data completed	<input checked="" type="checkbox"/>	07/09/2020	prova2 prova2	Complete personal data
Passport or ID card uploaded	<input checked="" type="checkbox"/>	07/09/2020	prova2 prova2	Upload passport or ID card
CV uploaded	<input checked="" type="checkbox"/>	07/09/2020	prova2 prova2	Upload CV
Transcript of Records uploaded	<input checked="" type="checkbox"/>	07/09/2020	prova2 prova2	Upload Transcript of Records
Bachelor certificate uploaded	<input checked="" type="checkbox"/>	07/09/2020	prova2 prova2	Upload Bachelor certificate
Language certificate uploaded	<input checked="" type="checkbox"/>	07/09/2020	prova2 prova2	Upload language certificate
Other documents (please check the call to know which are needed according to your home university)	<input type="checkbox"/>			Upload other documents
Complete Learning Agreement - Courses at Host Institution (Universitat de Barcelona)	<input checked="" type="checkbox"/>	07/09/2020	prova2 prova2	Complete Learning Agreement - Courses at Host Institution (Universitat de Barcelona)
Complete Learning Agreement - Courses at Home Institution	<input checked="" type="checkbox"/>	07/09/2020	prova2 prova2	Complete Learning Agreement - Courses at Home Institution
Application form printed	<input type="checkbox"/>			Print application form
Signed application form uploaded	<input checked="" type="checkbox"/>	10/09/2020	prova2 prova2	Upload signed application form
<b>Uploads complete</b>	<input checked="" type="checkbox"/>	10/09/2020	prova2 prova2	<b>Confirm uploads</b>
Application documents complete	<input type="checkbox"/>			
Print Learning Agreement	<input type="checkbox"/>			
Information about admission notice received	<input type="checkbox"/>			
Learning Agreement Before uploaded	<input type="checkbox"/>			

**With this, you will have finished your application!**



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BARCELONA

To finish with, take into account that:

- all data/information must be true
- if any document is missing or wrong we will contact you in the following 10 days to replace it/them. If in this period of time the correct document is not uploaded the application will be refused.
- Documents and information will be revised and evaluated by the home university and hosting faculty