



University  
of Gdańsk

A group of four diverse students sitting on a bench outdoors, smiling and taking a selfie together. The student in the center is wearing a black hoodie with 'UNIwersytet 1970 GDAŃSKI' printed on it. The student on the left is holding a blue tote bag with the University of Gdańsk logo. The student on the right is wearing a black leather jacket and a colorful patterned bag. 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 (UG) 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  
Cooperation and International  
Relations Office  
University of Gdańsk*



# Application Procedure

**Step 1. Student Application Form**

**Step 2. Accepted English Language  
Certificates**

**Step 3. Applicant's ID or Passport**

**Step 4. Applicant's Photo**

**Step 5. Health Insurance**

**Step 6. Learning Agreement**

**Step 7. Uploading documents to ESRS**

**Timeline**



# Step 1. Student Application Form

## Step 1. Student Application Form

You will find the form in the attachment on our website.

1. Download the Application Form from our website.
2. Fill it electronically in capital letters.
3. Use English letters only.
4. Save as a PDF file.
5. Upload it to your ESRS profile.



## Step 2. Accepted English Language Certificates

### International English Certificate confirming English proficiency at least B2 level.

- International Baccalaureate Diploma or European Baccalaureate Diploma;
- IELTS with min. overall grade 5.5
- TOEIC Listening & Reading with min. overall score 785
- TOEFL IBT with min. overall grade 87 points
- TOEFL min. 510 points in Paper-Based Test (PBT) supplemented by 3,5 in Test of Written English (TWE)
- TOEFL min. 180 points in Computer-Based Test (CBT) supplemented by 50 points in Test of Spoken English (TSE)
- University of Cambridge ESOL Examinations:
  - B2 First (previously: Cambridge First Certificate in English (FCE)),
  - C1 Advanced (previously: Cambridge Certificate in Advanced English (CAE)),
  - C2 Proficiency (previously: Cambridge Certificate of Proficiency in English (CPE));
- Pearson Test of English (PTE Academic) min. overall score 59 points
- High school, bachelor, master diploma or transcript of records indicating that English was the language of instruction
- Bachelor or master diploma in English philology
- high school, bachelor or master diploma issued in USA, UK, Ireland, Australia, New Zealand, Canada
- confirmation issued by high school or university stating that English was the only medium of instruction

Additional option for Erasmus+ Students is taking a free, online placement test on **OLS - Online Linguistic Support** platform. You will find the instructions on the next pages.



# Language Certificate - OLS (Online Linguistic Support)

Presenting a certificate from the Online Linguistic Support (OLS) platform is one of the options for the students.

The OLS has to certify at least the minimum language competency level agreed on in the interinstitutional agreement signed by the home & host university (min. B2 level)

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 (min. B2), download the certificate in PDF format and upload it to your personal ESRS account.

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

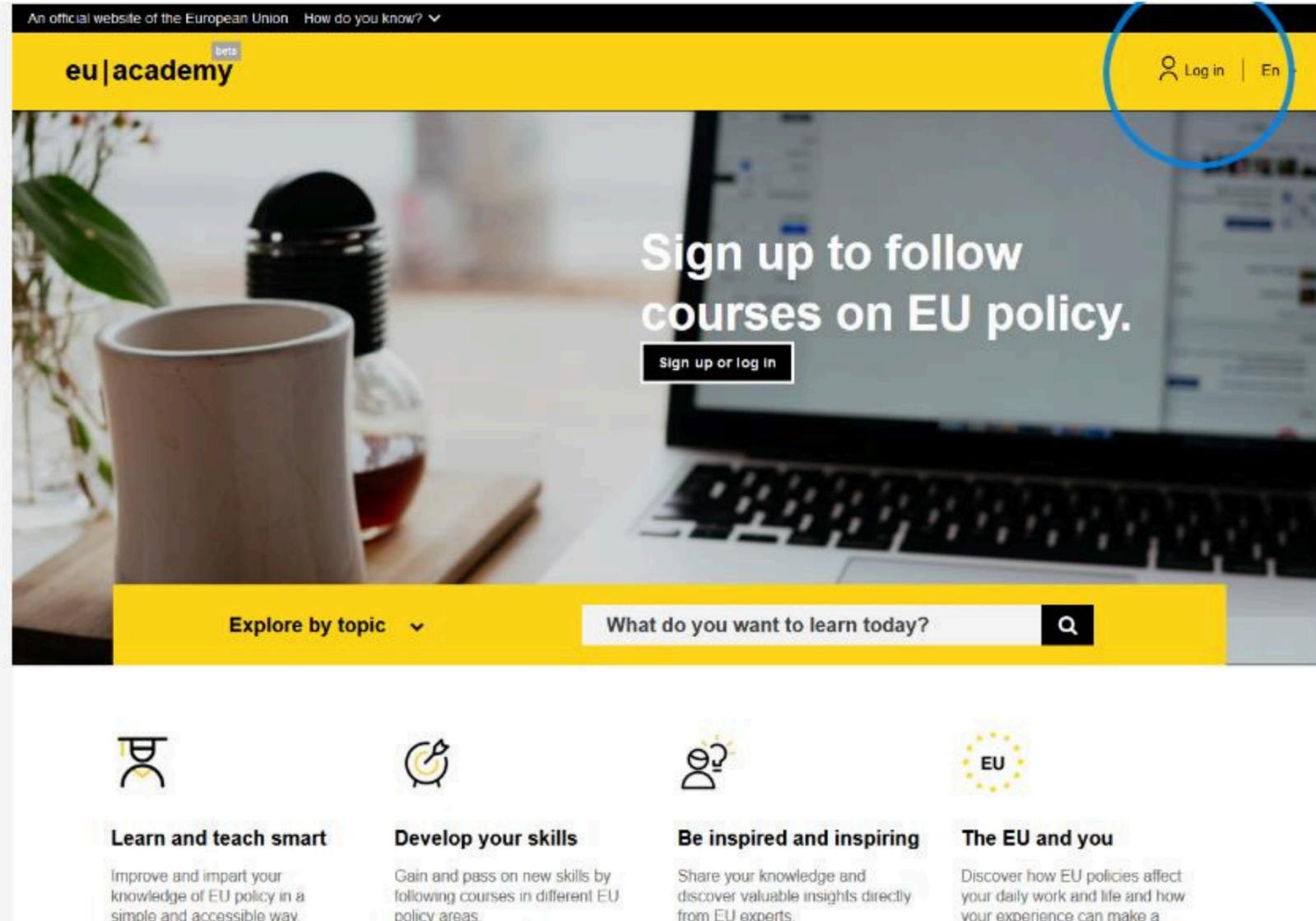
# EU Academy - How to create an EU Login (OLS)

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 fields for 'First name', 'Last name', 'E-mail', and 'Confirm e-mail', along with an 'E-mail language' dropdown menu. A checkbox for accepting the privacy statement is also present. The form is set against a background with a faint EU flag pattern. The footer contains navigation links, version information, and logos for the European Union and European Commission.

**EU Login**  
One account, many EU services

English (en)

[Create an account](#) **Login**

### Create an account

[Help for external users](#)

**First name**

**Last name**

**E-mail**

**Confirm e-mail**

**E-mail language**  
English (en)

By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

**Create an account** **Cancel**

About EU Login Cookies Privacy Statement Contact Help

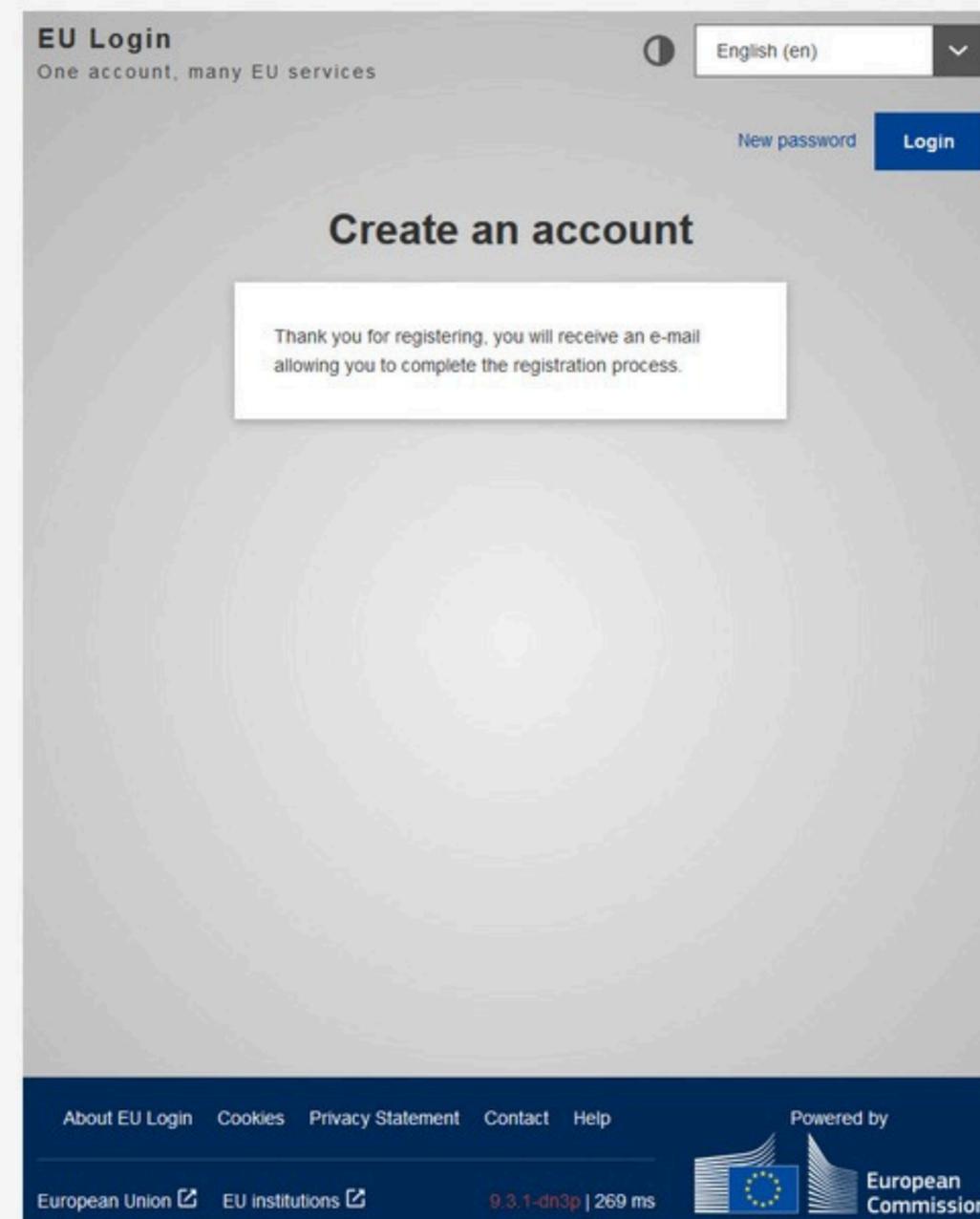
Powered by

European Union EU institutions 9.3.1-dn3p | 3 ms European Commission

---

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](mailto:automated-notifications@nomail.ec.europa.eu)>

Dear Name Surname,

You have been registered in EU Login.

Your email address is [email1234@gmail.com](mailto: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](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):

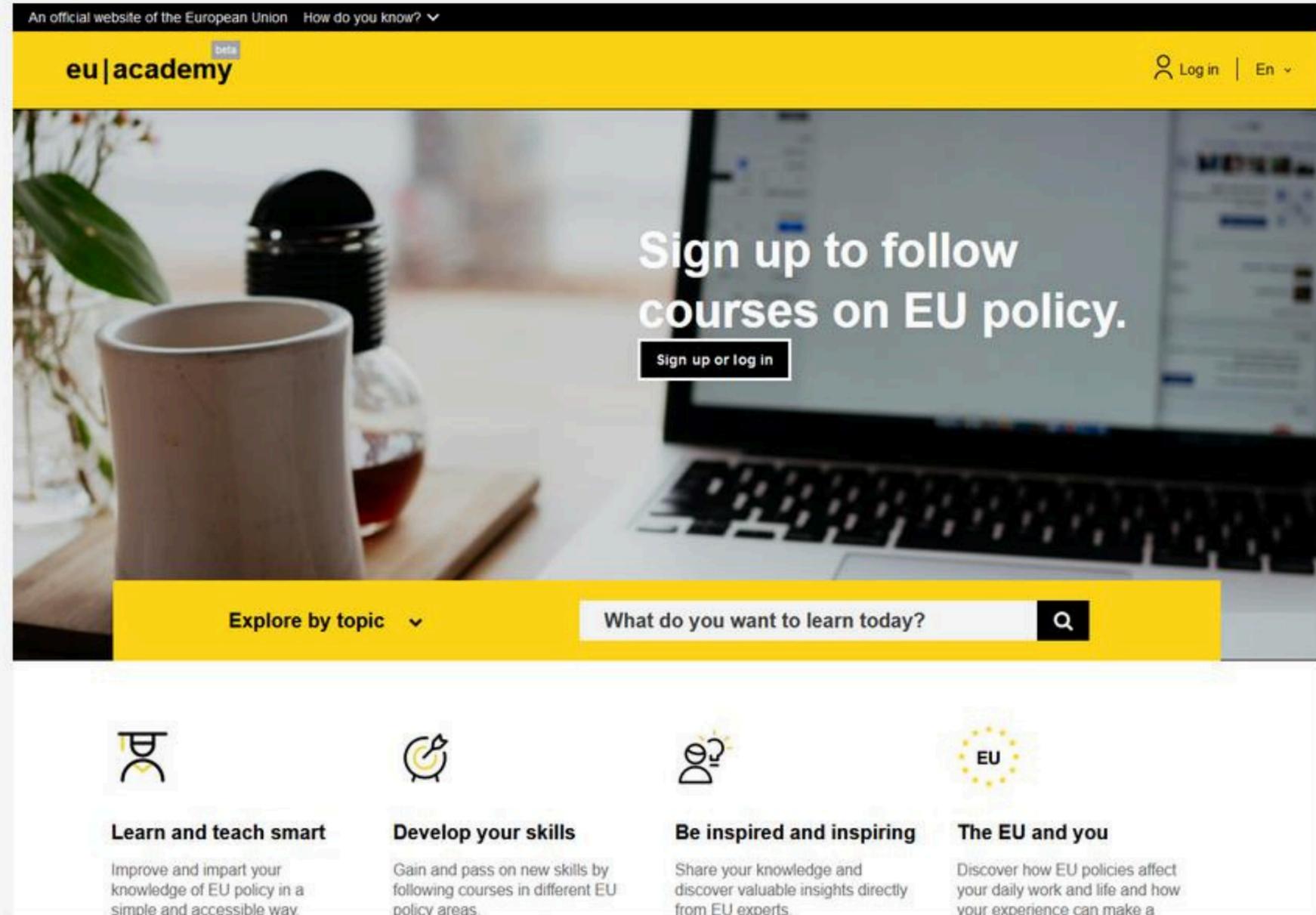
- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters: !"#\$%&'()\*+,-./:;<=>?@[\\]^\_`{|}~

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 a web browser window displaying the OLS Academy website. The search bar at the top contains the word "English". Below the search bar, a dropdown menu lists "Suggested courses and events", with "English Placement Test" highlighted. To the right, "Suggested tags" include "english language" and "english". A red arrow points to the search bar, and a red text overlay reads "proszę wybrać język testu/please enter test language". The website header includes the "eu|academy" logo and a user profile for "Magdalena ...". The footer features a "New on our platform Media channel" section.

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.



### 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 large red arrow. Below the button 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 last 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](#)

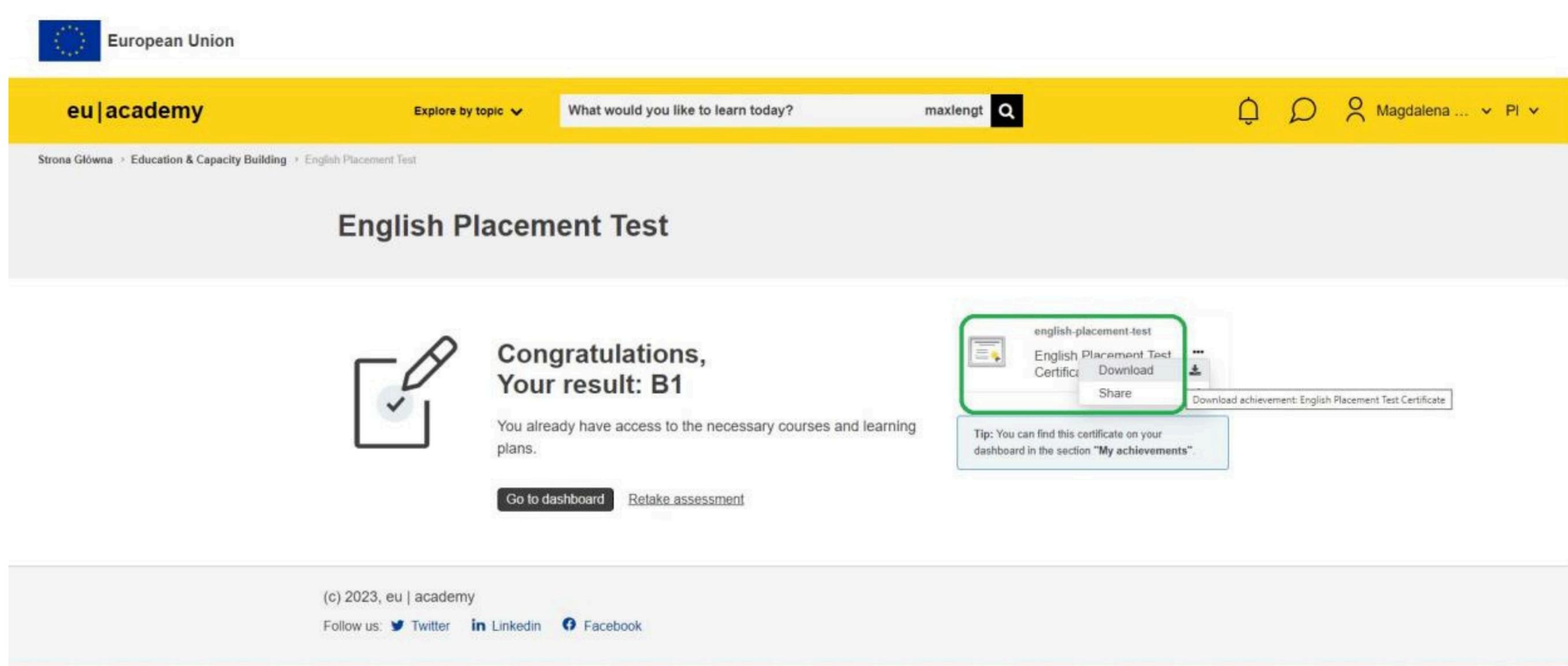
[PREVIOUS PAGE](#) [FINISH ATTEMPT ...](#)

[General feedback](#)

(c) 2023, eu | academy  
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.



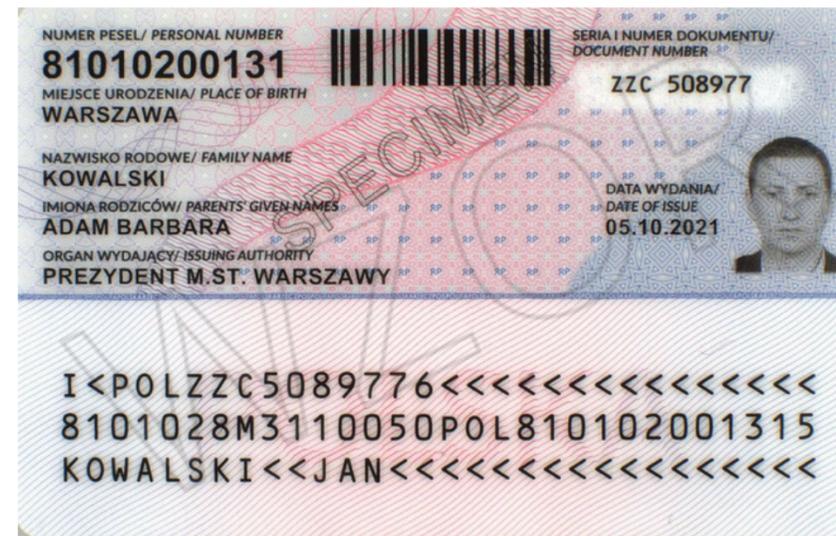
# Step 3. Applicant's ID or Passport

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 3. Applicant's ID or Passport NON-EU students only**

**Non-EU** students should upload additionally the resident permit from the sending country, or a Polish visa before the mobility starts.

**Please merge passport and resident permit/visa to one PDF file!**

**The document must be valid for the whole mobility period.**



## 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,
- Size: max. 500 kB,
- Upload it as jpg to ESRS.

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

**A: Because you are going to need it for your **Student ID!****

**Therefore, applications with incorrect photos will **be denied.****

Correct photos:



Incorrect photos:



**You've got the gist, right? The photo you upload now will be needed while applying for Student ID. It is an important, official identification document. Your face should be recognizable and the photo must be appropriate. You know - like in your passport ;)**



## 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. You can have both as well.



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. Learning Agreement

It is one of the most important documents in Erasmus+ programme.

You prepare it before your mobility. You discuss the subjects you wish to study with your home university coordinator (responsible person at the sending institution) and your appointed Faculty Coordinator at University of Gdańsk (responsible person at the receiving institution).

When the LA/OLA is prepared it must be signed by all 3 parties:

1. The student - you
2. Responsible person at the sending institution - your home university coordinator
3. Responsible person at the receiving institution - your appointed Faculty Coordinator at University of Gdańsk

Only when it is signed by all three parties you save the LA as a PDF document and upload it to your ESRS profile.

The LA is needed during the application process because we need to be sure about your faculty affiliation at UG.

Only when we are sure we can send you the Letter of Acceptance.

**REMEMBER!**

**The LA/OLA is signed by the Faculty Coordinator at UG - NOT the staff of the Cooperation and International Relations Office!**



## Step 7. Uploading documents to ESRS

ESRS is an online system where all prospective students should upload the required documents: passport, photo, filled Application Form, English certificate, health insurance (both sides of EHIC should be scanned), Learning Agreement.

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
- English Language Certificate
- ID/Passport
- Health Insurance
- Learning Agreement

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

Once you see green marks...



Application Form



English Language Certificate



ID/Passport



Photo



Health Insurance



Learning Agreement

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  
online!

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

Well done! :)

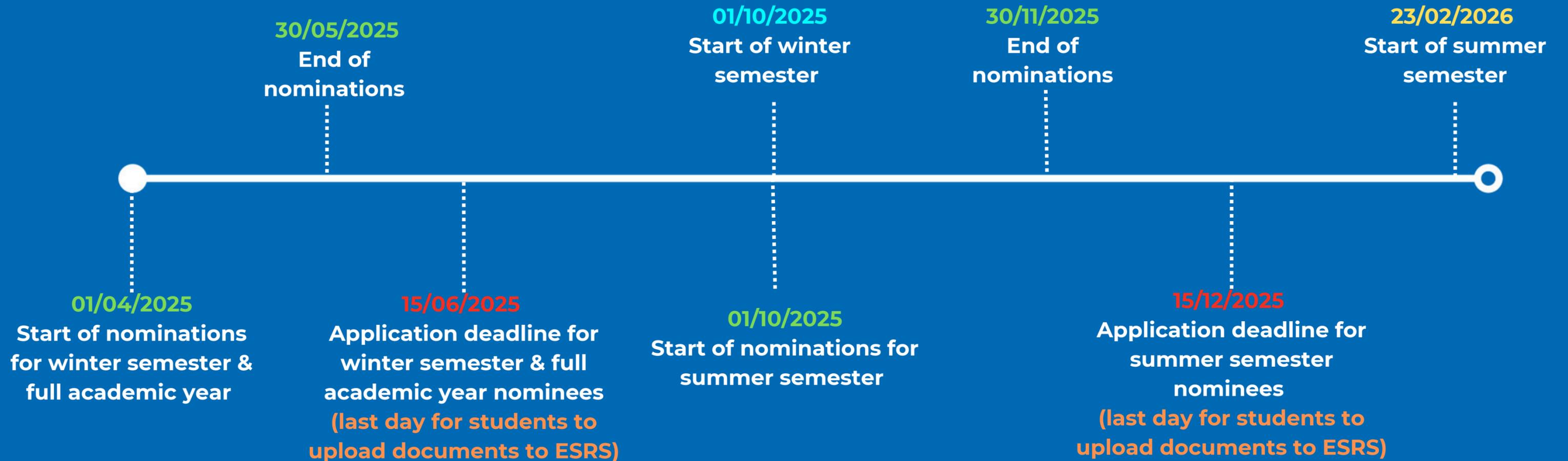
Please notify us of it via email: [erasmus.incoming@ug.edu.pl](mailto:erasmus.incoming@ug.edu.pl)

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



# Timeline

## Academic year 2025/2026





**GOOD LUCK!**