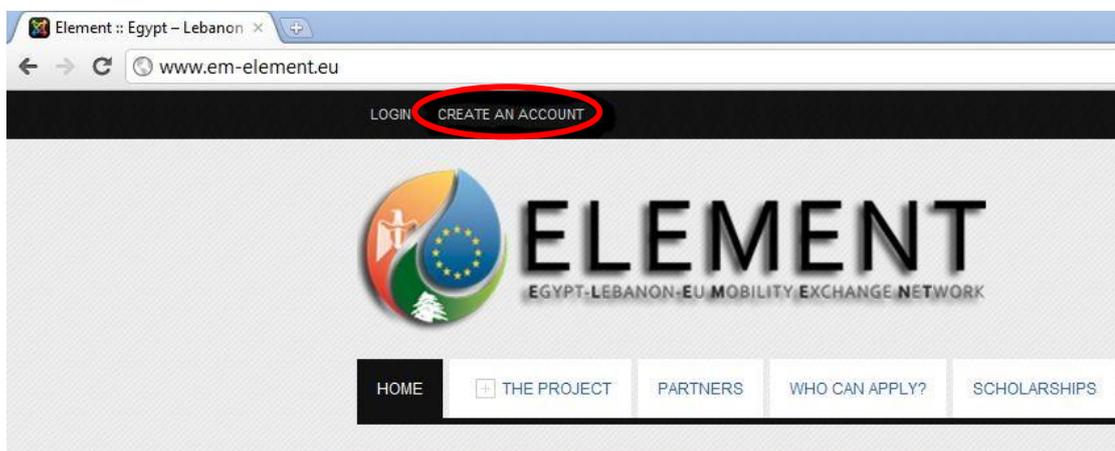


ELEMENT Application Process

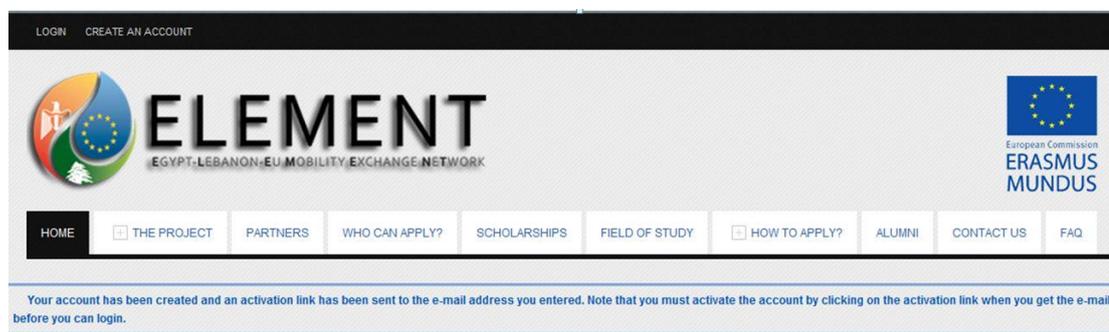
A walkthrough guide to completing an application

This illustrated step-by-step guide has been designed to take applicants through the application process whilst demonstrating various functions of the application database. This guide is designed to accompany the information and instructions on the website, not to replace it. Candidates should carefully read all instructions on www.em-element.eu to ensure successful and problem free completion.

1. Go to > www.em-element.eu
2. Select > **Create an Account** in the top left hand corner of the homepage.
When you select this you will be prompted to complete a series of information fields including a **Username** and **Password**. Complete the information ensuring that you enter a **Valid email address**.

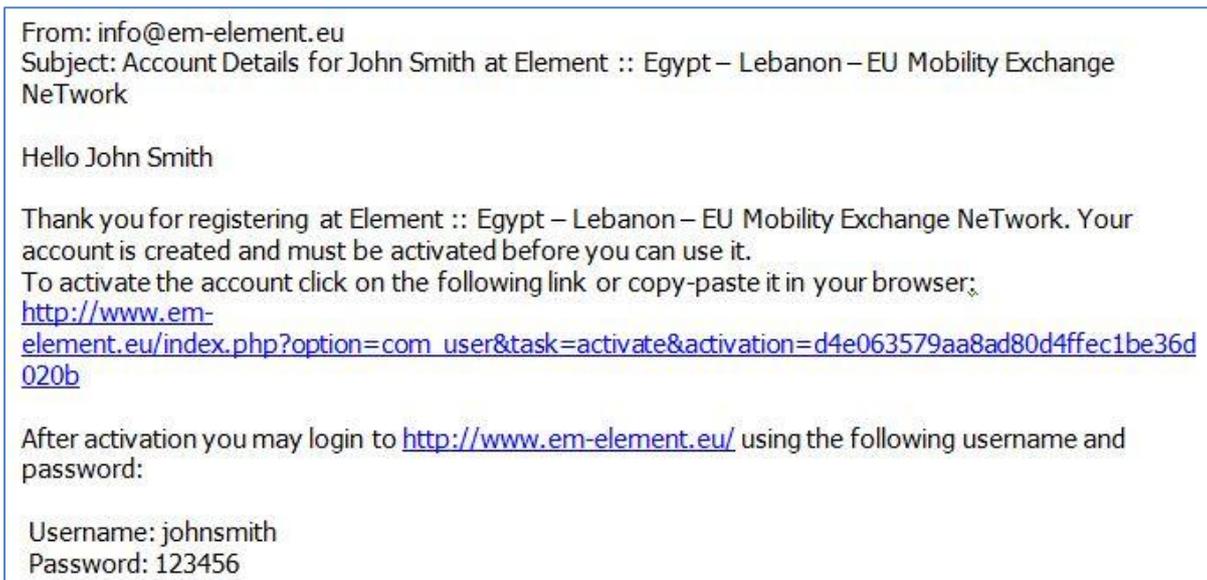


3. After submitting this data you will be sent confirmation of your account creation to the email address you specified. You should also see the message below to confirm your successful creation of an account.

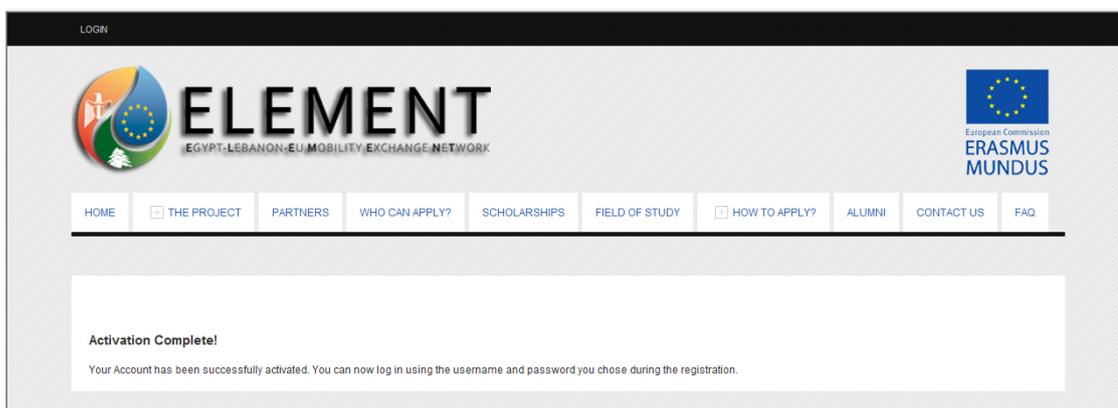


4. Access your chosen email account to find a confirmation of creation of account email. Follow the link in the email and log in using the Username and Password you have selected.

The email should look similar to this:



5. Once you have followed the link you will be taken to a browser prompting this message.



6. Before you start your application you will need to log in again in by selecting the LOGIN option in the top left hand corner of the window, again using your username and password.



7. Once you have logged in, you will have to first create your personal profile. Do this by clicking on the **User Profile** option under the Candidates area.



8. You will then be presented with a series of fields that you will need to complete regarding personal information, contact details and education background.

A screenshot of a 'Basic Information' form. The form is titled 'Basic Information' and has a sub-section 'General Data'. It contains several input fields and radio buttons. The fields are: Full Name (John), Family Name (Smith), Gender (Male selected, Female unselected), Marital Status (Single selected, Married, Engaged, Divorced unselected), Home Country (United Kingdom), Nationality (British), National ID (0), Passport Number (204551041), Passport Expiry Date (2013-11-21), Passport Issuing Date (2007-11-15), and Date of Birth (1985-11-10). There is a note at the bottom: 'You can save your data without the passport details, but remember you will not be able to apply in any course till you provide your passport details.'

Be sure to tick the **Terms and Conditions** and click **Save**. If you have forgotten to fill in any of the required fields, you will not be able to proceed. However, once you have completed the information accurately a confirmation message will appear.

9. To continue with your application, proceed in clicking **Available Courses** under the Candidates Area section.



10. On this page there will be confirmation of which Target Group (TG) that you are affiliated to based on the information you provided in the previous sections. Please ensure that this is correct and in line with the explanation of the Target Groups in the **Who can Apply?** section.

Should this information be incorrect, please revisit the **User Profile** section and check the information you completed. An example of the type of message can be found below.



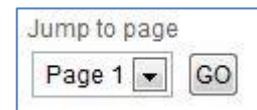
11. Below this message you will be able to search through the courses available to you.

Search Mobility Level Mobility Type Host University

Available Courses
You can only apply to 3 programs

Program Title	Mobility Type	Mobility Theme	Course Classification	Start Date	Duration (months)	Host University	Language of instruction		
Licence en histoire option relations Internationales	Undergraduate	Exchange Mobility	International Relations- European Studies- Area Studies	2012-09-17	10	University of Saint Joseph	French		<input type="button" value="Apply Now"/> <input type="button" value="Add to favorites"/>
Ingenieur Telecommunications et Reseaux	Undergraduate	Exchange Mobility	Electronic Engineering- Telecommunications	2012-09-17	5	University of Saint Joseph	French		<input type="button" value="Apply Now"/> <input type="button" value="Add to favorites"/>
Ingenieur Genie Electrique et Mecanique	Undergraduate	Exchange Mobility	Electrical Engineering	2012-09-17	5	University of Saint Joseph	French		<input type="button" value="Apply Now"/> <input type="button" value="Add to favorites"/>

12. Note that not all results may appear on the first screen, so please use the **Jump to page** function to see all the courses that were produced by your search.



13. You can filter your search based on Mobility Level, Mobility Type, Host University or simply by searching for a keyword. Please note that the Host University list will automatically be limited by the **User Profile** information. In the example below you will see that because the applicant is British, only Egyptian and Lebanese Universities are available.



If you cannot access a course, mobility level or type it is because you are not an eligible candidate based on your **User Profile** information.

14. Once you have carried out a search you will be presented with results similar to that show below:



Here you have a row of information some of which is interactive.

If you click on the name of the course (circled above) you will be presented with the Course Profile.

Courses Profile			
Email (Program Contact Person)	carla.edde@usj.edu.lb	Department (Program Contact Person)	Departement dhistoire
Program Title	Licence en histoire option relations internationales	Mobility Level	Undergraduate
Mobility Type	Exchange Mobility	Main Classification	International Relations- European Studies- Area Studies
Description	Anglais specialise histoirerelations internationaux. Arabe specialise historerelations internationaux. Droit administrative. Droit des relations internationaux. Histoire de la democratie grecque. Histoire de lEmpire ottoman XXVemeXXeme siecles. Histoire des relations internationales de 1870 a 1945. Histoire des relations internationales de 1945 a nos jours. Histoire economique et sociale XIX	Start Date	2012-09-17
Duration (months)	10	Prerequisites	Please contant the contact person for latest requirements
Name (Program Contact Person)	Carla Edde	Program Website	www.usj.edu.lb
Recommended Documents		Required Documents	Passport, CV, Transcript, Last Qualification Certificate, Motivation Letter, Evidence of Language Proficiency, Learning Agreement
Published	Yes	Language of Instruction	

15. You can click on the name of the University for information (circled in green) about the institution and who to contact with any questions you may have regarding this programme and/or University.
16. You can also use the **Add to Favourites** function. This function allows you to gather several courses of interest and compare and contrast them to suit your academic strengths prior to applying. You can review the courses that you have added to your favourites by clicking on the **My Courses** option under the Candidates Area.



17. When you wish to proceed in applying for a programme, you can do so by clicking **Apply Now**. When you click on **Apply Now** the following information will appear:

Apply to course

Check that all your data are correct before you click submit button

Course Title Licence en histoire option relations internationales

Host University University of Saint Joseph

Mobility Type Undergraduate

Mobility Level Exchange Mobility

Duration (months) 10

Priority ★

Basic Information ★  

Status

Required Documents ★  

18. Check that the data is correct and select whether the course is your 1st, 2nd or 3rd Priority. (Please note that 3 courses is the maximum that you can apply for but not the minimum.) You can amend the **Basic information** by clicking on the [pencil icon](#). You also add documents to your application by clicking the pencil beside the **Required Documents** icon. When you click on the pencil it will open a new page like this.

Uploaded Documents

The below table display the status of required document by course creator.

File Type	Maximum Allowed Files	Status
Confirmation of Status Letter	2	
CV	5	
Evidence of Language Proficiency	1	
Last Qualification Certificate	1	
Learning Agreement	2	
Passport	2	
Pre-admission Letter	2	
Transcript	1	

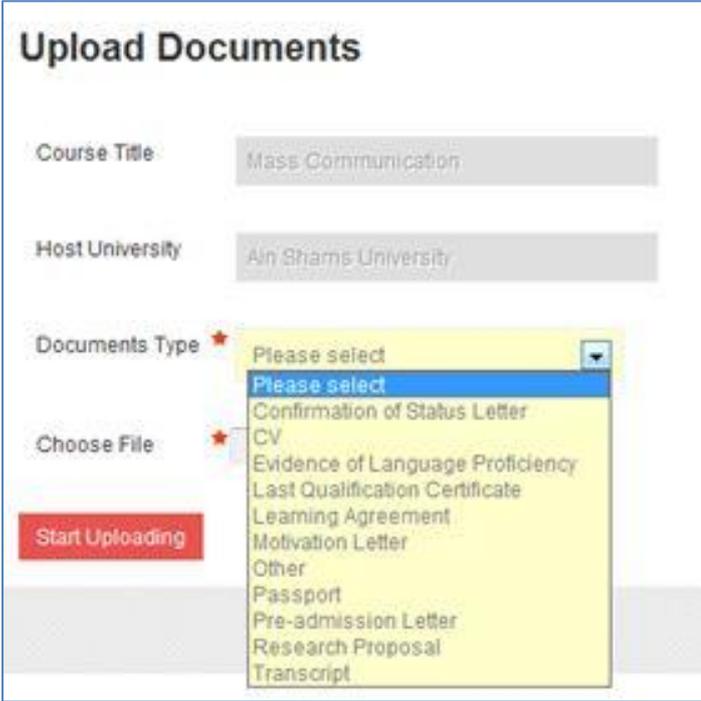
The below table display list of uploaded files by you.

 [Upload Document](#)

You don't have any uploaded files for this course, please click "Upload Button" to attach files.

19. Notice that the status is marked with , this will change to  once you have successfully uploaded a file using the  **Upload Document** button.

Clicking on the **upload document** button will take you to the following option displayed below.



Upload Documents

Course Title: Mass Communication

Host University: An Shams University

Documents Type: Please select

Choose File: [Red Star Icon]

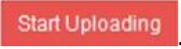
Start Uploading

Documents Type dropdown options:

- Please select
- Confirmation of Status Letter
- CV
- Evidence of Language Proficiency
- Last Qualification Certificate
- Learning Agreement
- Motivation Letter
- Other
- Passport
- Pre-admission Letter
- Research Proposal
- Transcript

From the **Documents Type** drop-down menu, select the document that you are uploading and select your corresponding file using the **Choose File** option.

***Please note that the file must be in PICTURE formats only e.g .JPEG, .PNG, .GIF, .BMP. ***

To upload click .

Please be sure to **save your application as you go to ensure you do not have to repeat any steps*

20. Repeat this procedure until you have selected and chosen all your required documents.

21. Once you have uploaded all the required files, you should be presented with the following:

File Type	Maximum Allowed Files	Status
CV	5	
Evidence of Language Proficiency	1	
Last Qualification Certificate	1	
Motivation Letter	2	
Passport	2	
Transcript	1	
Pre-admission Letter	2	

22. To return to the main course page click on:

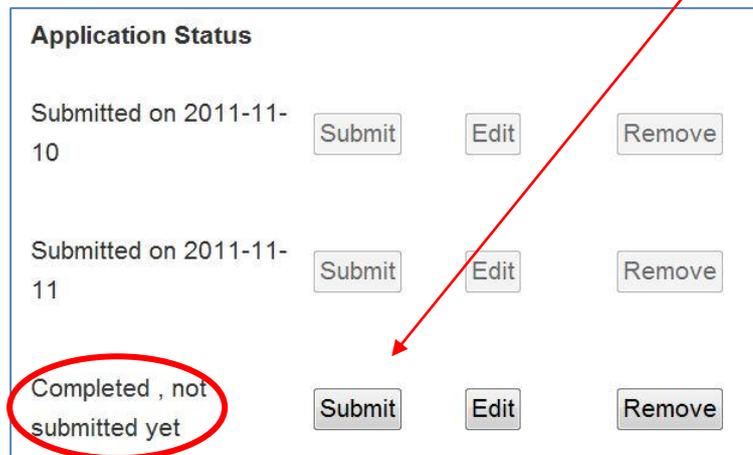
[← Back to main course page to submit your applications](#)

23. You cannot submit your application until a blue tick  appears beside **Required Documents** signalling that you have uploaded all required documents for the programme; see below

Basic Information		
Status		
Required Documents		
Save Application		

24. Once you have supplied the required documents click [Save Application](#) and you will be returned to **My Courses**.

25. When you return to **My Courses** you will see that the application status of the course is complete though *not submitted*. To finally submit your application, click 



Application Status			
Submitted on 2011-11-10	<input type="button" value="Submit"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
Submitted on 2011-11-11	<input type="button" value="Submit"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
Completed , not submitted yet	<input type="button" value="Submit"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>

Once an application has been submitted, the information cannot be amended and no further documents can be added at any stage

26. In the event that you have not uploaded all the required documents, the database will prevent you from submitting the application. If you try to submit an incomplete application you will be presented with the error message below.

 **Some parts of your form have not been fully filled in, please check the specific error messages below and try again**

27. When you have successfully submitted an application to a programme you will receive notification on the screen:

Application Submitted Successful...

28. Shortly after successfully submitting your application you will receive an email on your specified email address. This is further confirmation of your application submission and it will look like this:

Dear Applicant,

This email is to confirm the submission of your ELEMENT Scholarship application for:

Course ID:
Level:
Host University:

Please note that you cannot amend any data in the above application now that it is submitted.

Thank you for your application!

Best wishes,
ELEMENT Project Team

29. When you enter **My Courses** you should see that the application status confirms that an application has been submitted and the corresponding **Submit**, **Edit** and **Remove** buttons are greyed out.

My Courses

Course ID	Program Title	Host University	Mobility Level	Mobility Type	Duration (months)	Priority	Application Status
499	Master Degree in Business Administration	Arab Academy for Science & Technology	Master	Exchange Mobility	10	1	Submitted on 2011-11-10 <input type="button" value="Submit"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/>
1198	Master en relations islamo chretiennes	University of Saint Joseph	Master	Exchange Mobility	5	2	Missing Basic/Documents <input type="button" value="Submit"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/>
4812	English Literature	American University of Beirut	Staff	Exchange Mobility	1	3	Missing Basic/Documents <input type="button" value="Submit"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/>

Submitted on 2011-11-10

30. If applying for a 2nd and 3rd programme, you will notice that when you follow the aforementioned steps to upload the required documents that you do not have to upload each of the individual required documents again; see below.

Uploaded Documents

The below table display the status of required doucment by course creator.

File Type	Maximum Allowed Files	Status
CV	5	
Evidence of Language Proficiency	1	
Last Qualification Certificate	1	
Motivation Letter	2	
Passport	2	
Transcript	1	
Pre-admission Letter	2	

As you can see above, the status of some of the required documents is marked  ; this is because these are common documents that are required for all programmes. The database

therefore automatically uploads them into your application form. Those marked  will need to be uploaded by you.

31. You can review all the documents you have loaded onto the database by clicking on:

[View all uploaded files in your account](#)

32. Once you have clicked on this you will see a page (below) with a table of all the documents you have uploaded. You can delete any of the files in this by clicking on the tick box  on the right hand side and clicking [Delete](#). Also you can click on the filename in red to view it.

id	date	Documents Type	Choose File	<input type="checkbox"/>
34	2011-11-11	CV	Arts_council_wales_logo.jpg	<input type="checkbox"/>
35	2011-11-11	Evidence of Language Proficiency	bbc_AN.jpg	<input type="checkbox"/>
36	2011-11-11	Last Qualification Certificate	Cardiff_council_logo.jpg	<input type="checkbox"/>
37	2011-11-11	Learning Agreement	Cardiff_Mela_2011_logo.jpg	<input type="checkbox"/>
39	2011-11-11	Passport	European_Commission_logo.jpg	<input type="checkbox"/>
40	2011-11-11	Transcript	faculty_of_agriculture_alexandria_university_egypt_reference.JPG	<input type="checkbox"/>
41	2011-11-11	Pre-admission Letter	uwic.JPG	<input type="checkbox"/>
43	2011-11-11	Motivation Letter	AROQA_Conference_Banner.JPG	<input type="checkbox"/>
45	2011-11-11	Pre-admission Letter	SiteMap_-_Back.JPG	<input type="checkbox"/>
46	2011-11-11	Motivation Letter	SiteMap_-_Front.JPG	<input type="checkbox"/>

We wish you the best of luck with your application!

The ELEMENT Project Team