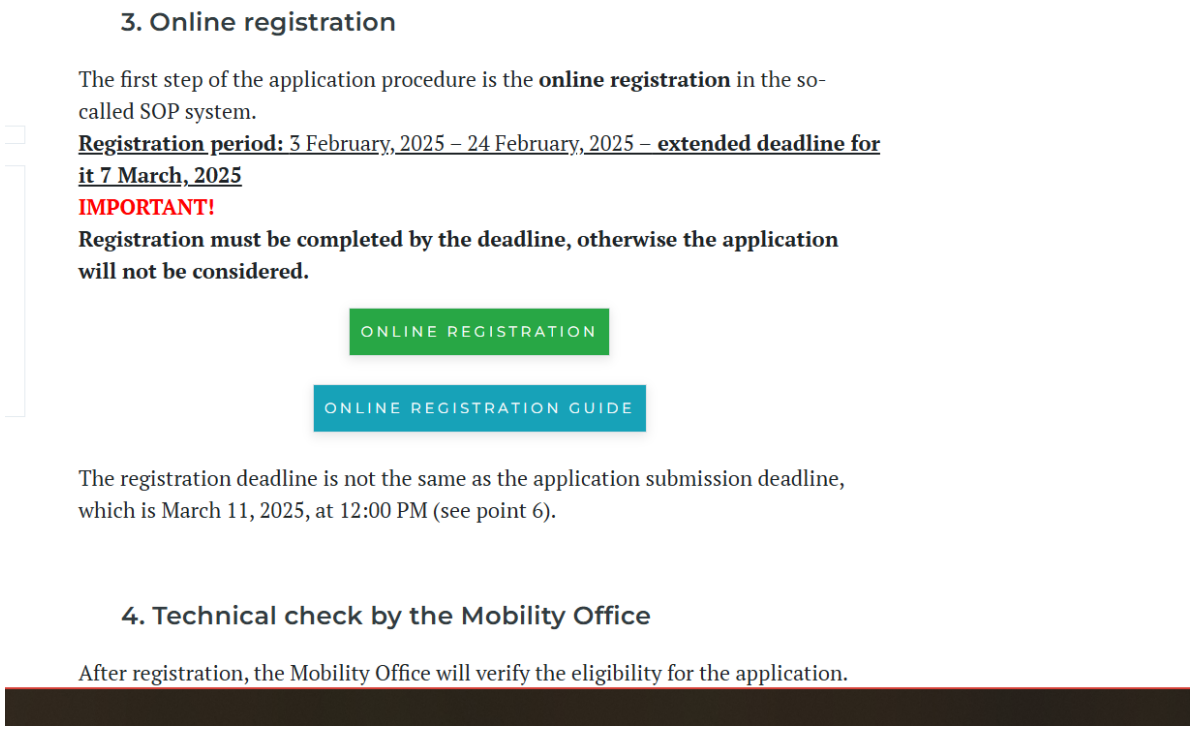
SOP-Online Application Guide

Study mobility application

https://semmelweis.hu/erasmus/en/pannonia-scholarship-programme/long-term-student-mobility-programme/application-for-student-mobility/



3. Online registration

The first step of the application procedure is the **online registration** in the so-called SOP system.
Registration period: 3 February, 2025 – 24 February, 2025 – **extended deadline for it 7 March, 2025**
IMPORTANT!
Registration must be completed by the deadline, otherwise the application will not be considered.

ONLINE REGISTRATION

ONLINE REGISTRATION GUIDE

The registration deadline is not the same as the application submission deadline, which is March 11, 2025, at 12:00 PM (see point 6).

4. Technical check by the Mobility Office

After registration, the Mobility Office will verify the eligibility for the application.

Application platform

Application for a student exchange

All fields marked with (*) must be completed.

Application details

Type of applicant	○ Incomings ◉ Outgoings *
Type of person	◉ Students/Trainees ○ Teachers *
Exchange Programme	Erasmus (SMS) * [?]
Academic year	2024/2025 * [?]
Semester	<-- Please select --> *

Personal data

Neptun code	*
Last name	*
First name	*
Gender	○ Male ○ Female *
Date of birth (dd.mm.yyyy)	*
Country of birth	<-- Please select --> *
Place of birth	*
Mother's maiden name	*
Nationality	<-- Please select --> *
E-mail address	* [?]
Same e-mail address for verification	*

Data concerning contact person in case of emergency

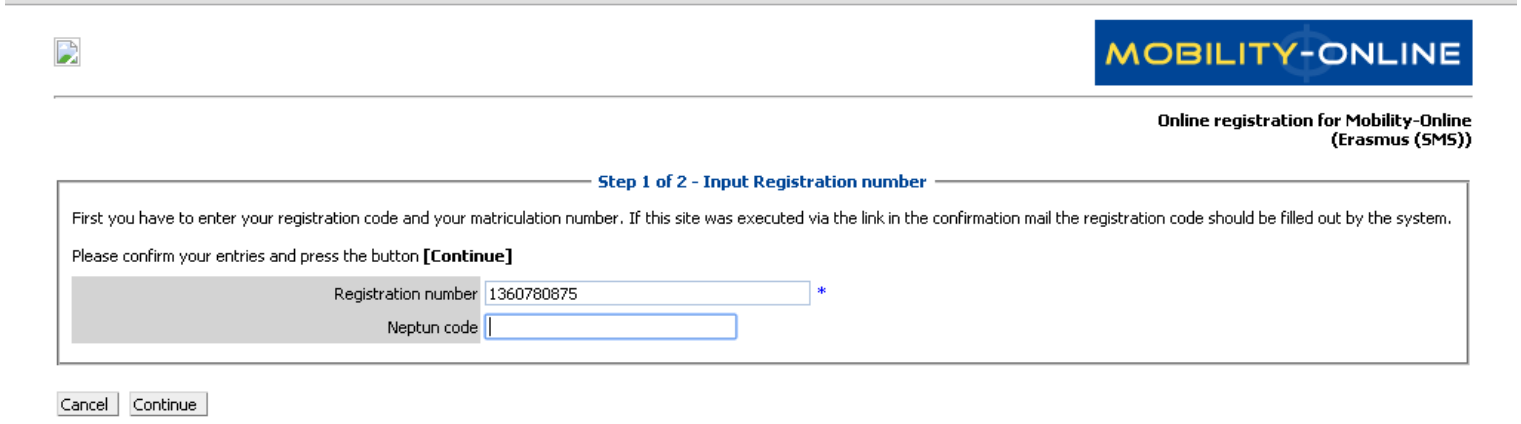
Last name of contact person	*
First name of contact person	*
Relationship	*

Application Form

- Exchange Programme: please check what is written here:
  - **SMS**: Student Mobility for Studies (You can apply for the 4th, 5th year)
  - **SMP**: Student Mobility Placement (You can apply for the 6th year)
- Number of academic years so far: <u>in which you are studing **now**</u>
- Level of Study: just choose one of them
- Planned country of host institution: PLANNED, it is only preliminary information for us, you can change your mind about it
  - The final decision will be registered by us after the distribution meeting
  - In case you cannot find the University that you would like to choose in the table of Scholarship spots, please contact us via e-mail at
  - If you apply for trainee programme (SMP) just choose one. It does not matter which one

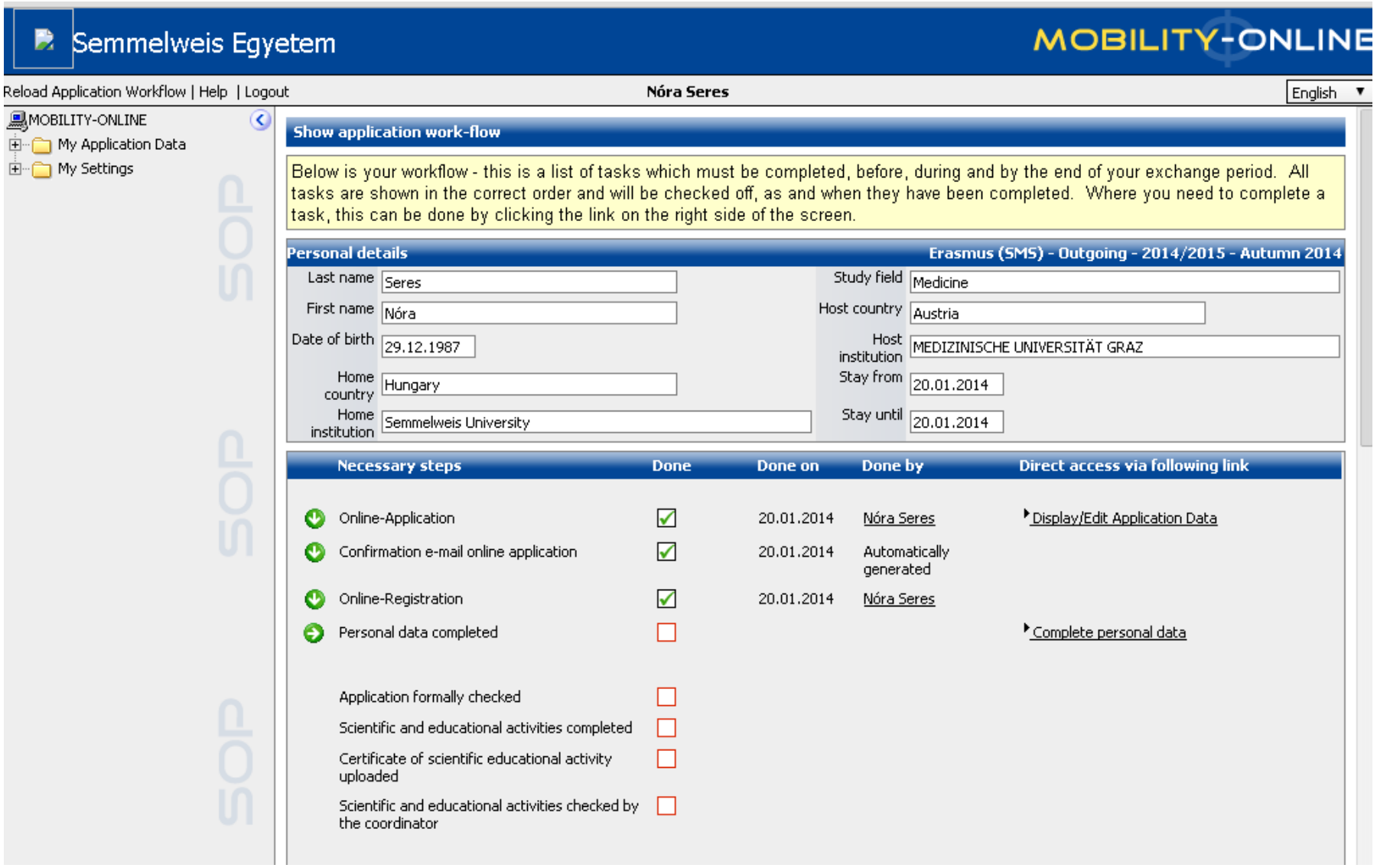
Next step: Registration

- After sending your application, you will receive an **email**. Please check the end of that email as you will find a link to **register**.

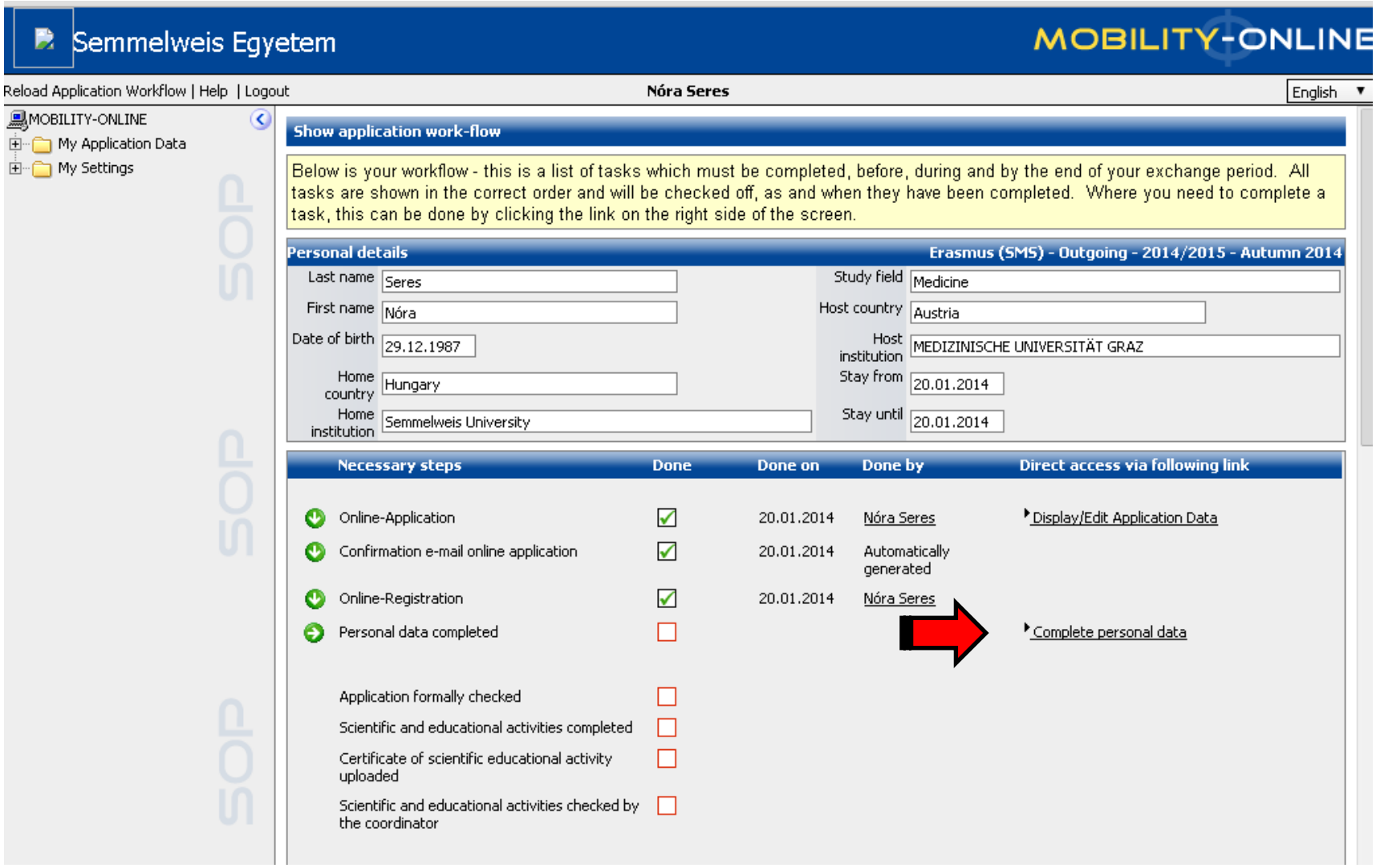


- Following you give your **password**, you will receive a new **email**. During this time you can **log in**.
  - If it doesn't accept the password on the first try, please try again. If after three attempts it still doesn't allow access, send an email.

Your Application Workflow



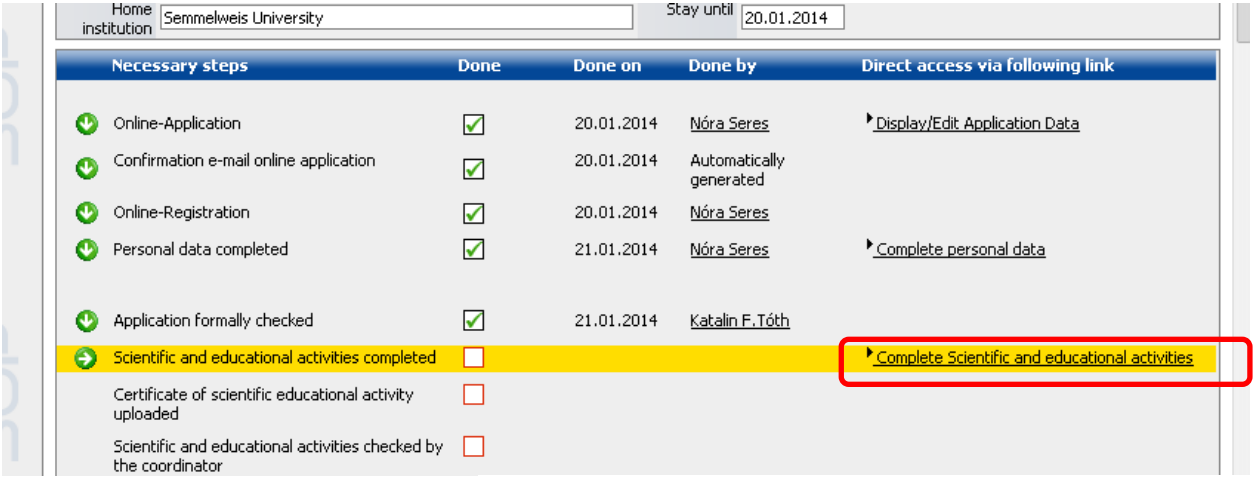
Next step: Complete personal data

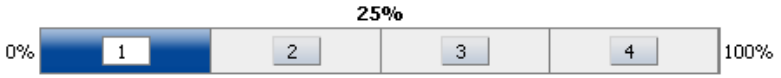


Next step: Complete personal data

- When you have completed your **personal data**, please write us an email.
- We have to check your application form. If we find everything okay, we will allow you to continue your application.
- The completion of "Completed Personal Data" is required by **February 24, 2025**
- **Next step: Complete scientific and educational activities**

Next step: Scientific and educational activities





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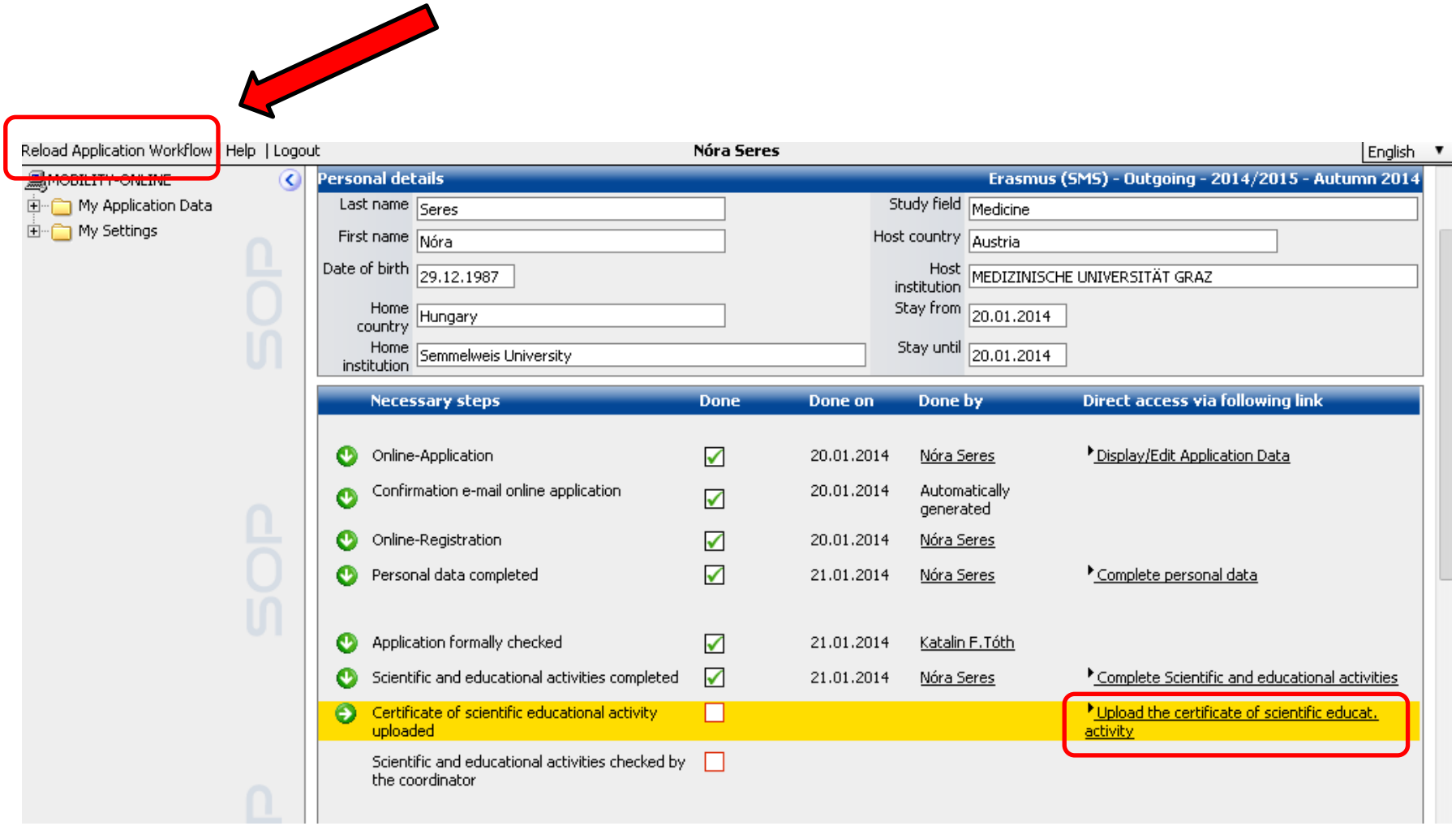
(Pages can also be changed by clicking on the page numbers)

Scientific and educational activities

- We can only give points to those activities that are proved by uploaded certificates
- We can give points only to those activities that you are doing at Semmelweis University or extracurricular activities during university studies.
- You can upload the certificates, after you finish the questionnary.
- Point system, asked certificates: https://semmelweis.hu/erasmus/en/pannonia-scholarship-programme/long-term-student-mobility-programme/application-for-student-mobility/
- It can be modified after saving (it is not necessary to fill out the entire form at once).
  - Modification: "Forward to update"
- When you finish it, click to „Save”, and go back to the „Reload application workflow” (see next page)
- **Next step: Upload the certificates**



- **Next step: Upload the certificates**

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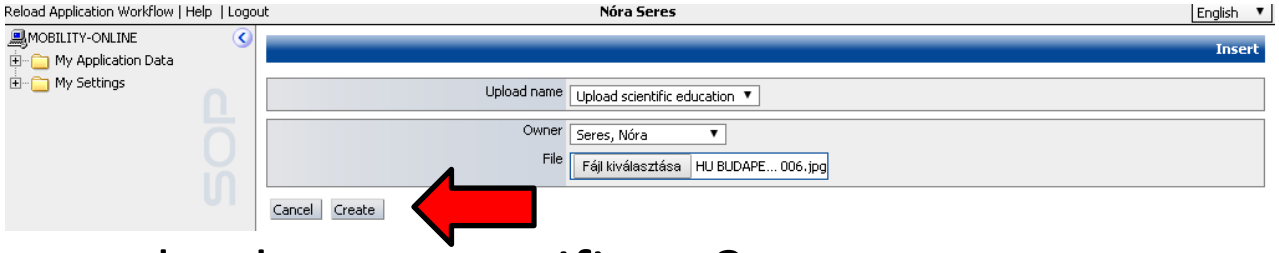
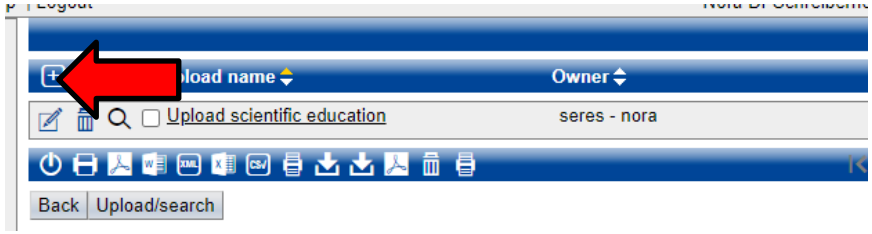
- At this stage, you can upload documents, certificates.
- Please name the uploaded documtents (e.g.: German language certificate, extra working hours)
- You can upload the certificates one by one.
- Do not forget to upload your **student status certificate**, and **registration card/residence permit**



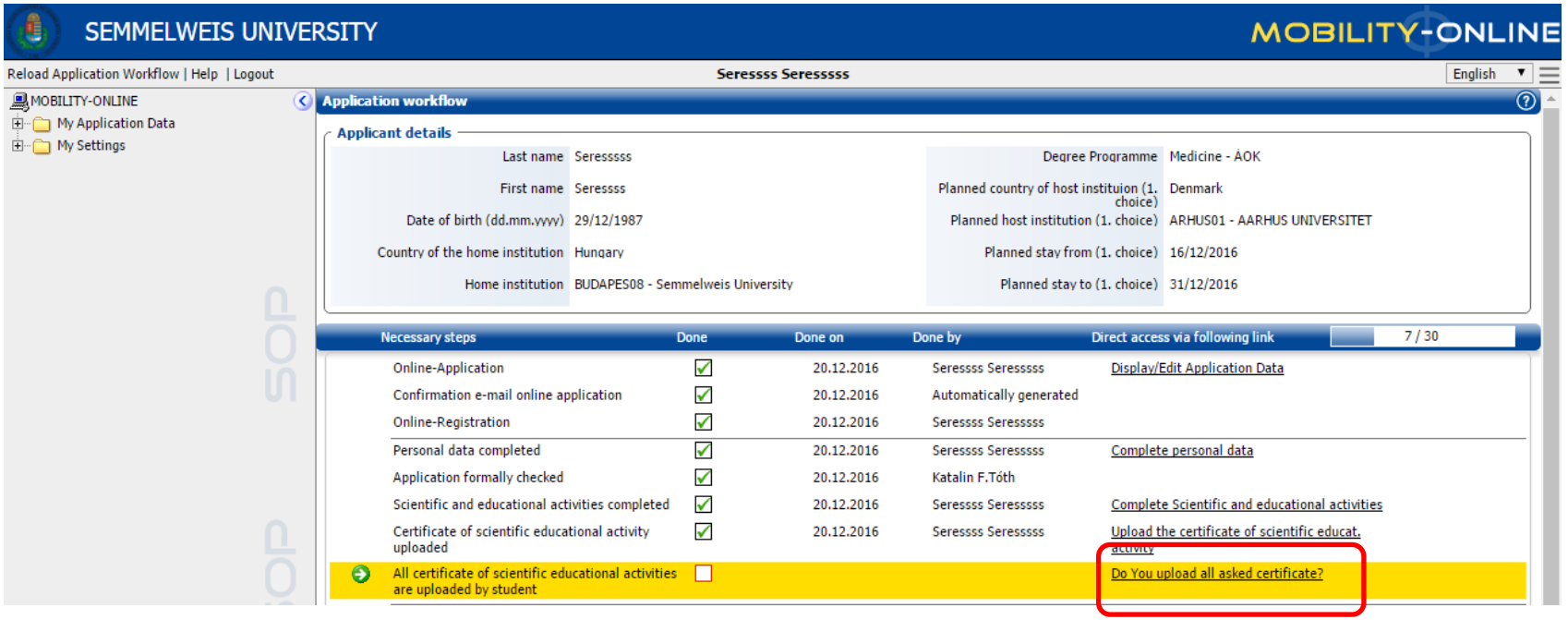
- How to upload a new certificate?



- **Next step: Finalize upload**

Next step: Finalize Upload

- When you finished uploading all certificates, you need to click „Have you uploaded all asked certificates?” and pipe the check box
- After that please do not change anything in your application. If you need to modify something, please send us an email!
- We will check now your application.
  - It may take one or two days. Only after this can you proceed to the **next step (Finish your application)**.



Next step: Finish your application

- Now you are able to print out **Application Form** („Print application form”)

- Please **sign it,** scan it and upload the scanned version into the system. (Your signature is enough)
- You have to **bring the original Application Form** until 11th of March, 2025, 12:00, and leave in the box in front of office. Please note that we cannot accept any applications brought to us by later date