ELEMENT Application Process

A walkthrough guide to completing an application

This illustrated step-by-step guide has been designed to take applicants through the application process whilst demonstrating various functions of the application database. This guide is designed to accompany the information and instructions on the website, not to replace it. Candidates should carefully read all instructions on www.em-element.eu to ensure successful and problem free completion.

1. Go to > www.em-element.eu

2. Select > Create an Account in the top left hand corner of the homepage.
   When you select this you will be prompted to complete as series of information fields including a Username and Password. Complete the information ensuring that you enter a Valid email address.

3. After submitting this data you will be sent confirmation of your account creation to the email address you specified. You should also see the message below to confirm your successful creation of an account.

4. Access your chosen email account to find a confirmation of creation of account email.
   Follow the link in the email and log in using the Username and Password you have selected.
5. Once you have followed the link you will be taken to a browser prompting this message.

6. Before you start your application you will need to log in again in by selecting the LOGIN option in the top left hand corner of the window, again using your username and password.

7. Once you have logged in, you will have to first create your personal profile. Do this by clicking on the User Profile option under the Candidates area.
8. You will then be presented with a series of fields that you will need to complete regarding personal information, contact details and education background.

Be sure to tick the Terms and Conditions and click Save. If you have forgotten to fill in any of the required fields, you will not be able to proceed. However, once you have completed the information accurately a confirmation message will appear.

9. To continue with your application, proceed in clicking Available Courses under the Candidates Area section.

10. On this page there will be confirmation of which Target Group (TG) that you are affiliated to based on the information you provided in the previous sections. Please ensure that this is correct and in line with the explanation of the Target Groups in the Who can Apply? section.
Should this information be incorrect, please revisit the User Profile section and check the information you completed. An example of the type of message can be found below.

**Based in your selection, you are affiliated to target group 1**

11. Below this message you will be able to search through the courses available to you.

12. Note that not all results may appear on the first screen, so please use the Jump to page function to see all the courses that were produced by your search.

13. You can filter your search based on Mobility Level, Mobility Type, Host University or simply by searching for a keyword. Please note that the Host University list will automatically be limited by the User Profile information. In the example below you will see that because the applicant is British, only Egyptian and Lebanese Universities are available.

If you cannot access a course, mobility level or type it is because you are not an eligible candidate based on your User Profile information.
14. Once you have carried out a search you will be presented with results similar to that show below:

Here you have a row of information some of which is interactive.
If you click on the name of the course (circled above) you will be presented with the Course Profile.

<table>
<thead>
<tr>
<th>Courses Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Email (Program Contact Person)</strong></td>
</tr>
<tr>
<td><strong>Program Title</strong></td>
</tr>
<tr>
<td><strong>Mobility Type</strong></td>
</tr>
<tr>
<td><strong>Start Date</strong></td>
</tr>
<tr>
<td><strong>Duration (months)</strong></td>
</tr>
<tr>
<td><strong>Name (Program Contact Person)</strong></td>
</tr>
<tr>
<td><strong>Program Website</strong></td>
</tr>
<tr>
<td><strong>Recommended Documents</strong></td>
</tr>
<tr>
<td><strong>Language of Instruction</strong></td>
</tr>
<tr>
<td><strong>Prerequisites</strong></td>
</tr>
</tbody>
</table>

15. You can click on the name of the University for information (circled in green) about the institution and who to contact with any questions you may have regarding this programme and/or University.

16. You can also use the **Add to Favourites** function. This function allows you to gather several courses of interest and compare and contrast them to suit your academic strengths prior to applying. You can review the courses that you have added to your favourites by clicking on the **My Courses** option under the Candidates Area.

17. When you wish to proceed in applying for a programme, you can do so by clicking **Apply Now**. When you click on **Apply Now** the following information will appear:
18. Check that the data is correct and select whether the course is your 1\textsuperscript{st}, 2\textsuperscript{nd} or 3\textsuperscript{rd} Priority. (Please note that 3 courses is the maximum that you can apply for but not the minimum.) You can amend the Basic information by clicking on the pencil icon. You also add documents to your application by clicking the pencil beside the Required Documents icon. When you click on the pencil it will open a new page like this.
19. Notice that the status is marked with ❌, this will change to ✔ once you have successfully uploaded a file using the Upload Document button.

Clicking on the upload document button will take you to the following option displayed below.

From the Documents Type drop-down menu, select the document that you are uploading and select your corresponding file using the Choose File option.

*Please note that the file must be in PICTURE formats only e.g .JPEG, .PNG, .GIF, .BMP. *

To upload click Start Uploading.

*Please be sure to save your application as you go to ensure you do not have to repeat any steps*

20. Repeat this procedure until you have selected and chosen all your required documents.
21. Once you have uploaded all the required files, you should be presented with the following:

![Uploaded Documents Table]

22. To return to the main course page click on:

![ <- Back to main course page to submit your applications ]

23. You cannot submit your application until a blue tick 🔄 appears beside Required Documents signalling that you have uploaded all required documents for the programme; see below

![Basic Information Status]

![Required Documents]

Save Application

24. Once you have supplied the required documents click Save Application and you will be returned to My Courses.
25. When you return to My Courses you will see that the application status of the course is complete though not submitted. To finally submit your application, click Submit

![Application Status](image)

*Once an application has been submitted, the information cannot be amended and no further documents can be added at any stage*

26. In the event that you have not uploaded all the required documents, the database will prevent you from submitting the application. If you try to submit an incomplete application you will be presented with the error message below.

⚠️ Some parts of your form have not been fully filled in, please check the specific error messages below and try again

27. When you have successfully submitted an application to a programme you will receive notification on the screen:

![Application Submitted Successful...](image)

28. Shortly after successfully submitting your application you will receive an email on your specified email address. This is further confirmation of your application submission and it will look like this:

```
Dear Applicant,

This email is to confirm the submission of your ELEMENT Scholarship application for:

Course ID: 
Level: 
Host University: 

Please note that you cannot amend any data in the above application now that it is submitted.

Thank you for your application!

Best wishes, 
ELEMENT Project Team
```
29. When you enter **My Courses** you should see that the application status confirms that an application has been submitted and the corresponding **Submit, Edit** and **Remove** buttons are greyed out.

30. If applying for a 2\(^{rd}\) and 3\(^{rd}\) programme, you will notice that when you follow the aforementioned steps to upload the required documents that you do not have to upload each of the individual required documents again; see below.

As you can see above, the status of some of the required documents is marked ; this is because these are common documents that are required for all programmes. The database
therefore automatically uploads them into your application form. Those marked will need to be uploaded by you.

31. You can review all the documents you have loaded onto the database by clicking on:

![View all uploaded files in your account](image)

32. Once you have clicked on this you will see a page (below) with a table of all the documents you have uploaded. You can delete any of the files in this by clicking on the tick box on the right hand side and clicking `. Also you can click on the filename in red to view it.

<table>
<thead>
<tr>
<th>id</th>
<th>date</th>
<th>Documents Type</th>
<th>Choose File</th>
</tr>
</thead>
<tbody>
<tr>
<td>34</td>
<td>2011-11-11</td>
<td>CV</td>
<td>arts_council_wales_logo.jpg</td>
</tr>
<tr>
<td>35</td>
<td>2011-11-11</td>
<td>Evidence of Language Proficiency</td>
<td>bhr_AN.jpg</td>
</tr>
<tr>
<td>36</td>
<td>2011-11-11</td>
<td>Last Qualification Certificate</td>
<td>Cardiff_council_logo.jpg</td>
</tr>
<tr>
<td>37</td>
<td>2011-11-11</td>
<td>Learning Agreement</td>
<td>Cardiff_Mela_2011_logo.jpg</td>
</tr>
<tr>
<td>39</td>
<td>2011-11-11</td>
<td>Passport</td>
<td>European_Commission_logo.jpg</td>
</tr>
<tr>
<td>40</td>
<td>2011-11-11</td>
<td>Transcript</td>
<td>faculty_of_agriculture_alexandria_university_egypt_reference.jpg</td>
</tr>
<tr>
<td>41</td>
<td>2011-11-11</td>
<td>Pre-admission Letter</td>
<td>uimic.jpg</td>
</tr>
<tr>
<td>43</td>
<td>2011-11-11</td>
<td>Motivation Letter</td>
<td>AROQA_Conference_Banner.jpg</td>
</tr>
<tr>
<td>45</td>
<td>2011-11-11</td>
<td>Pre-admission Letter</td>
<td>Sitemap._.Back.jpg</td>
</tr>
<tr>
<td>46</td>
<td>2011-11-11</td>
<td>Motivation Letter</td>
<td>Sitemap._.Front.jpg</td>
</tr>
</tbody>
</table>

We wish you the best of luck with your application!

The ELEMENT Project Team