How to register for Summer School in Ljubljana

Go to CEEPUS homepage: <u>http://www.ceepus.info</u>
→ Click on MY CEEPUS (on the top right of the page)



2) If you are new to MY CEEPUS, you must register first and create a new MY CEEPUS account.

To do so, click on: »Click here to register!«and fill all filds before you click on »Submit«.

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MY C	EEPUS	0
Log in		Don't have an account?
Email ad	Email address	If you are new to MY CEEPUS, you have to register first and
your e	mail address	create a new MY CEEPUS account
Passwor	d	If you be caready a MY CEEPUS account, log in with our alree wexisting account.
your C	EEPUS password	Here any questions? Check our <b>How To</b> .
	Log in	Click here to register!
Forgot	our password ?	
You did r	not receive the activation email?	

Then you will be asked to go to your email to activate the account:



Click on go to desktop and fill in your personal information and click "Save".

3) Once you are registered to CEEPUS Network

Click on "Your mobility application"/ "Create new application" in the middle.

Tick "Yes" and "Next step". Tick confirmation at the top. Drop-down field Academic Year : 2023/24 Drop-down field Network AT-0502-14-2324 **Drop-Down-Field Home Country** Drop-Down-Field Home Institution Drop-Down-Field Host Country "Slovenia". Drop-Down-Field Host Institution "University of Ljubljana, Faculty of Theology" Drop-Down-Field Mobility Type "Short term students" and click on "Next step". Select Short term type: - drop down field - select »Summer school« Fill in the date of the Summer School: »15. – 20. 4. 2024« or »14. – 20. 4. 2024« (in case you arrive a day before) and click on "Save". Now check all subcategories, fill them in and complete them if necessary: Basedata / Personal Data/ Address / Field of Study / Motivation / Education / Knowledge of Languages In the field "Motivation" write "Participation in Summer School in Ljubljana" and state briefly your motivation. When all fields on the side are green and therefore "complete", click on the arrow at the top on the

left to return to the overview. Check data, correct, if necessary, under "edit" in the top left-hand corner, then click on "submit Tick the empty field under "Workflow execution"