



University
of Gdańsk

A photograph of three young adults sitting on a bench outdoors. A woman on the left with long braids is holding a smartphone up to take a selfie. A man in the middle is smiling and looking towards the camera. A woman on the right is also smiling and looking towards the camera. The man is wearing a dark hoodie with 'UNIwersytet 1970 GDAŃSKI' printed on it. The woman on the left is wearing a blue bag with the University of Gdańsk logo. The background shows trees and a building.

STEP-BY-STEP ERASMUS+ APPLICATION GUIDE

Welcome!

You have been nominated to study at the University of Gdańsk during your Erasmus+ mobility.

Let us walk you through the application procedure - step-by-step. This guide will show you what documents you need to provide, how to prepare them and upload to our online system called ESRS.

We are happy that you will join us! :)

Erasmus Office



Step 1. Student Application Form

**Step 2. Language Certificate - OLS
(Online Linguistic Support)**

Step 3. Applicant's ID or Passport

Step 4. Applicant's Photo

Step 5. Health Insurance

Step 6. Uploading documents to ESRS

Timeline



Step 1. Student Application Form



STUDENT APPLICATION FORM

1. Use the photo as described in Step 4.



(Student's
Photograph)

1.

ACADEMIC YEAR 2024/2025

WINTER SEMESTER **SUMMER SEMESTER**

FIELD OF STUDY:

2.



3.



Therefore, if you are a Law student coming for winter semester for the Erasmus+ mobility, the appearance of this field should be as below:

ACADEMIC YEAR 2024/2025

WINTER SEMESTER **SUMMER SEMESTER**

FIELD OF STUDY: *LAW*

2. It is important to write your mobility semester and your field of study properly.

If you are going for only one semester, you should put an **X** in one box (winter or summer semester) **ONLY**.

If you are coming for the whole academic year, put an **X** in both boxes.

3. In “field of study“ write the field of your study at UG (not your faculty). So, please write one of the below:

- | | |
|---------------------------------------|---|
| • Biology | • Archeology |
| • Biotechnology | • Ethnology |
| • Chemistry | • History of Art |
| • Economics | • Physics |
| • English Philology | • Computer Science/Informatics |
| • German Philology | • Mathematics |
| • Polish Philology | • Education |
| • East Slavonic Philology | • Philosophy |
| • Roman Philology | • Journalism |
| • Iberian Studies | • Psychology |
| • Classical Studies | • Sociology |
| • Cultural Studies | • Political Sciences |
| • Logopaedics | • Socio-Economic Geography and Spatial Management |
| • Slavistics | • Geography |
| • Applied Linguistics and Translation | • Oceanography |
| • Scandinavian Studies | • Law |
| • Foreign Languages | • Administration |
| • History | • Management |

Step 1. Student Application Form

STUDENT'S PERSONAL DATA

4.

TO BE FILLED WITH CAPITAL LETTERS

Surname: SMITH
First name(s): JOHN
Date of birth: 29.02.2000
Sex: M Citizenship: POLISH Nationality: POLISH
Place of Birth: GDAŃSK
E-mail: example@mail.com
Telephone : +1234567890

Correspondence address

.....
.....
.....

5.

Briefly state the reasons why you wish to study abroad?

.....
.....
.....

6.

4. Applicant should fill the “Student’s Personal Data” field with information as given in official documents.

5. In the “Correspondence address” field, the applicant must specify their home address. NOT the address of his home institution.

6. State your motivation to study abroad.

IMPORTANT this form is supposed to be filled with ALL CAPITALS.

Step 1. Student Application Form

LANGUAGE COMPETENCE

Mother tongue: *Polish*.....

Language of instruction at home institution (if different):*English*.....

Other languages	I am currently studying this language		I have sufficient knowledge to follow lectures		I would have sufficient knowledge to follow lectures if I had some extra preparation	
	yes	no	yes	no	yes	no
<i>English</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>German</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PREVIOUS AND CURRENT STUDY

Diploma/degree for which you are going to study during ERASMUS mobility: *Bachelor*..... **7.**

Expected year of your studies during ERASMUS mobility: *3rd year (6 semester)*..... **8.**

Have you already been studying abroad? Yes No

If yes, when? At which institution?
.....

7. Degree/diploma for which you are going to study DURING ERASMUS+ mobility (Bachelor, Master or Doctoral)

8. Expected year of your studies during ERASMUS+ mobility

Gdansk, 29.02.2024
Place and date

J. Smith
Signature of the student **9.**

9. The signature should be handwritten

Step 1. Student Application Form

SENDING INSTITUTION (HOME)

TO BE FILLED WITH CAPITAL LETTERS

Name and full address of mother institution:

.....
.....
.....

Home department coordinator - name, e-mail address

.....
.....

Home institutional coordinator - name, e-mail address

.....
.....

Write the contact information for **YOUR home institution**

IMPORTANT this form is supposed to be filled with **ALL CAPITALS**.



Step 2. Language Certificate - OLS (Online Linguistic Support)

It is mandatory for the applicant to take a language test at the Online Linguistic Support (OLS) platform. The OLS has to certify at least the minimum language competency level agreed on in the interinstitutional agreement signed by the home & host university.

The language test must be taken in the language in which classes will be conducted at the partner universities.

1. Create an account in EU Academy &
2. Log in to the created account,
3. Enter the language of the test you want to take in the search engine,
4. From the list displayed, select the English Placement Test or any other appropriate language test,
5. After completing the test and receiving the result (A1-C2), download the certificate in PDF format and upload it to your personal ESRS account.

If you need support with this step, please contact **your home university**.

Test result certificate example

ONLINE LANGUAGE SUPPORT
Erasmus+ | European Solidarity Corps
Brussels

THIS IS TO CERTIFY THAT
Applicants First Name and Last Name
Date (MM, DD, Year)

HAS SUCCESSFULLY COMPLETED THE
Language Placement Test
AND HAS BEEN RECOMMENDED TO ENROL IN THE COURSE AT LEVEL:

Test result



This certificate can not be used as an official assessment and/or completion certification of a CEFR level.
The purpose of the certificate is to propose the most suitable course on OLS for the learner.

eu | academy

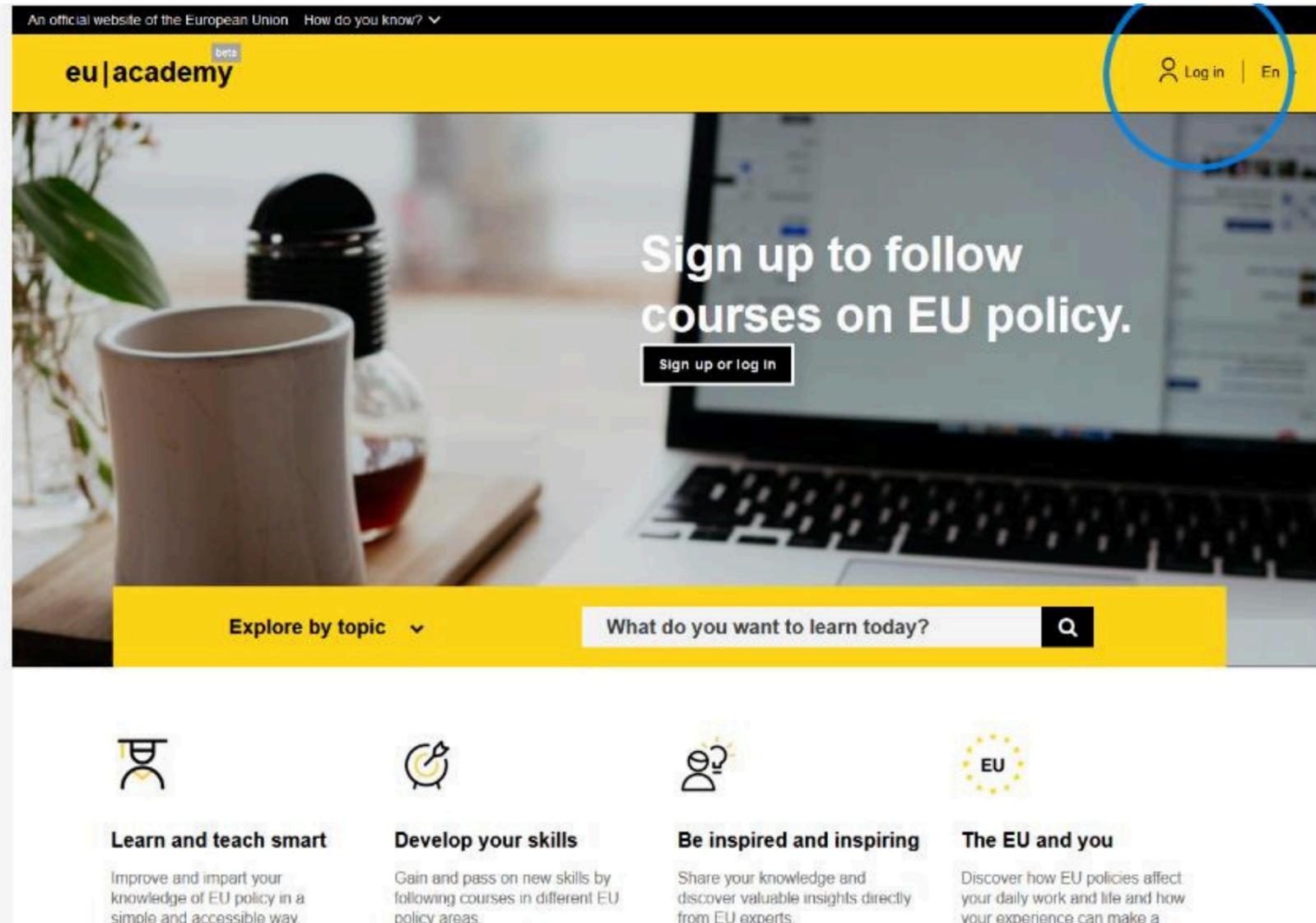
EU Academy - How to create an EU Login (OLS)

EU Login is the entry gate to sign in to different European Commission services and/or other systems. EU Login verifies your identity and allows recovering your personal settings, history and access rights in a secure way.

It's easy to create an EU Login account with your email address using the self-registration page. The tutorial below guides you on how to create an EU Login. <https://academy.europa.eu/>

To create an account, you need to access the EU Login authentication page.

1. Click on the **Log in** button on the top right of the EU Academy.



1. Create an account.

2. Click on the **Create an account** link.

EU Login
One account, many EU services

English (en)

EU Academy requires you to authenticate
Sign in to continue

Enter your e-mail address or unique identifier

[Create an account](#)

Or

- [Sign in with your eID](#)
- [Sign in with Facebook](#)
- [Sign in with Twitter](#)
- [Sign in with Google](#)

Easy, fast and secure: download the **EU Login app**

[About EU Login](#) [Cookies](#) [Privacy Statement](#) [Contact](#) [Help](#)

[European Union](#) [EU institutions](#) 9.3.1-dn3p | 5 ms **European Commission**

3. Fill in the provided form with your personal details. All fields need to be filled.

- First name (can contain letters in any alphabet)
- Last name (can contain letters in any alphabet)
- E-mail (an e-mail address that you have access to)
- Confirm e-mail (type your e-mail address again to make sure it is correct)
- E-mail language (the language used when EU Login sends you e-mails for validating your identity or for notifying you about security events affecting your account)
- Check the privacy statement (click on the link) and tick the box to accept the conditions
- Finally, click on the **Create an account** button to proceed

The screenshot shows the 'EU Login' interface with the 'Create an account' form. The form includes the following fields and elements:

- EU Login** header with the tagline 'One account, many EU services'.
- Language selector set to 'English (en)'.
- Buttons for 'Create an account' and 'Login'.
- Create an account** section header.
- Link for 'Help for external users'.
- Input fields for 'First name', 'Last name', 'E-mail', and 'Confirm e-mail'.
- 'E-mail language' dropdown menu set to 'English (en)'.
- Checkbox for 'By checking this box, you acknowledge that you have read and understood the [privacy statement](#)'.
- 'Create an account' and 'Cancel' buttons at the bottom of the form.
- Footer with links for 'About EU Login', 'Cookies', 'Privacy Statement', 'Contact', and 'Help'.
- Logos for 'European Union' and 'European Commission'.
- Version information: '9.3.1-dn3p | 3 ms'.

After a couple of seconds, you should receive an email with the subject "Your Password".

4. Access your email to complete the registration process. If you cannot find the email, check your spam or junk folder.

EU Login
One account, many EU services

English (en)

New password **Login**

Create an account

Thank you for registering, you will receive an e-mail allowing you to complete the registration process.

About EU Login Cookies Privacy Statement Contact Help

Powered by

European Union EU institutions 9.3.1-dn3p | 269 ms

European Commission

5. Click the link in the email or copy and paste it in the address bar of your browser.

Your Password

Authentication Service <automated-notifications@nomail.ec.europa.eu>

Dear Name Surname,

You have been registered in EU Login.

Your email address is email1234@gmail.com

To create your password, follow the link below:

[this link](#)

You have a maximum of 24 hr, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link: you will then need to re-enter your username and confirm your request.

If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar:

https://webgate.ec.europa.eu/cas/init/m/42278-cK4AFPS12ZbkaPTMHKXgloIxrOIMFFXGRTJEvsYzTYHNQWJoIynNFogdolbY2d-8.1.1.b-dn1p/cas/init/initialisePasswordLogin.cgi?wayf_domain=external&wayf_remember=checked&wayf_submit=Select&uid=n0058n35&resetCode=pguhQFger5WzKTVsmuJ0zOnkOzUV3qaMgherTYMi&service=https%3A%2F%2Facademy.europa.eu%2Flogin%2Findex.php

Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.

Note that it may take up to 5 minutes after reception of this mail before the above-mentioned site will recognize your registration.

Sent to you by EU Login

6. Type the password you want to use in the **New password** field.

It must contain at least 10 characters and a combination of:

- Uppercase letters,
- Lowercase letters,
- Numbers, and
- Special characters.

Select a password as long and as complex as you can in order to make your account more secure.

7. Type your password again in the **Confirm new password** field and click on **Submit**.

Note: the email field is prefilled with the address you provided previously and cannot be changed.
This is the **email you will need to use when authenticating with the EU Login**.

New password

 Please choose your new password.

n...
(External)

New password

Confirm new password

Submit

Passwords cannot include your username and must contain at least 8 characters chosen from at least three of the following four character groups (white space permitted):

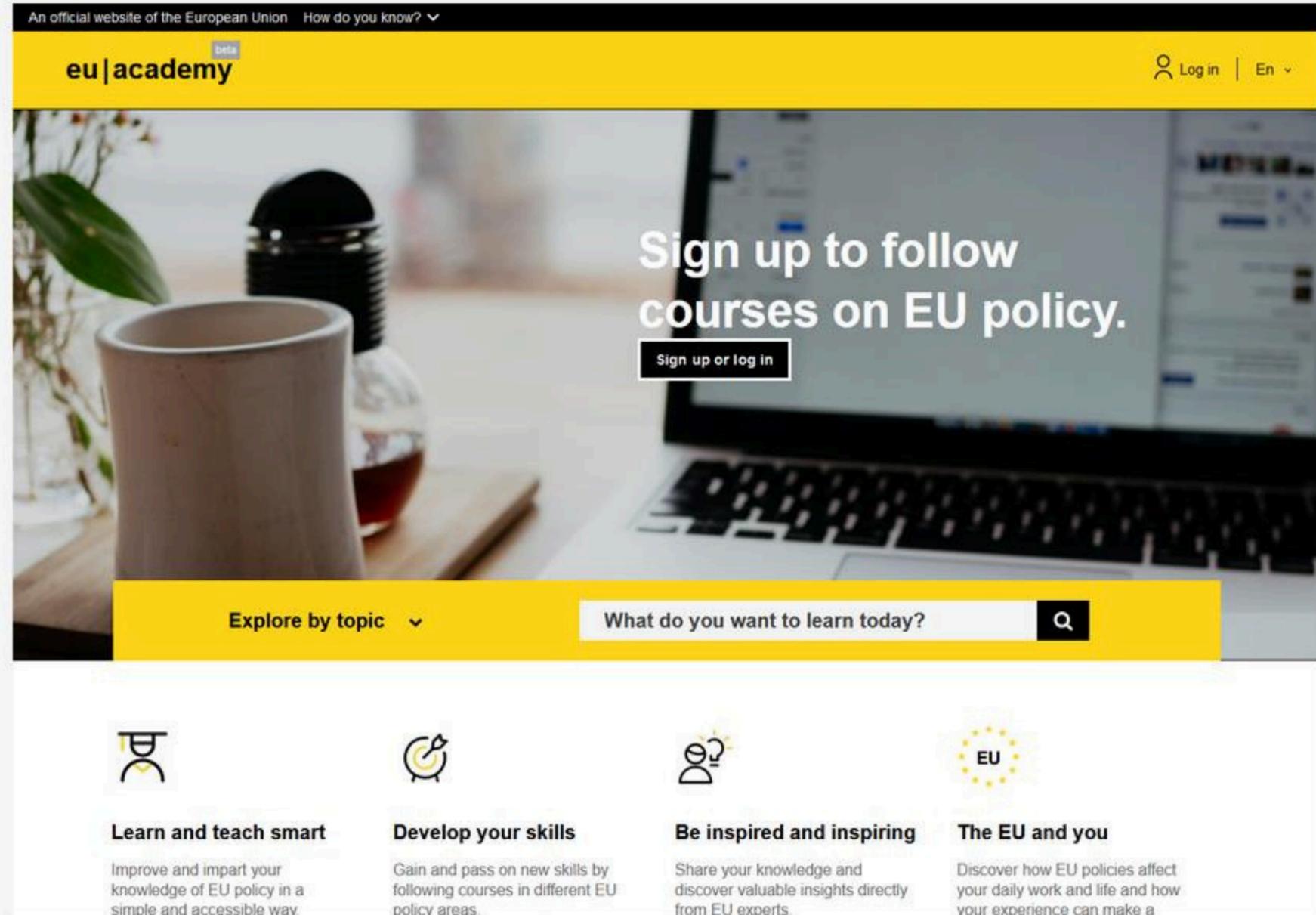
- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters: !"#%&'()*+,-./:;<=>?@[\\]^_`{|}~

Examples: SEN5RbaW GwOzMg9m U(nuCuwh)

[\[Generate other sample passwords\]](#)

Well done!

You are now authenticated and can proceed to the EU Academy.



2. Log in to the created account.

OLS language test instruction

1. Selection of the language test

The screenshot shows the OLS Academy website interface. At the top, there is a navigation bar with the logo 'eu|academy' and user information 'Magdalena ...'. Below this is a search bar with the word 'English' entered. A dropdown menu is open, displaying 'Suggested courses and events' and 'Suggested tags'. The 'English Placement Test' is highlighted in the list of courses. A red arrow points to the search bar, and a red text annotation reads 'proszę wybrać język testu/please enter test language'. The bottom of the page features a 'New on our platform Media channel' section.

Explore by topic

Suggested courses and events:

- Lesson 0 English
- English Placement Test**
- Learn English with OLS
- My English Course A1
- My English Course A2
- My English Course B1
- My English Course B2
- English Learning Community and Resources
- Discover the English language with Online Language Support
- UCPM - Introduction to the Union Civil Protection Mechanism

Suggested tags:

- english language
- english

proszę wybrać język testu/please enter test language

New on our platform
Media channel

More media >

https://academy.europa.eu/local/euacademy/pages/course/assessment-overview.php?title=english-placement-test

3. Enter the language of the test you want to take (in English) into the search engine, such as English, Spanish, Croatian, etc.

4. From the list displayed, select the English Placement Test or the appropriate language test.

2. Entry the test

Release Me - Agnes | Radio | x UG - Szukaj w Google x academy.europa.eu/local/eaacad... x tłumacz polsko angielski - Szuka... x

academy.europa.eu/local/eaacademy/pages/course/assessment-overview.php?title=english-placement-test#/ ☆ ☰ 🖥 Incognito ⋮

Nowa karta 🔍 Login to my accoun... 🔍 pawłowska 🔍 BWZE 🔍 BWZE 🔍 BWZE 🔍 BWZE 🔍 BWZE 🔍 BWZE 🔍 Logowanie - Elektr...

Oficjalna strona internetowa Unii Europejskiej 📄 Jak to sprawdzić? ⌵

European Union

eu|academy Explore by topic What would you like to learn today? 🔍 🔔 💬 👤 Magdalena ... ⌵ PI ⌵

Strona Główna ➤ Dashboard ➤ English Placement Test

English Placement Test

🕒 Less than an hour 📊 Novice

Assessment details

Knowing your language level is a great starting point to reach your learning goals faster! Take a few minutes to complete the placement test below and let us recommend the course that suits you best.

Target audience

Erasmus+ European Solidarity Corps

Offered by

This content is offered by the European Commission. The European Commission is the European Union's politically independent executive arm. It is alone responsible for drawing up proposals for new European legislation, and it implements the decisions of the European Parliament and the Council of the European Union.

Enrol ➤

07:02 11.07.2023

3. Start the test

The screenshot shows a web browser window with the URL `academy.europa.eu/course/view.php?id=1099`. The page header features the **eu|academy** logo, a search bar with the text "What would you like to learn today?", and a user profile for "Magdalena ...". The breadcrumb trail indicates the path: `Site Home > Dashboard > Croatian Placement Test > Take Assessment`.

A green notification box states: "You are enrolled in the course." Below this, the main heading reads "Start your Croatian Placement Test now!". There are two "To do:" items: "View" and "Receive a grade".

Instructions for the test are provided: "The test takes between **10 - 45 minutes** depending on your level. During the placement test, you can end the test at any time and your results will be taken into account. To end the test, simply click the **'Finish attempt'** button."

The test details are: "55 questions" and "Grading method: Highest grade". A prominent yellow button labeled "Attempt quiz now" is highlighted with a red arrow. Below it is a "General feedback" link and a "Jump to..." dropdown menu.

The Windows taskbar at the bottom shows the time as 09:07 on 11.07.2023.

4. End of the test

The screenshot shows a web browser window with the URL `academy.europa.eu/mod/quiz/attempt.php?attempt=735088&cmid=11813&page=5`. The page displays a quiz question (Question 55) with the following text: "Oko polovice mandata postalo je bjelodano da vlada nije _____ izazovima. Bivši premijer, koji se vrlo obilno oglašavao tijekom izbornoga razdoblja, sada jedva može napustiti svoje prebivalište a da pritom ne izazove bujicu dobacivanja i poruge duboko razočarane javnosti. Ono što bi moglo biti zabrinjavajuće za bivšega predsjednika vlade jest činjenica da pitanje hoće li ogorčenje splasnuti ili ne, uvelike ovisi o napretku nacionalnoga gospodarstva u ovim burnim vremenima." Below the text, it says "Autor sugerira da će gospodarsko stanje u zemlji..." and "Select one:" followed by four radio button options: "teško ići na bolje.", "ovisiti o javnome mnijenju.", "procvasti.", and "biti u nadležnosti bivšega premijera." The fourth option is selected. There is a "Clear my choice" link below the options. At the bottom of the question area, there are two buttons: "PREVIOUS PAGE" and "FINISH ATTEMPT ...". A red arrow points to the "FINISH ATTEMPT ..." button. Below these buttons, there is a "General feedback" link and a "Jump to..." dropdown menu. The footer of the page contains copyright information "(c) 2023, eu | academy", social media links for Twitter, LinkedIn, and Facebook, and links for "Help Centre" and "Privacy notice". At the very bottom, there are links for "Contact the EU" and "EU institutions". The Windows taskbar is visible at the bottom of the screen, showing the time as 09:16 on 11.07.2023.

Question 55
Not yet answered
Marked out of 1.00
Flag question

Oko polovice mandata postalo je bjelodano da vlada nije _____ izazovima. Bivši premijer, koji se vrlo obilno oglašavao tijekom izbornoga razdoblja, sada jedva može napustiti svoje prebivalište a da pritom ne izazove bujicu dobacivanja i poruge duboko razočarane javnosti. Ono što bi moglo biti zabrinjavajuće za bivšega predsjednika vlade jest činjenica da pitanje hoće li ogorčenje splasnuti ili ne, uvelike ovisi o napretku nacionalnoga gospodarstva u ovim burnim vremenima.

Autor sugerira da će gospodarsko stanje u zemlji...

Select one:

- teško ići na bolje.
- ovisiti o javnome mnijenju.
- procvasti.
- biti u nadležnosti bivšega premijera.

[Clear my choice](#)

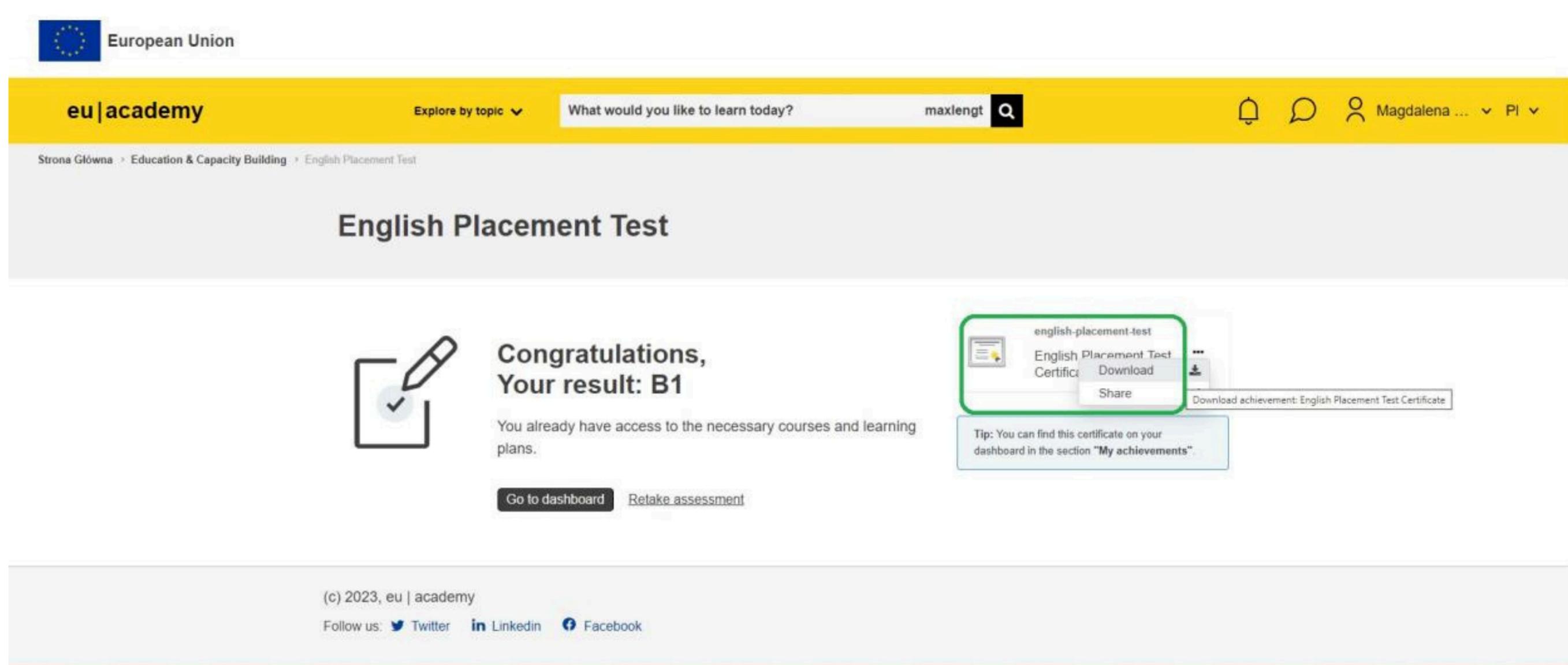
[PREVIOUS PAGE](#) [FINISH ATTEMPT ...](#)

[General feedback](#)

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Follow us: [Twitter](#) [LinkedIn](#) [Facebook](#) [Help Centre](#) [Privacy notice](#)

[Contact the EU](#) [EU institutions](#)

5. Download the language certificate



European Union

eu|academy

Explore by topic

What would you like to learn today?

maxlengt

Magdalena ...

PI

Strona Główna > Education & Capacity Building > English Placement Test

English Placement Test

 **Congratulations, Your result: B1**

You already have access to the necessary courses and learning plans.

[Go to dashboard](#) [Retake assessment](#)

english-placement-test

English Placement Test Certificate

Download

Share

Download achievement: English Placement Test Certificate

Tip: You can find this certificate on your dashboard in the section "My achievements".

(c) 2023, eu | academy

Follow us: [Twitter](#) [LinkedIn](#) [Facebook](#)

5. After completing the test and receiving the result (e.g., C1), download the certificate as a PDF file and upload it to the ESRS system.

5. The language certificate

Example of the test result certificate

ONLINE LANGUAGE SUPPORT

Erasmus+ | European Solidarity Corps
Date (MM, DD, Year)
Brussels

THIS IS TO CERTIFY THAT

Applicants First Name and Last Name

HAS SUCCESSFULLY COMPLETED THE

Language Placement Test

AND HAS BEEN RECOMMENDED TO ENROL IN THE COURSE AT LEVEL:

Test result



This certificate can not be used as an official assessment and/or completion certification of a CEFR level.
The purpose of the certificate is to propose the most suitable course on OLS for the learner.



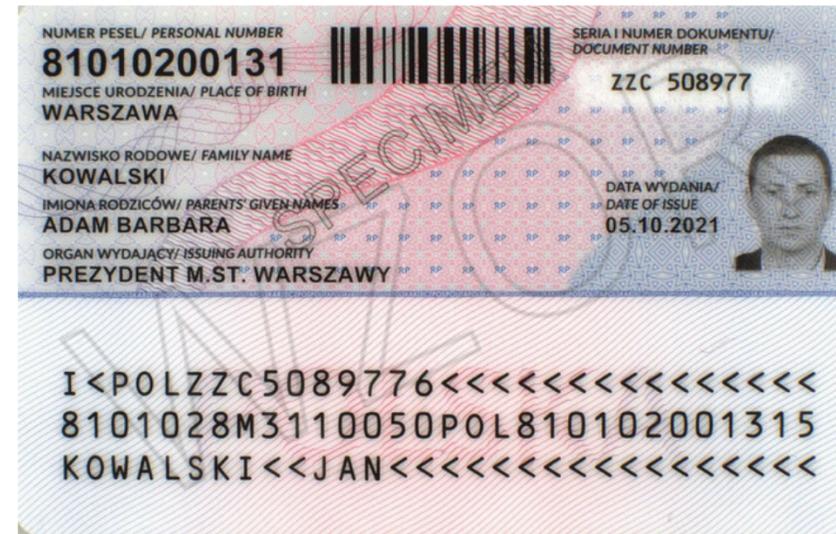
Step 3. Applicant's ID or Passport

National ID or passport (for Non-EU) should be provided as a scanned copy in PDF format. The scan should be clear and readable. **The document must be valid for the whole mobility period.**

IMPORTANT

BOTH SIDES OF ID SHOULD BE SCANNED

Example copy of ID



Example copy of national passport





Step 4. Applicant's Photo

We only accept **passport-style** photos:

- Showing the face only,
- Looking straight at the camera,
- In colour,
- On a white or off-white background,
- Not from Social Media profiles or Photoshoots.

Correct photos:



Photos which do not fulfill the requirements:



Q: Why do we ask for passport-style photos?

A: Because we need them for official documents, such as Student ID.

Therefore, applications with incorrect photos will be denied.



Step 5. Health Insurance

EU students are required to obtain a European Health Insurance Card (EHIC) issued in their home country, **valid for the whole period of their stay at the UG.** Commercial health insurance is also acceptable.



Please upload a scan of **both sides** of your EHIC.

Non-EU students are required to obtain **commercial health insurance valid for the whole period of their stay at the UG.**

It must cover medical expenses, treatment and assistance in transportation that might be required in emergencies.

We encourage all incoming students to obtain health insurance covering medical expenses, as well as the third party liability and accidents coverage.

Please note the proof of your health insurance **will be verified upon arrival.**

Failing to present a valid health insurance will result in **REJECTION** from the Erasmus+ programme at the University of Gdansk.

The health insurance must be in English



Step 6. Uploading documents to ESRS

Here all prospective students should upload the required documents: passport, photo, filled Application Form, OLS certificate, health insurance (both sides of EHIC should be scanned).

The personal data field in the ESRS must also be filled.



— Document uploaded



— Document not uploaded

IMPORTANT

Documents below should be in **PDF** format:

- Application Form
- OLS
- ID/Passport
- Health Insurance

The photo should be in **jpg** format.

Once you see green marks...



Application Form



OLS



ID/Passport



Photo



Health Insurance

...it means that you have successfully uploaded all required documents.

Well done! :)

Please notify us of it via email: erasmus.incoming@ug.edu.pl

Should everything be in order, we will send you a Letter of Acceptance.

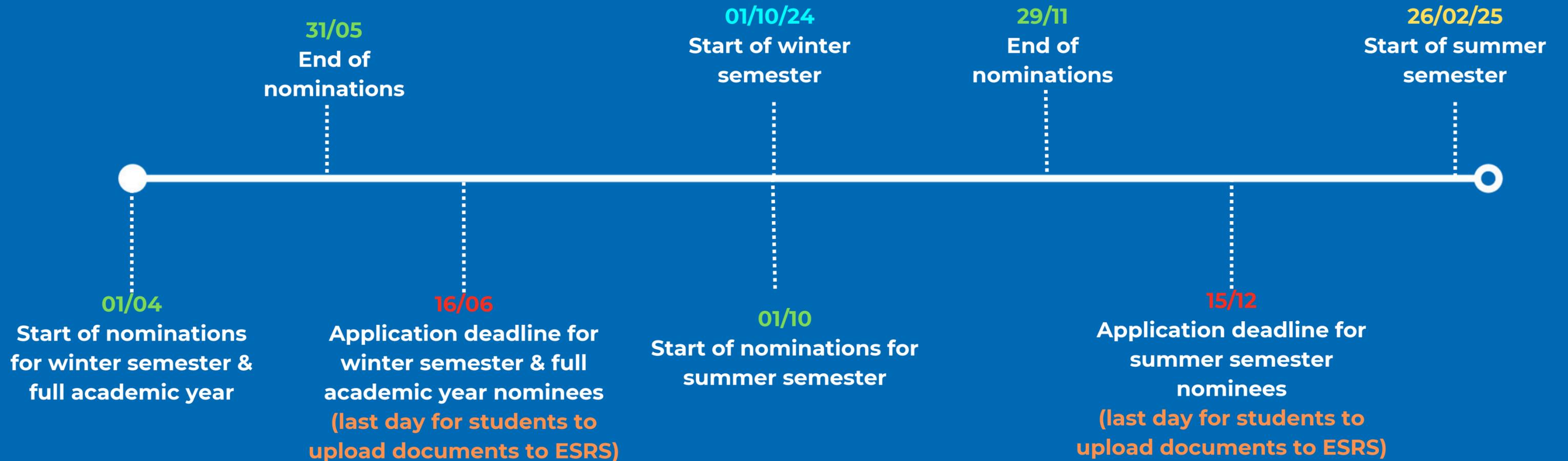
Wrong file format
will prevent you
from uploading the
documents to the
ESRS!

If you have more
than 1 PDF file with
health insurance/ID
- MERGE them!



Timeline

Academic year 2024/2025





GOOD LUCK!