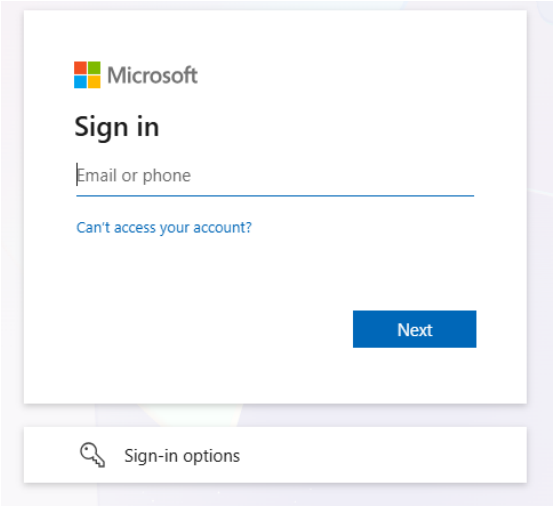
Guidelines for Online Erasmus+ Application

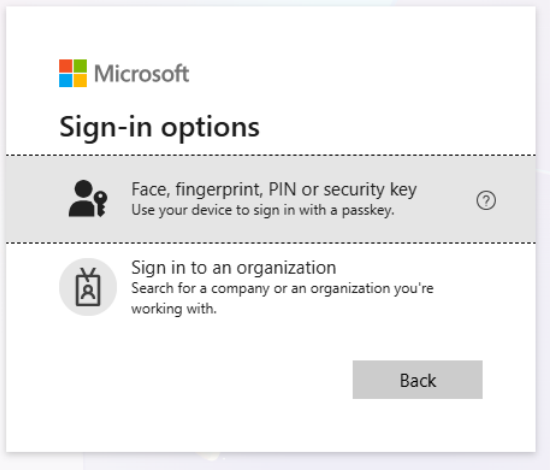
Attention! Students are allowed to submit only one application.

Login to the platform

Step 1: Access through the given link

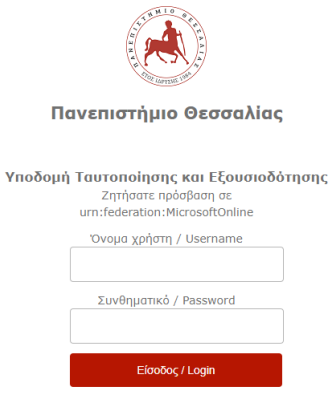
Step 2: Fill in your UTH email (xxxxxxxx@uth.gr) and select "Next" (Then select corporate account)





Authentication and Authorization

Step 3: At the "Identification and Authorization Infrastructure" window, enter the username and password given to you by UTH (email credentials)



Attention!

In case you see the message: **“Not registered in the directory”**, please follow the steps below:

1. Visit the website: https://delos365.grnet.gr/
2. Log in using your academic credentials.

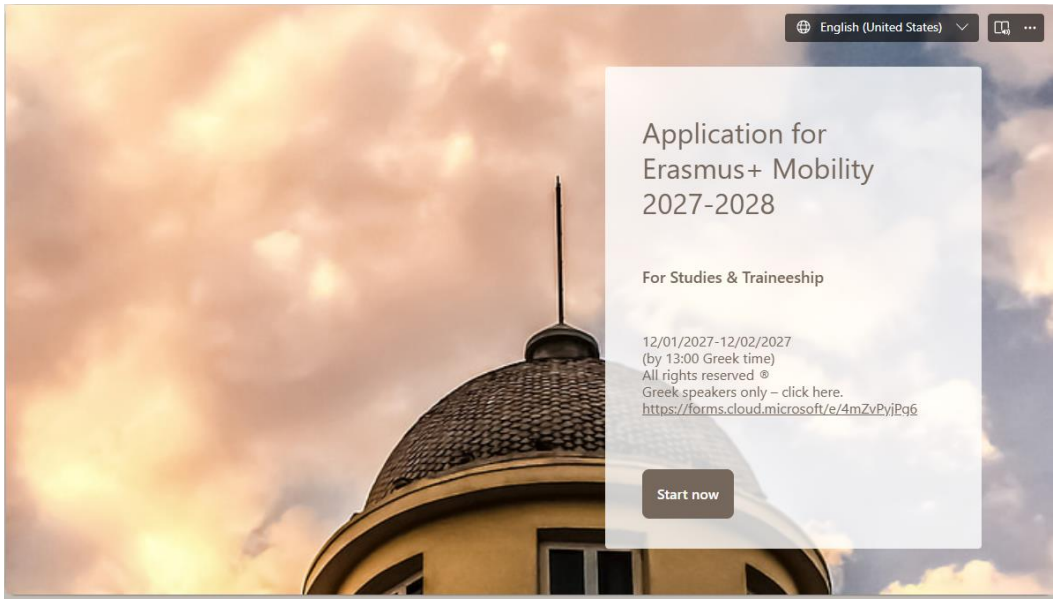
   If during login you see the message: **“Your account is under processing”**, please try submitting your application again via Microsoft Forms.

If you cannot be identified: A new "My AcademicID" window will appear. Click on the field labeled "Proceed to register on the MyAcademicID Service."

1. Fill in the required information.
2. Check the "Confirm" box and then "Submit"

Once the message "Email verification needed" appears, log in to your email. You will receive an email from support@eduteams.org . Click on the link in that email to activate your account.

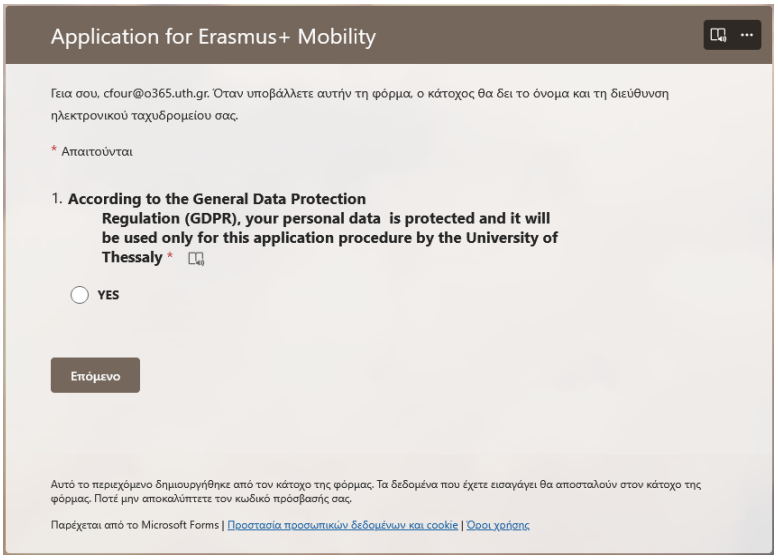
APPLICATION



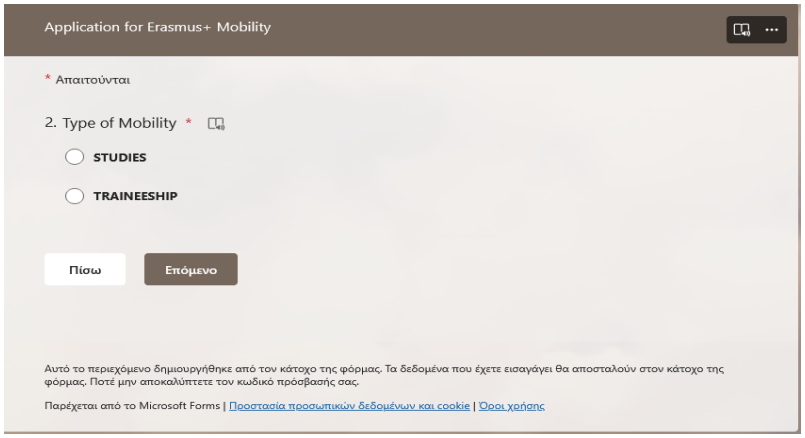
Αργοναυτών & Φιλελλήνων, 38 221 Βόλος
Τηλ: 24210 74566, 24210 74609, 24210 74602
Φαξ: 24210 74603
E-mail: irep@uth.gr

Step 4: **At the start page Select START NOW**

Once you have read the information about personal data, select "Yes" and "Next" to be able to continue



On the next page, you can choose the type of mobility you are interested in, <u>Studies or Traineeship</u>



Step 5: Fill in the following spaces. <u>Each student can submit only one (1) application</u>.

Step 6: Then, you should "upload" the necessary supporting documents.
Select "Upload file" for each document you want to upload.

Required Documents for Erasmus+ Application:

1. **TRAINEESHIP/INTERNSHIP Application form OR STUDIES Application Form**

Note: You need to download the document, fill it out, and then upload it without a signature.

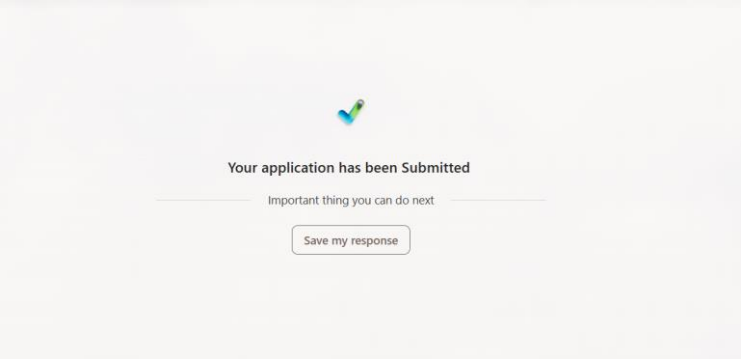
2. Recent Transcript of Records or Certificate of Studies
3. Short CV, include a brief explanation of your reasons for wanting to participate in the Erasmus+ program.
4. Copies of language proficiency certificates (according to the language requirements of the University you are interested in)
5. Copy of ID or Passport
6. **ONLY FOR TRAINEESHIP MOBILITY:** *Acceptance Letter from University/Company.

***The Acceptance Letter document must necessarily state:**

1. Traineeship Institution Details (logo, address, etc.), Contact information for the supervising person (name, title, telephone, e-mail, etc.),
2. Specify the start and end dates of the traineeship
3. A short reference to the trainee's duties, in order to ascertain the relation of the field of studies traineeship
4. It must be clearly stated that the traineeship is under the Erasmus+ Program.
5. The document should be signed and stamped by the responsible person at the institution.

Step 7: Once you have filled in all the required fields and uploaded all necessary supporting documents, click "Submit." After submission, a confirmation message will appear, indicating that your application has been successfully submitted.

Attention! This platform cannot send a successful submission confirmation email, so please keep a screenshot of this page for your records or save your application selecting “Save my response”.



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