STEP-BY-STEP ERASMUS+ APPLICATION GUIDE

University of Gdańsk

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

University of Gdańsk

Application Procedure

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

2.

WINTER SEMESTER ☐ **SUMMER SEMESTER** ☐

FIELD OF STUDY: .....

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
- Biotechnology
- Chemistry
- Economics
- English Philology
- German Philology
- Polish Philology
- East Slavonic Philology
- Roman Philology
- Iberian Studies
- Classical Studies
- Cultural Studies
- Logopaedics
- Slavistics
- Applied Linguistics and Translation
- Scandinavian Studies
- Foreign Languages
- History
- Archeology
- Ethnology
- History of Art
- Physics
- Computer Science/Informatics
- Mathematics
- Education
- Philosophy
- Journalism
- Psychology
- Sociology
- Political Sciences
- Socio-Economic Geography and Spatial Management
- Geography
- Oceanography
- Law
- Administration
- 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 : +123456789

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
English	☐	☒	☒	☐	☐	☒
German	☒	☐	☐	☒	☒	☐
	☐	☐	☐	☐	☐	☐

PREVIOUS AND CURRENT STUDY

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

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

Have you already been studying abroad? Yes ☐ No ☒

If yes, when? At which institution?
—

Gdańsk, 29.02.2024
Place and date

J. Smith 9.
Signature of the student

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

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)

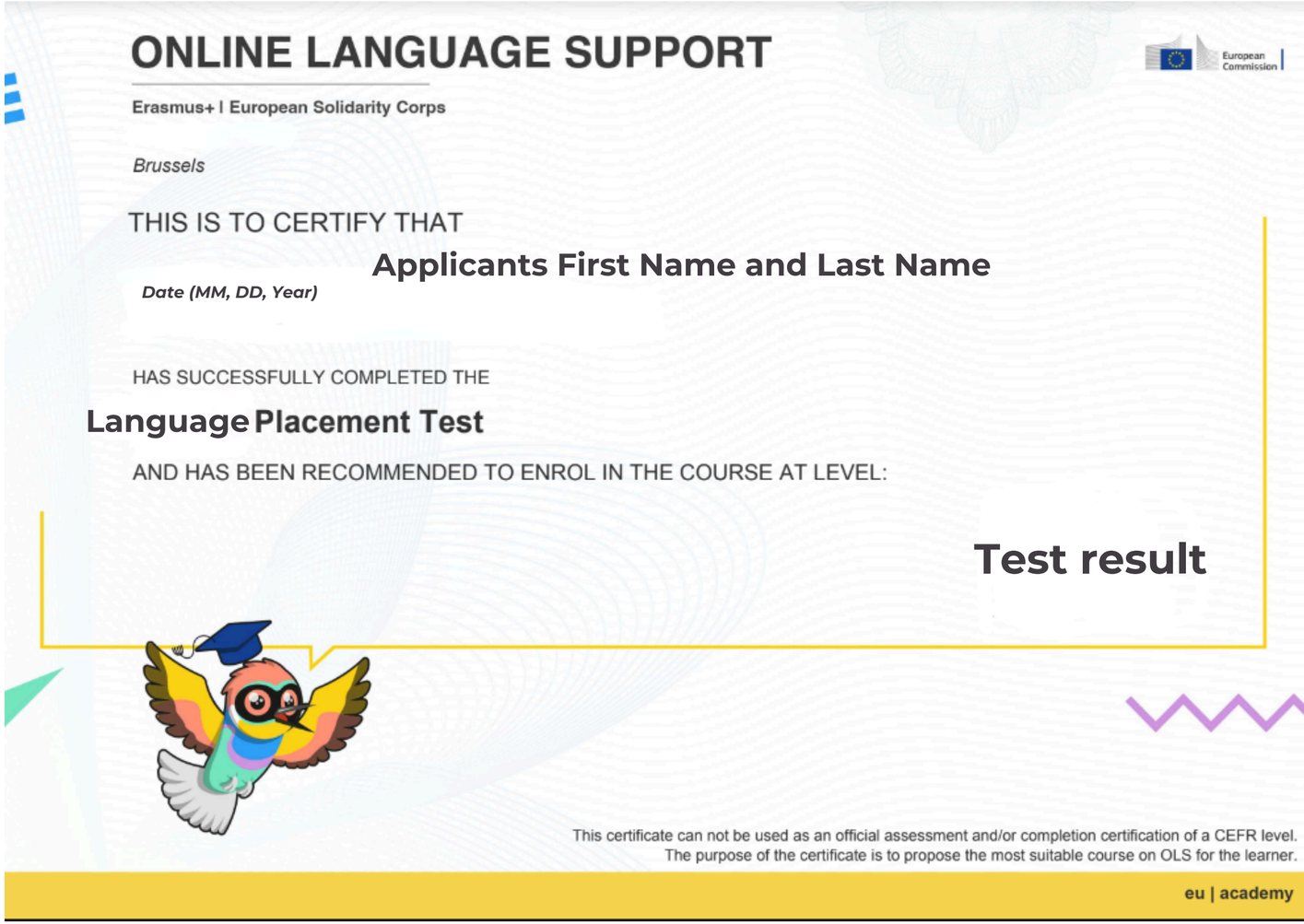
It is mandatory for the applicant to take a language test at the Online Linguistic Support (OLS) platform.
The OLS has to certify at least the minimum language competency level agreed on in the interinstitutional agreement signed by the home & host university.

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

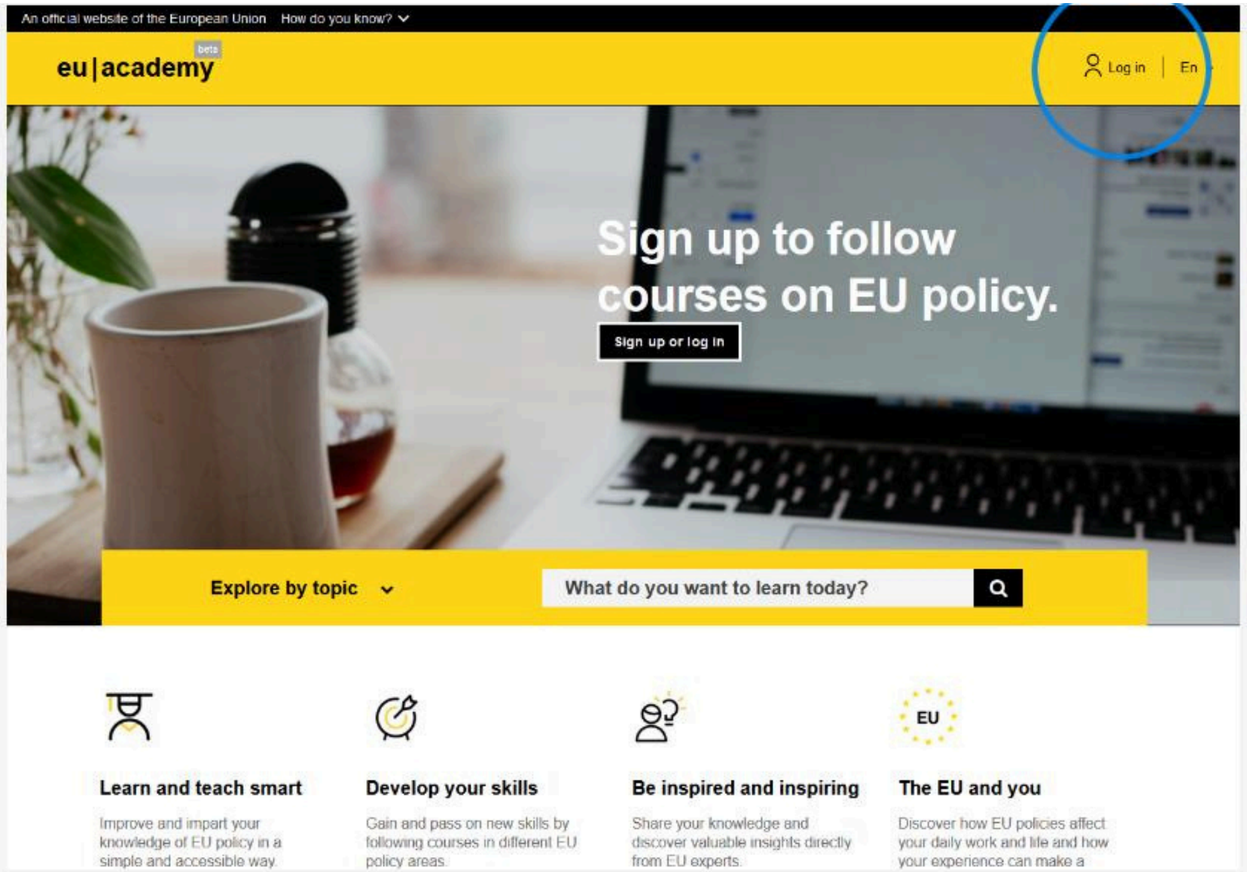


EU Academy - How to create an EU Login (OLS)

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/

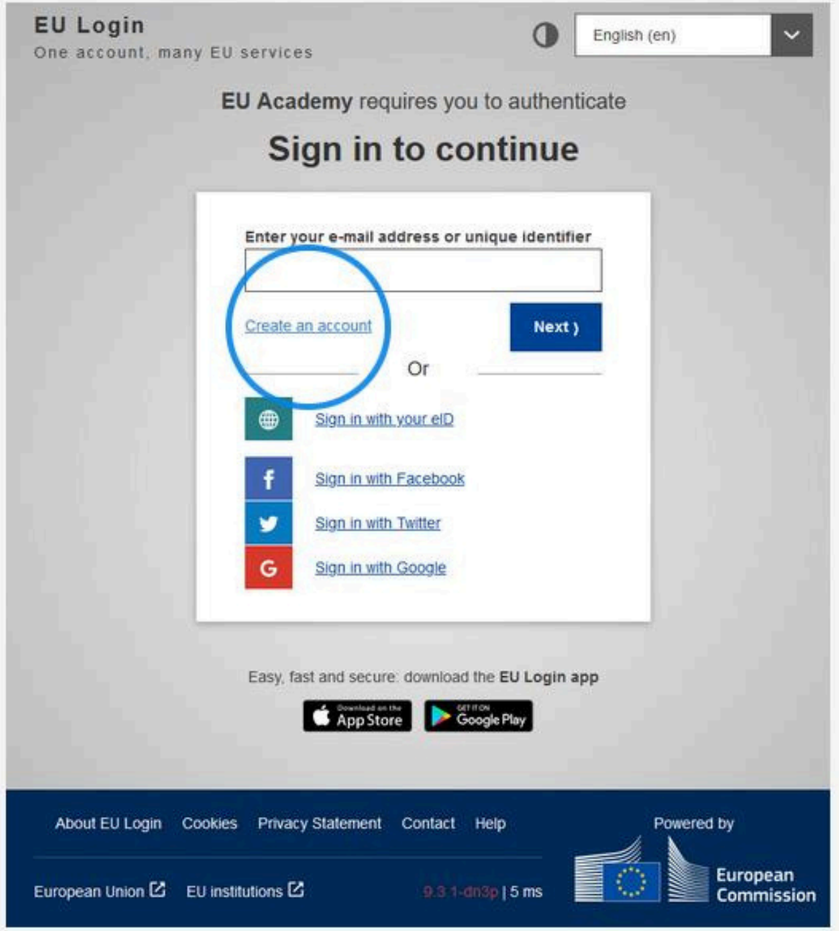
To create an account, you need to access the EU Login authentication page.

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.



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)

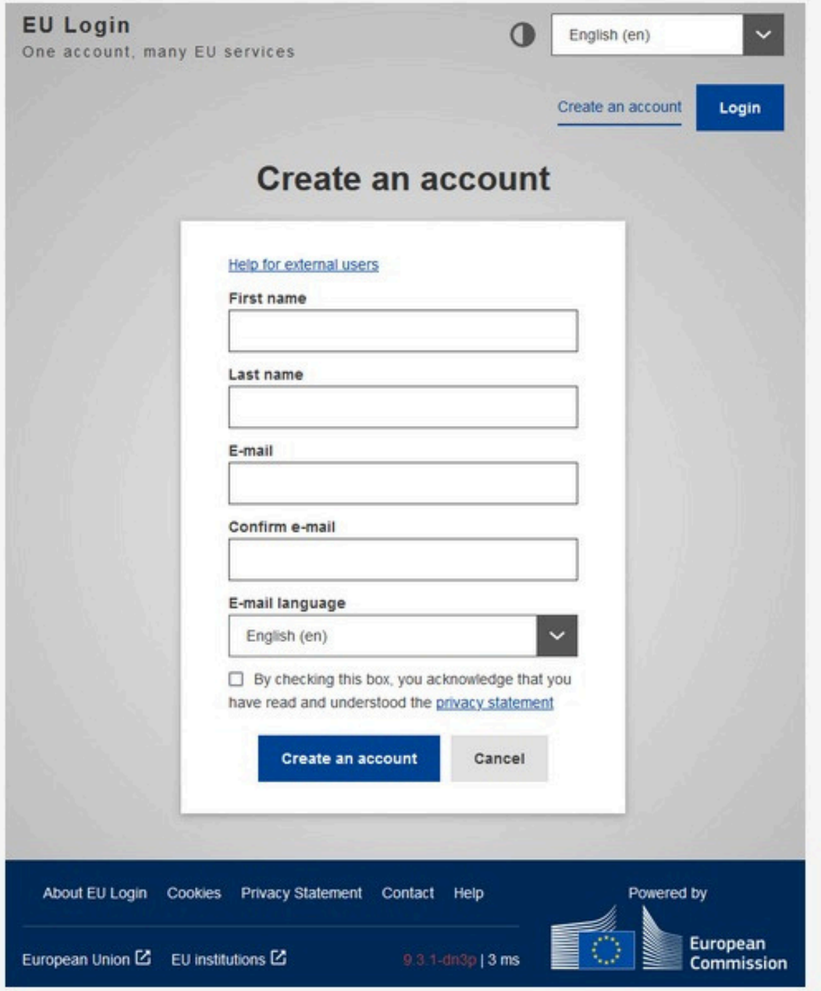
- E-mail (an e-mail address that you have access to)

- 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)

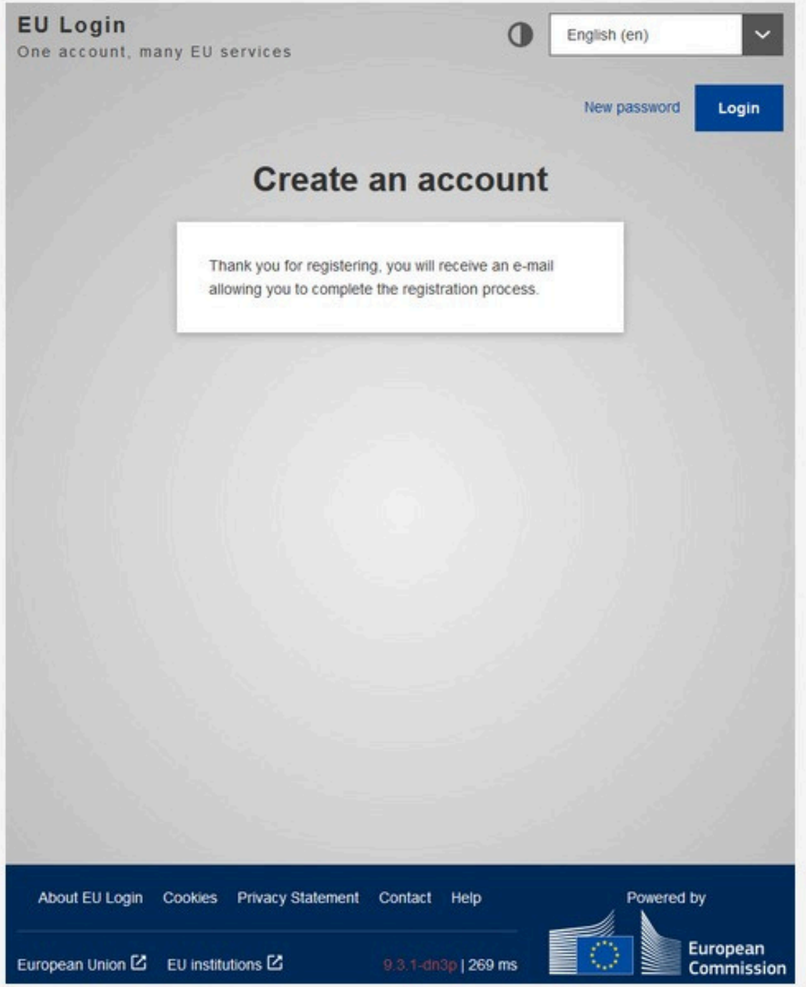
- Check the privacy statement (click on the link) and tick the box to accept the conditions

- Finally, click on the **Create an account** button to proceed

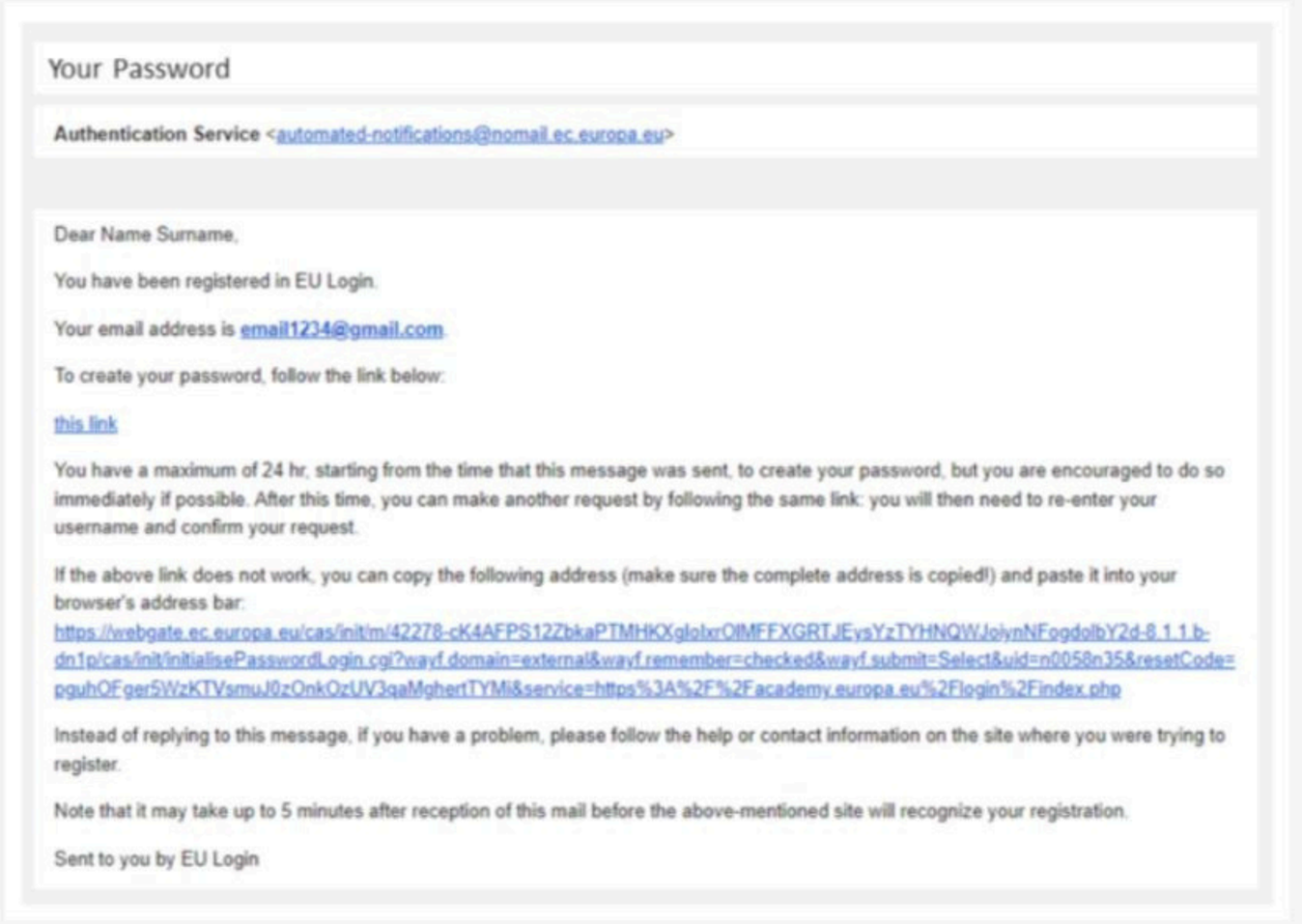


After a couple of seconds, you should receive an email with the subject "Your Password".

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



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-cK4AFPS12ZbkaPTMHKXglobxrOlMFFXGRTJEysYzTYHNQWJolynNFogdolbY2d-8.1.1.b-dn1p/cas/init/initialisePasswordLogin.cgi?wayf.domain=external&wayf.remember=checked&wayf.submit=Select&uid=n0058n35&resetCode=pguhOFger5WzKTVsmuJ0zOnkOzUV3qaMghertTYMi&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

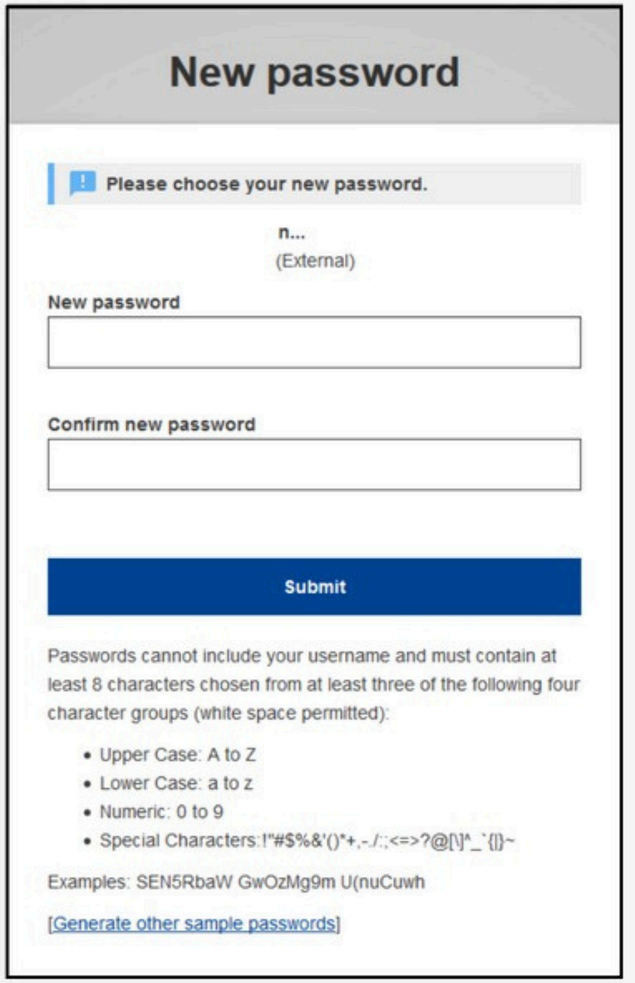
6. Type the password you want to use in the **New password** field.

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.

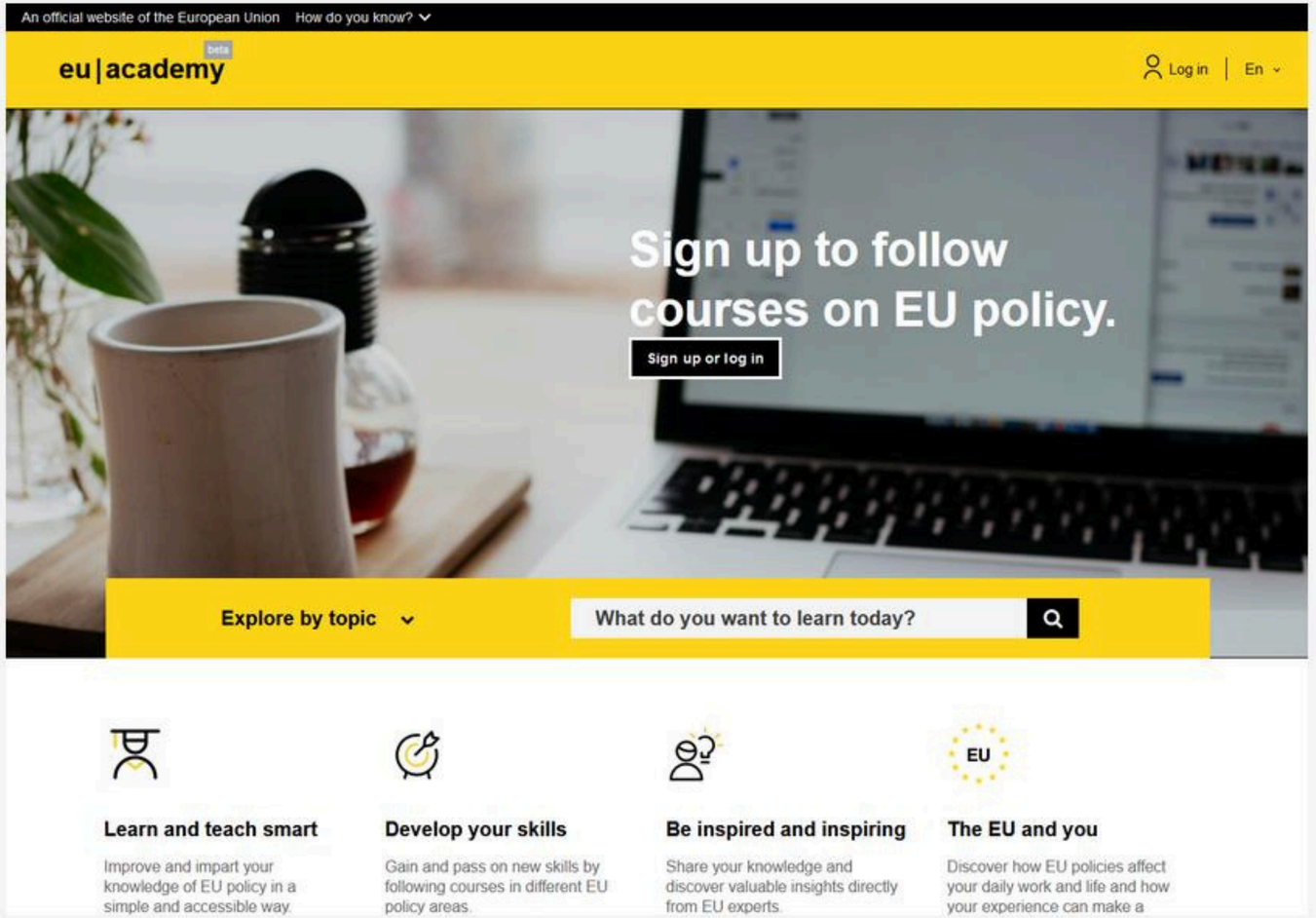
7. Type your password again in the **Confirm new password** field and click on **Submit**.

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**.



Well done!

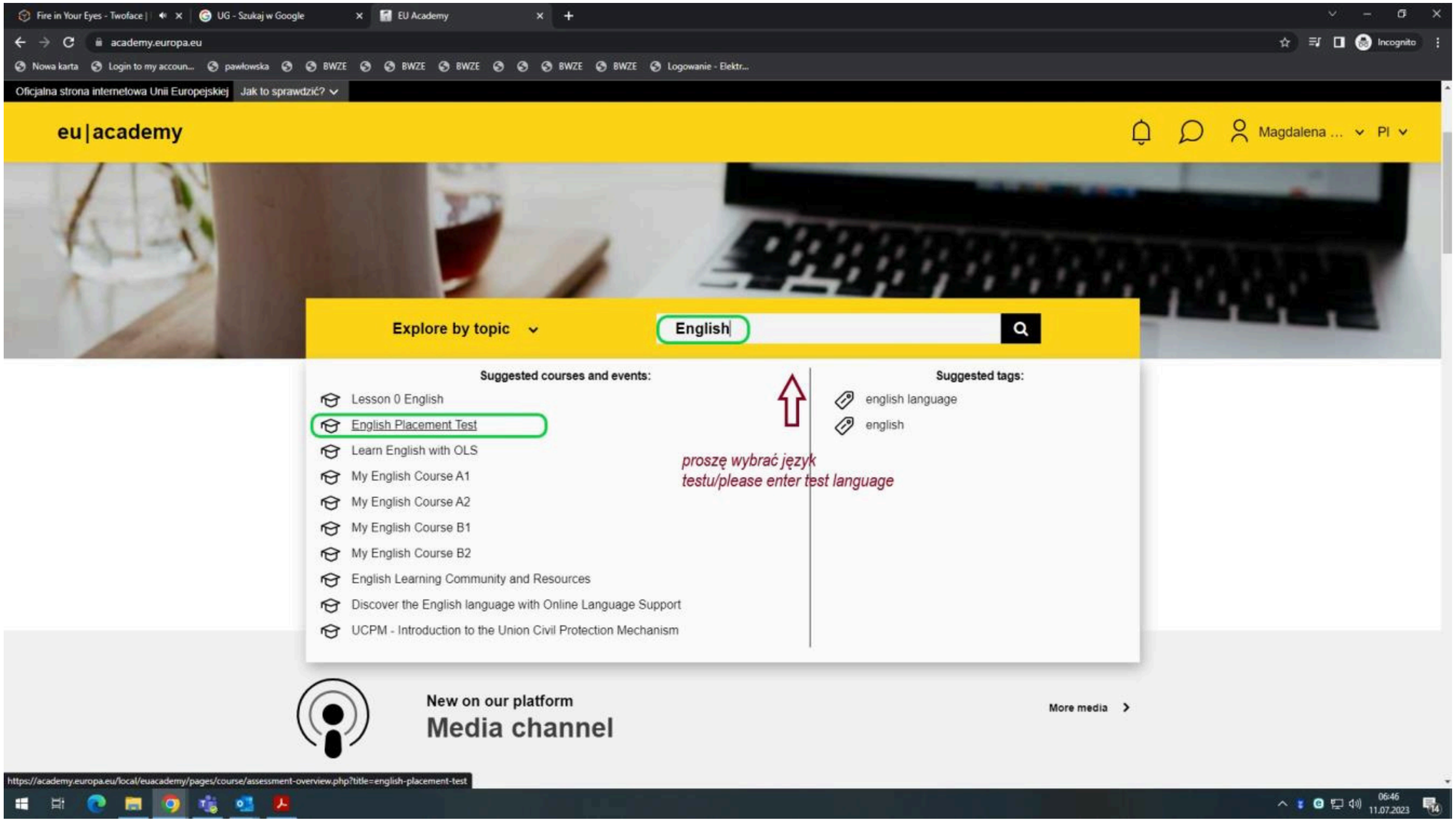
You are now authenticated and can proceed to the EU Academy.



2. Log in to the created account.

OLS language test instruction

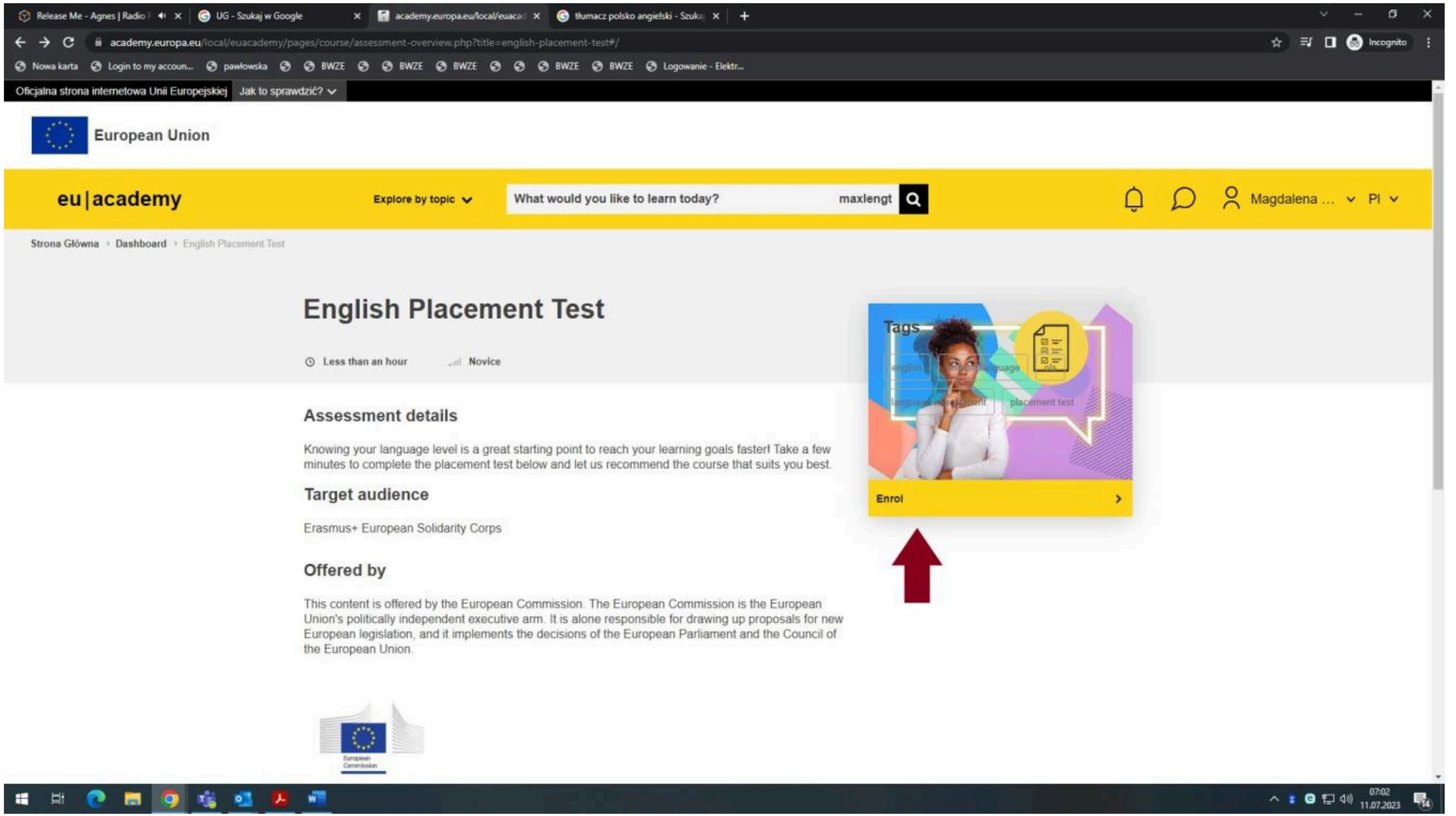
1. Selection of the language test



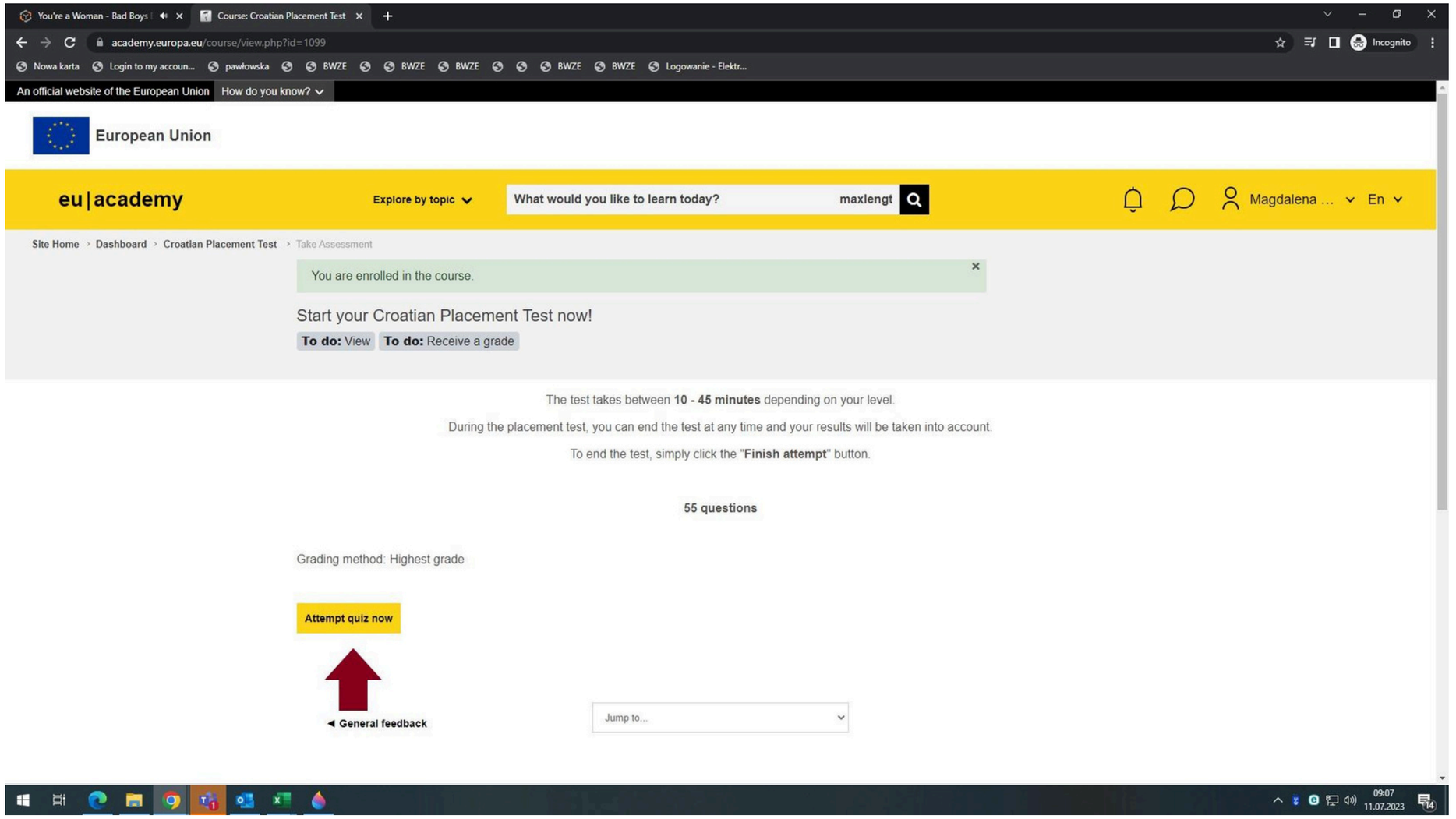
3. Enter the language of the test you want to take (in English) into the search engine, such as English, Spanish, Croatian, etc.

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

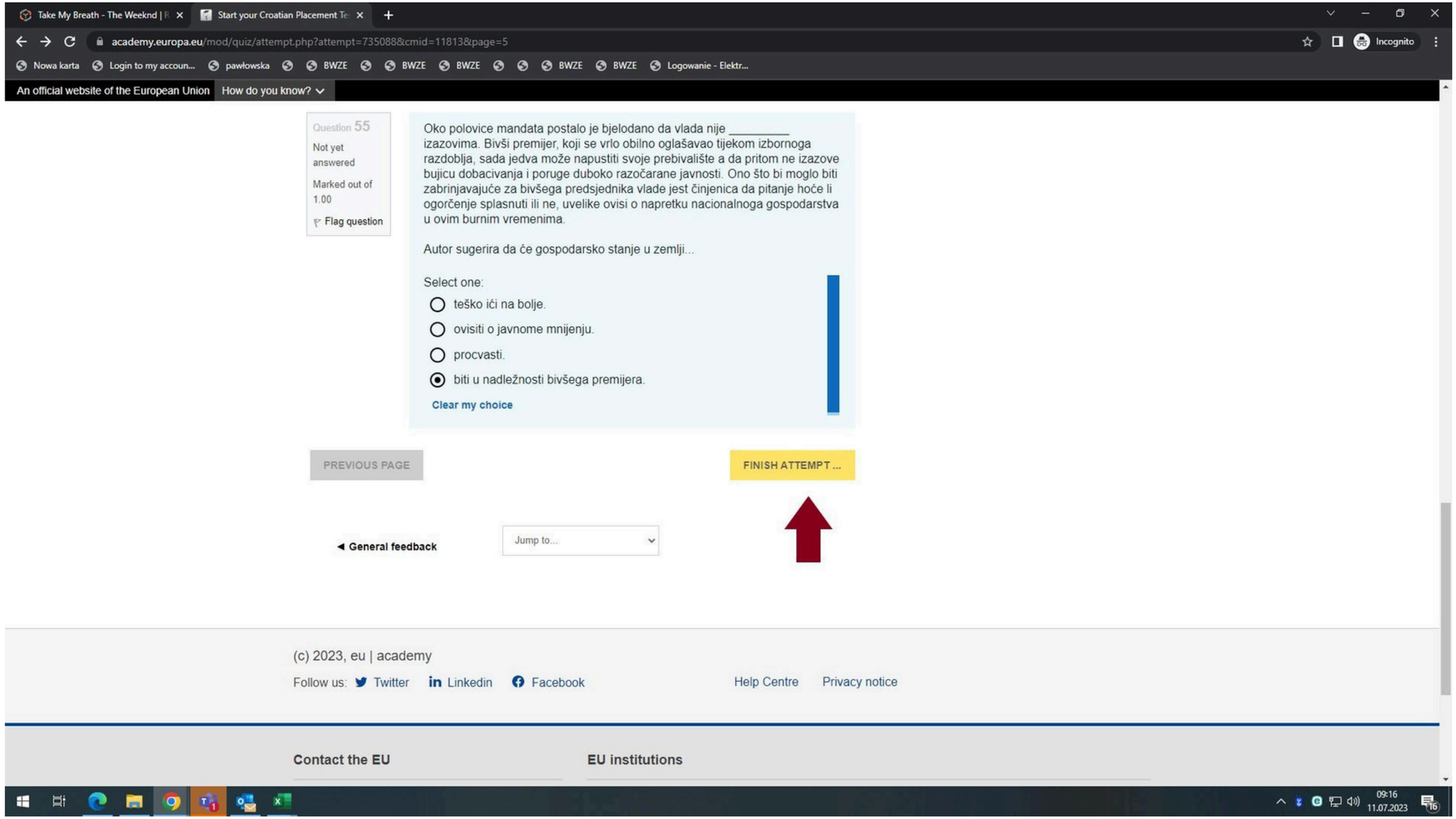
2. Entry the test



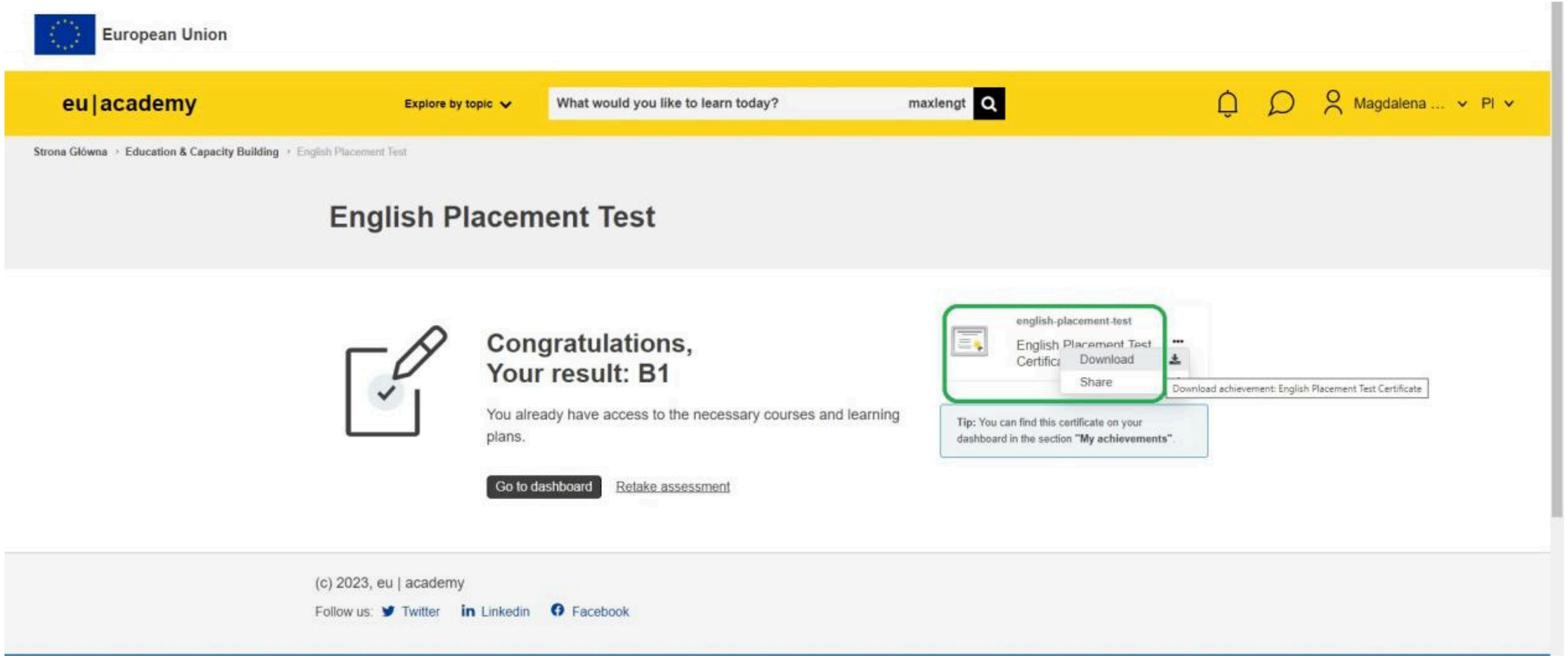
3. Start the test



4. End of the test



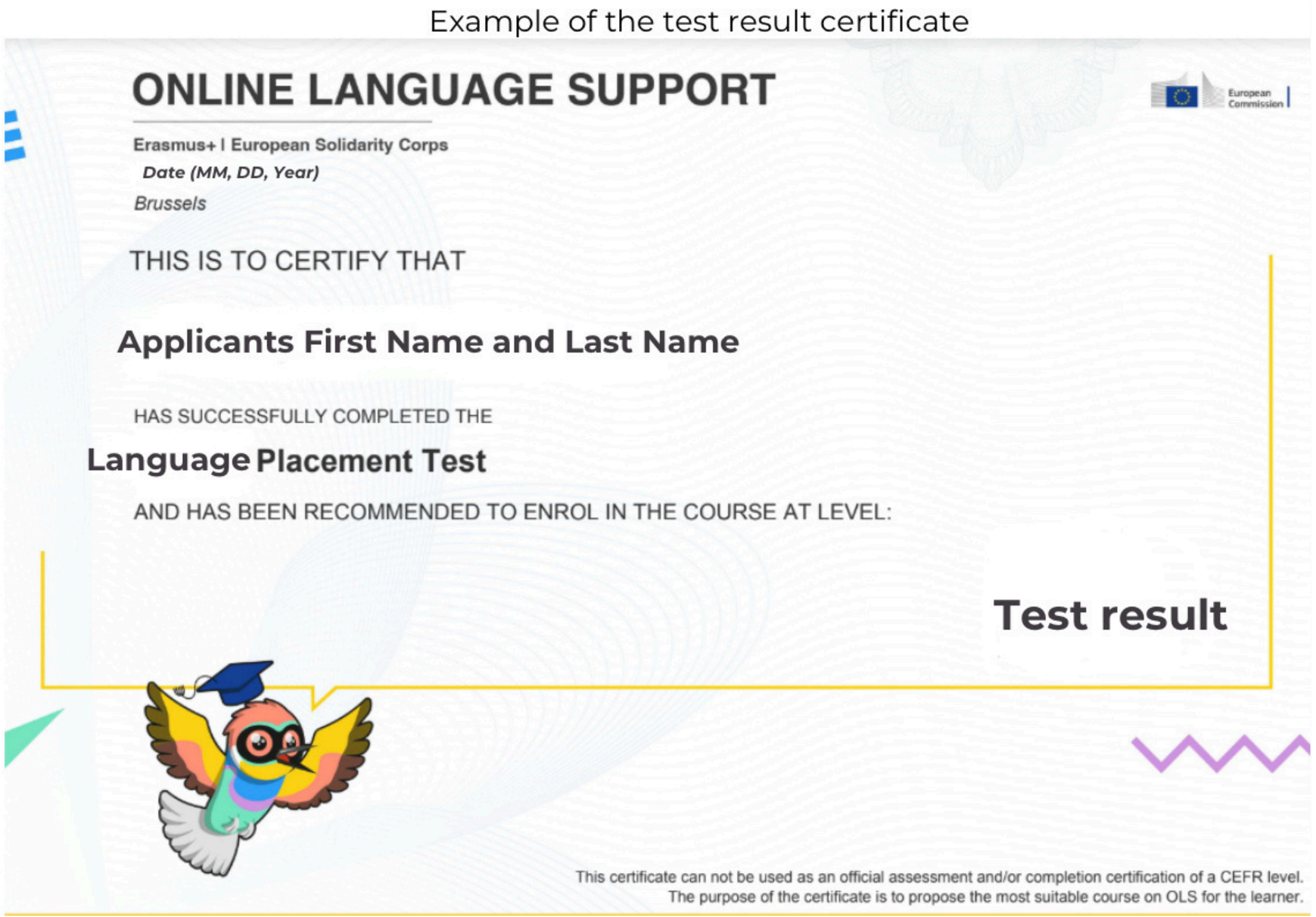
5. Download the language certificate



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



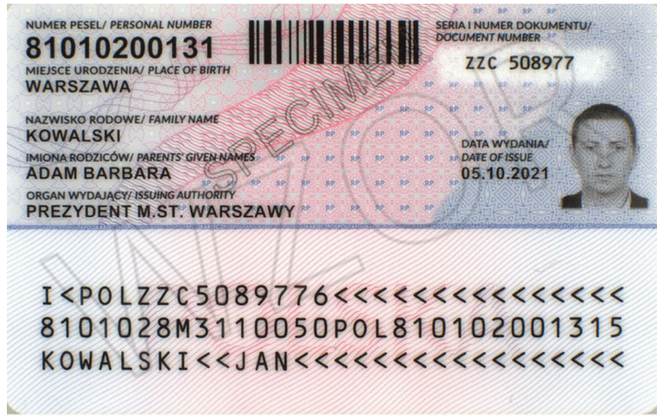
Step 3. Applicant’s ID or Passport

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

Photos from: Passport: https://obywatel.gov.pl/pl/dokumenty-i-dane-osobowe/paszport-informacje-o-dokumencie
ID: https://www.gov.pl/web/gov/dowod-osobisty-informacje

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.

Photos from: https://www.gov.pl/web/gov/zdjecie-do-dowodu-lub-paszportu

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.

The health insurance must be in English

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.

Picture from https://www.medicaltravelinsurance.co.uk/travel-advice/european-

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.

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!

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.

Timeline
Academic year 2024/2025

University of Gdańsk

GOOD LUCK!