

## APPLICANTS GUIDE FOR BACHELOR AND MASTER STUDENTS

What are the main steps in preparing an application for A4U Erasmus+ grant?



### 1. Read the call

Read the call carefully, and ensure you meet the eligibility requisites. In case of doubts about your language level, please check the table of equivalences of various English certificates published on the website.

### 2. Decide on the host university for your mobility

For all applicants: check the course offer on the host university website. Factsheets, published together with the call on <http://alliance4universities.eu/en/mobility-scholarships/>, can provide a snapshot of partner universities, give information on the academic calendar, course offer, available services and contact persons at the International Office. Get an initial idea of courses that you might take during mobility, making sure they are relevant to your subject area. Discuss the chosen courses with your academic tutor/International Office bearing in mind that the chosen courses will have to be recognized at your home university upon return.

*For applicants to/from Russia:* check Annex in the Call for Applications for Bachelor/Master students to see what agreements exist between your home university and a potential host university. You can apply for mobility only within existing agreements.

### 3. Obtain your Transcript of Records.

Bachelor applicants should obtain a Transcript of Records for the courses they have already taken. Master applicants should obtain the Transcript of Records for their Bachelor studies as well as for the Master courses that they have already taken.

#### **4. Obtain a letter of support.**

Obtain a letter of support from the International Office at your home university. The letter should indicate the GPA for your transcript of records (in case of Master students, for two transcripts of records) on the scale from 1 to 10, and confirm that your level of English language is at least B1.

The International Office at your home university might want to make sure that you are suitable candidate for mobility and have an in-house pre-selection procedure for applicants.

#### **5. Get your Learning Agreement signed**

Fill in the necessary information on p.1 of the Learning Agreement template and obtain signatures for the “Commitment” table by your home institution, the host institution, and sign it yourself. The International Office at your home university can provide help filling in the form and getting the Learning Agreement signed, liaising with the host university. Scanned signatures are accepted.

#### **6. Get a recommendation letter**

Identify a referee who can provide a recommendation letter for you. It can be your academic tutor or another member of academic staff who can comment on your skills, personal attributes and suitability for mobility. The referee should know you well enough to be able to write positively about you and they should also know you relatively recently to be able to comment on your present development. Ask the referee to send the recommendation letter directly to A4U ([coordinacion@a-4u.eu](mailto:coordinacion@a-4u.eu) att: Olga Belova,) before 22 March 2018.

#### **7. Write your motivation letter**

Write a motivation statement outlining why you would like to go on mobility, and justifying your choice of host institution.

#### **8. Submit your application**

Fill in the application form on <http://alliance4universities.eu/en/mobility-scholarships/>, and attach the Transcript of Records, the letter of support, the Learning Agreement signed by the three parties (home institution, host institution and yourself), and the motivation letter. Make sure your referee sends the recommendation letter before 22 March 2018. Your application will be checked by to make sure it is eligible, so it is highly recommended you submit the application well in advance of the deadline of 22 March 2018 to allow enough time to do this check and to enable you to correct any errors if necessary.