

EMARO'S ON-LINE APPLICATION GUIDELINE-V4

Before you start filling out the on-line application form, we strongly recommend that you read the below instructions carefully.

An emaro application comprises three stages:

- I. Creating an account on the application website of emaro.
- II. Filling out the on-line application form, uploading required documents, and submitting the application on line.
- III. Printing out the complete application form. Posting required documents before the deadline.

Your application will only be processed, once you have completed all the above three stages.

1st stage: Creating an Account

This stage takes place at your first login at the application website. You have to provide an E-mail and a Password of your choice. The on-line application system will return on your E-mail address, a key that you will use together with the E-mail and the password to login at your account during the next stage. In this mail you find also your Password that was chosen by you.

2nd stage: Filling out and submitting the application on line

- 1 - You enter your E-mail, your password, and the key (pay attention not to add any space on them).
- 2 - You fill out the application form thoroughly and upload the following files in (*.pdf or *.jpg):

- First pages of Passport or Identity card indicating the nationality.
- Recognized International English test Certificate, not older than January 2008 (TOEFL, IELTS, TOEIC, etc.)
- Certified academic degree and transcripts (mark sheets) of all university study, i.e. bachelor, master or equivalent, with translation in English. If the degree will be obtained after the deadline, a certificate from the institution indicating the situation of the student and the date of obtaining the degree must be delivered.
- The name and address of two professors who accept to send us reference letters.
- CV with identity photo
- Presentation of the institution who delivered (or will deliver) your academic degree (about 10-15 lines). The description should contain (method of selection at the entry, international or national ranking, language of instruction, degrees delivered, address of internet website, private or public,)
- Motivation letter.

Important:

1- Please note that the entire application procedure takes some time to fill out, however you can fill it out progressively, in several connections.

2- The system does not accept to go to the next page (box “**next page**” to the right of each page) unless there is no error or missing data in the current page. If there is an error in a page where some files are uploaded for the first time you have to upload all of them again. To go to a previous page you can use the classical **Internet Navigator arrow**.

3- You can return at any moment to your account to add or modify your application as long as you have not fully submitted it. To modify a data in a given page just click on the box “Modify this page” on the top left of this page.

4- If you forget your Password, the system will return you a new Password that replaces the previous one. You will be asked to enter your birthday as an identity check.

5- If you forget your connection Key, the system will return it to you. You will be asked to enter your birthday as an identity check.

6- You can quit your account by clicking on “**Logout**” (a box on the top right of each page) or “**Quit**” (a box at the bottom left of each page). “Quit” is only possible if the data of the current page are complete. In both cases the pages that have been processed without errors will be saved.

7- When the application form is thoroughly filled out. You find at the end of the final report, resuming your data, two boxes; the first is always active (**save without submission**) and the second is not active (**submission of the application form**). In order to active the submission box you have to click on the **small box** on the left indicating (**I certify** that all the information in this application....).

8- After submitting the application you will receive an acknowledgment mail, indicating the number of your folder. If you do not receive this mail verify that you have submitted your application.

9- After submitting the application you cannot modify or add any data. You can login to print the application form, or to check if the postal documents and each of the two reference letters have been arrived to EMARO’s secretary. You will receive acknowledgment mails for each of these events.

10- In order that your application will be processed for Erasmus Mundus grant you must be eligible for the grant and you must apply for it. Thus your answer on the following questions must be ”Yes”:

Are you eligible for an Erasmus-Mundus grant?

Are you candidate for an EMARO Erasmus-Mundus grant?

3rd stage: Printing out and posting the application

Once you have submitted your on-line application, you should print out the complete application form, and sign it. You should then post it with all the requested documents to the address below:

EMARO - Erasmus Mundus Master
Madame Myriam SPRUYT
Ecole Centrale de Nantes
1, rue de la Noë
BP 92101
F – 44321 NANTES FRANCE

We recommend you using an express delivery service to post your complete application.

Deadline for submitting application forms and sending postal documents for the academic year 2010/2011:

For candidates who are applying for Erasmus Mundus grants category A: From 15 October till **15 December 2009** (per postmark).

For candidates who are applying for Erasmus Mundus grants category B: From 5 January till **30 March**

2010 (per postmark).

For non-European candidates who are not applying for Erasmus Mundus grants: From 5 January till **15 May 2010** (per postmark).

For European candidates who are not applying for Erasmus Mundus grants: From 5 January till **10 July 2010** (per postmark).

We remind you the list of required documents you should enclose in the postal submission:

- English Certificate, not older than January 2008 (TOEFL, IELTS,... etc.).
- Certified academic degree and transcripts and mark sheets, i.e. bachelor, master or equivalent, with translation in English. If the degree will be obtained after the deadline and before July 2010, a certificate from the institution indicating the situation of the student and the date of obtaining the degree must be delivered.
- A signed copy of the application form as delivered by the on-line application system.
- Letters of recommendation and corresponding reference form (if the referee prefers this solution), individually enclosed in envelopes, sealed and signed across the back flap of the envelope by the recommender
- Checklist and eligibility form.

IMPORTANT: please note that:

Documents delivered will not be returned. That is the reason why **no original document** should be sent and only official (certified) copies of diplomas, language tests and certificates must be sent.

In the following you find an example of a complete application form.

Master ERASMUS-MUNDUS - EMARO M1 (2009-2010)

Candidate skill:**1. Personal data:**

Gender:	M <input checked="" type="radio"/>	F <input type="radio"/>
Last Name:	BORNARDY	
First Names:	John	
Birthdate:	1986-06-20	
Birth town:	Pretoria	
Country of birth:	South Africa	
Country of citizenship:	South Africa	
Marital status:	<input type="text" value="single"/>	
Number of children:	0	
Identity Document:	Passport: <input type="radio"/>	Identity Card: <input type="radio"/>
		Number: 439890481
E-mail :	sjohnbo@gmail.com	
Current address		
	Street name and number: 15 Rossmund Street, Wood	City: Pretoria
	Postal code/Zip: 0076	Country: South Africa
Address for admission letter		
	Street name and number: P.O.Box 66333	City: Pretoria
	Postal code/Zip: 0079	Country: South Africa
Phone number:	+2712 998 6732	
Cellphone number:	+2783 681 6634	

2. Mobility choice::

Mobility preferences:		
	Year 1 / Year 2	
Choice 1	<input type="text" value="ECN/WUT"/>	
Choice 2	<input type="text" value="ECN/UG"/>	
Choice 3	<input type="text" value="UG/ECN"/>	
Choice 4	<input type="text" value="WUT/ECN"/>	
Choice 5	<input type="text" value="UG/WUT"/>	
Choice 6	<input type="text" value="WUT/UG"/>	
		ECN : Ecole Centrale de Nantes UG : University of Genova WUT : Warsaw University of Technology

3. Education and Professional experience:

Last obtained (or under preparation) university degree:

Name of institution including city and country **University of Pretoria, Pretoria, South Africa**

Title of qualification awarded **Bachelor of Mechanical Engineering**

Principal subjects **Control Systems, Design, Project, Thermo and Fluid Machines, Electrotechnics, Heat Transfer, Computer Aided Structural Mechanics.**

GPA or % **4/5**

Rank / Total Nb of students **6/106**

Date of the obtained degree **2008 - 12**

Upload in a single file the scan of certified degrees and transcripts including translations into English (jpeg or pdf):Document downloaded! **Professional experience and full-time internships > 3 months:**

From	Until	Employer	Location	Job title/Department
2007 - 11	2007 - 12	Southern Medical	1 Albert rd, Irene, South Africa	Product Developer (Student Vacation Work)
2007 - 06	2007 - 07	Bellingan Engineering	164 Edison Crescent, Hennopspark, South Africa	Test Bench Designer (Student Vacation Work)
2006 - 12	2007 - 01	Tubecon	Piet Rautenbach st, Rosslyn, South Africa	Technical Apprentice (Student Vacation Work)
2005 - 11	2005 - 12	SRK Consulting	SRK House, 256 Oxford Road, Illovo, South Africa	Software Developer (Student Vacation Work)
2008 - 02	2008 - 06	University of Pretoria	University of Pretoria, Pretoria, 0002, South Africa	Teaching Assistant (Programming Course)

Upload your CV with photo (jpeg or pdf):Document downloaded! **Upload a scan of your passport or identity card (jpeg or pdf):**Document downloaded! **Upload your motivation letter (jpeg or pdf):**Document downloaded! **Upload a document (jpeg or pdf) where you present the institution where you have been graduated:**Document downloaded! **4. Language skills:****English test score:**Test type: **TOEFL Internet Based Test**Test date: **2008 - 11**Test score: **117**Native language: **Afrikaans**Language of your university study: **English****Other languages knowledge:**

Language	Written level	Spoken level
French	intermediate	intermediate

Upload your language test score (jpeg or pdf):**5. References and grants aspects:**

List two persons (professors, department heads, tutors, studies directors) whom you have asked to write letters of recommendation on your behalf (references must be written on headed papers):

Last Name	First Name	Title	Institution	Position	Email
Els	Schaal	Pro	University of Pretoria	Lecturer and Final Year Project Study Leader	schaal.els@up.ac.za
Meyer	John		University of Pretoria	Head: Department of Mechanical and Aeronautical Engineering	meyer@up.ac.za

Are you eligible for an Erasmus-Mundus grant? Yes No

Do you want to consider your application for the EMARO Erasmus-Mundus Grant? Yes No

(Please note that the number of applications to Erasmus-Mundus grants must be limited to 3 - Beyond this limit, students will be directly excluded from the selection)

Have you any medical disability? Yes No

6. Additional questions:

How did you find out about the Master ERASMUS-MUNDUS - EMARO

- Website, which one?
- Student education fair, which one?
- One of your professor, give his name:
- Other, specify: [Google](#)

What is your professional aim after master ?

- Industry
- Ph.D
- Other

To which other Erasmus-Mundus Master courses have you applied or will you apply?

Name of master	Institution

Close