## **Registration for CEEPUS – Summer/Winter School**

CEEPUS-Homepage: http://www.ceepus.info/

## **Registration:**

- At the top right click "Sign in"
- Right middle click on "Click here to register"
- Fill out everything and click "Submit"
- In the middle click on "Your mobility application"/ "Create new application"
- Tick "Yes" and "Next step"
- Tick confirmation at the top
- Drop-Down-field *Academic Year* .... (insert year)
- Drop-Down-field Network "AT-0502"- ... .... (insert network number and academic year)

2022/2023 → AT-0502-13-2223

- Drop-Down-field Home Country "Austria"
- Drop-Down-field Home Institution "University of Vienna"
- Drop-Down-Field *Host Country* "... (insert host country)"
- Drop-Down-field *Host Institution* "... (insert host institution)"
- Drop-Down-field *Mobility Type* "Short term students" (in some cases also "Short term excursion") and click "Next step"
- Fill in the date of Summer / Winter School and click "Save"
- Now check all subcategories, fill them out and add if necessary: Basedata / Personal Data/ Adress / Field of Study / Motivation / Education / Knowledge of Languages
- Non-Austrian citizens: the enrollment confirmation must be uploaded under "Basedata" on the bottom side
- In "Motivation"field, write "Teilnahme an Summer School in … (insert location)" and briefly state your motivation
- When all fields are green and "complete", return to the overview using the arrow at the top left
- Check the data, correct if necessary under "edit" at the top left, then click "submit"
- Tick the empty field under "Workflow execution"

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