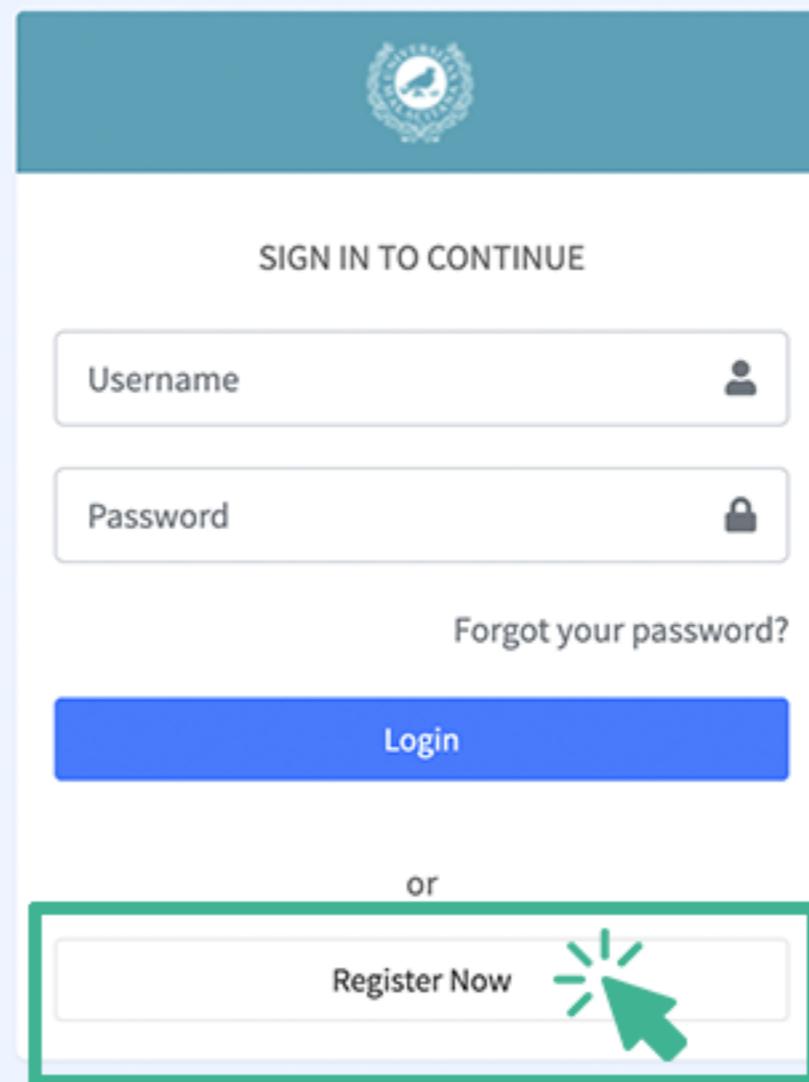# APOLO

INCOMING STUDENT GUIDE

1.
Registration

At first, you should access to apolo.uma.es and click on "Register Now", if you do not have any profile already created. If you are already registered, please "Login".

SIGN IN TO CONTINUE

Username

Password

Forgot your password?

Login

or

Register Now

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2.
Personal data

Please, fill out your personal data as requested on the platform.

DNI

ID/DNI (username)
44556677A

E-mail
student@email.com

Password

Password (again)

Personal info

First name

Last name

Nationality
Afghanistan

Phone (optional)

User type
- [ ] PDI
- [ ] PAS
- [ ] STUDENT

Student
- [ ] Master
- [ ] PhD

In/Out
- [ ] Incoming
- [ ] Outgoing

PDI: Academic Staff

PAS: Administrative Staff

Incoming: Mobilities from Partner Countries to University of Málaga

Outgoing: Mobilities from University of Málaga to Partner Countries

Please select the user type according to your application

2. Personal data

To complete your registration, please attach your passport/ID card, and proof of connection with your home university.

Please, save changes and go to the next step.

Please select the user type according to your application

Files

Only .pdf files allowed

File size must be less than 5 Mb

Passport   Choose file

Proof file   Choose file

[ ] I'm not a robot   reCAPTCHA
                       Privacy - Terms

Save changes

3.
Application

Your registration has been successfully submitted!

Click on the green button to continue with the application.

3.
Application

Please, select the corresponding call, your university of origin, university of destination and the type of mobility.

And do not forget to attach your invitation letter, planned study and academic records. And do not forget to accept the terms and conditions.

Please, save changes to complete your application.

Hello, User

Main Menu

My profile

Applications

Accounts

New Application

Basic info

Call:

Origin:

✓ ---------

International Credit Mobility (KA-107) | 3rd Call | 2018

International Credit Mobility (KA-107) | 1st Call | 2019

STA   STT   SMS

STA: Teaching

STT: Training

SMS: Student

*Mobility period for STUDENTS - 5 months

*Mobility period for STAFF - 7 days

Destination   UNIVERSITY OF MALAGA

Observations

Invitation   Choose file

Planned study or work plan   Choose file

Academic records   Choose file

☐ I agree with the   terms

Save changes

3.
Application

You will be also able to double check further details about your application.

UNIVERSIDAD DE MALAGA

Hello, User

Main Menu

- ⊙ My profile
- ⊞ Applications
- ✎ Accounts

Application detail

Login info

Applicant

Creation date

Call

International Credit Mobility (KA-107) | 1st Call | 2019

User type	App type	Student	In/Out
☐ PDI	☐ STA	☐ Bachelor	☑ Incoming
☐ PAS	☐ STT	☐ Master	☐ Outgoing
☐ STUDENT	☐ SMS	☐ PhD	

Year

2020 - 2021

Semester

Spring semester

Observation

Applications (INCOMING)

CORPORACIÓN UNIVERSIDAD DE LA COSTA
(COLOMBIA)

Files

✓	Passport	Upload passport
✓	Proof file	Upload proof file
✕	Academic records not uploaded	Upload academic records

Files application INCOMING

✕	Study plan not uploaded	Upload study plan
✕	Invitation not uploaded	Upload invitation

4. Confirmation email

Once your application is submitted, you will receive a confirmation email. In case your application should be improved or corrected, you will receive an email indicating aspects to be improved and deadlines for submission.

UNIVERSIDAD DE MÁLAGA | VICERRECTORADO DE MOVILIDAD Y COOPERACIÓN INTERNACIONAL

Thank you!

Your application has been successfully submitted. The Provisional list of eligible candidates will be published soon.

Please look up on the following link https://www.uma.es/icm

Sincerely, **Erasmus+ KA107 Team**

5. Resolution of the application

Please, find the provisional and definitive list of the calls on our **website,** for monitoring the status of your application.

Planned study or research programme for the stay	50%
Academic record	50%

RESOLUTION

Provisional and final lists of the postgraduate call will be published here.

TERMS

|Mobility Period: 5 months

All mobilities must end before **July 31, 2022.**

DOCUMENTS FOR NOMINATED STUDENTS

|Grant Agreement

|Learning Agreement *

Please read carefully the incoming student guide in order to fill out the above documents.

*Your learning agreement must be signed by your host/home mobility coordinators. Please find it here the contact information.

APOLO

READY!

SUCCESSFUL REGISTRATION AND APPLICATION

For further information, please
ask via email to ICM@UMA.ES
+info on our website