



Guidelines for EUSA_ID applicants

Application step-by-step

The last date to apply for the EUSA_ID Scholarship Programme is 31 March 2015

For the non-degree seeking mobility at Ruhr-University Bochum the application deadline is 15 February 2015, as the mobility already starts in April 2015

The online application form and the available mobilities are accessible in the period **12 November 2015 to 31 March 2015** (24:00 GMT+1).

Please note that you can only submit your application by following the online application links which you find in the “How to apply section” of this website or below – before you start to fill in the application form, first READ THIS GUIDELINE CAREFULLY AND COLLECT ALL DOCUMENTS NEEDED. Separate application via mail or email can't be considered.

[ON-LINE application for South African Master applicants](#)

[ON-LINE application for South African PhD applicants](#)

[ON-LINE application for European PhD applicants](#)

Staff can apply at any time, using the template which you can find on the “Staff Page“ of the “How to apply section”.

Technical requirements

- Preferred browsers are Firefox, Chrome as well as Internet Explorer 6 and higher. You may encounter problems in other browsers.
- It is not possible to save data halfway through the application form. Once started, the form must be completed. It is advisable to read all the instructions and prepare everything beforehand and check that the Internet connection is stable.
- Uploaded documents must have a file size of 2 MB or smaller. In case of bigger files, you have to zip them first. Only pdf, doc, docx, txt, rtf for documents and jpg, jif, png and pdf for pictures are allowed to be uploaded.

If you encounter problems, send an email to info@eusa-id.eu

General information

You apply for the EUSA_ID scholarship through an online application system.

Note that it is only allowed to file ONE APPLICATION PER PERSON. Persons who register multiple applications will be omitted from the selection.

As a South African applicant: If you have resided or carried out your main activity (studies, work, etc) for more than a total of 12 months over the last five years in one of the European countries you are not eligible to apply for this scholarship.

The application process step by step

1. Read all info on the *EUSA_ID* Website. Identify which target group (<http://eusa-id.org/index.php/about/project/target-groups.html>) you belong to.

2. Browse the Website to decide which universities (choice 1, 2 and 3 – you have to choose 3 different universities) and programmes (of the respective universities of choice) you want to apply to. For detailed information on the requirements for studies at the selected university, follow the links on the Website. If necessary, write an email directly to the contact persons of your selected universities for more information about their study offers and research opportunities.

Please note that South African Master candidates of [Target Group 1](#) can apply for a degree seeking or non-degree seeking mobility period at one of the European *EUSA_ID* partner universities! [Target Group 2](#) candidates can only apply for degree seeking mobility. Non-degree seeking Master applicants from Target Group 1 should additionally contact the person in charge of their home institution in order to compile the “Draft learning agreement” (see “Documents to upload per mobility group” at the bottom of this page).

Make sure that you have read and understood the application and admission conditions before you make your decision.

3. Prepare the relevant documentation. See the list of required documents for your mobility type. Uploaded documents must have a file size of 2 MB or smaller. Only pdf, doc, docx, txt, rtf, jpg and bmp files are allowed to be uploaded.

4. Prepare your motivation statement, a short explanation of maximum 2000 characters (around 1 A4 page) of your motivation for applying to the *EUSA_ID* mobility scheme. The motivation statement should specify in detail how the planned study period relates to your previous experience and future professional or academic career plans. Let us know about your expectations, what you hope to learn from the mobility period, and other things you think will benefit your application.

5. Start your application process:

- Enter all required personal data and choose your target group.
- Specify your universities of first, second and third choice for mobility and the respective programme at these 3 universities of choice.

6. Upload relevant documents

7. Close the application. Once you have closed your application it is not possible to change it. Only closed applications will be considered in the selection.

- 8. You will receive a confirmation email** after you have closed your application together with your application number (the email doesn't come immediately, but 1-3 days later – but there will be immediately a notice on your screen when you have closed your application. If there is a technical problem, contact info@eusa-id.eu

Important!

- If you don't have a valid passport, please submit a copy of your birth certificate or identity card.
- You may apply for three different universities (not for the same university three times) and at each university for one programme.
- Note that some universities are very popular. Thus, you improve your chances to be nominated for a scholarship if you fill in a second and third choice to another partner university.
- Successful candidates will be asked to present original or certified copies of their diplomas, transcripts, language proficiency proof etc. to the host university upon admission.

For questions about the online-application, email info@eusa-id.eu. Please read all information available on the website before sending us your e-mail. Thank you.

Documents to upload

Make sure to scan documents with sufficient resolution. Check which documents are requested for your mobility type in the list below. All supporting documents must be in English.

Mobility 1: South African Master applicants

1. Passport or other Id
2. Photo
3. Motivation letter
4. Proof of registration (only for Target Group 1)
5. Certificates and transcripts of previous academic studies
6. CV: use the Europass [template](#) & read the [instructions](#)
7. Official Language Test (only for those applying for programmes in French)
8. If applicable, document proving your less favourable socio-economic situation (such as a confirmation of your eligibility for financial aid via the National Student Financial Aid Scheme of South Africa, NSFAS)
9. Recommendation/Nomination letter (academic reference and if applicable, professional reference)
10. Proof of Leave from your employer (only for those being employed and planning to get leave from the employer during time of mobility)
11. Draft Learning Agreement (for non degree seeking applicants): use the [template](#) provided for download

Mobility 2: South African PhD applicants

1. Passport or other Id
2. Photo
3. Motivation letter
4. Proof of registration (only for Target Group 1)
5. Certificates and transcripts of previous academic studies
6. CV: use the Europass [template](#) & read the [instructions](#)
7. Research Proposal: read the [guidelines](#) provided for download
8. If applicable, document proving your less favourable socio-economic situation (such as a confirmation of your eligibility for financial aid via the National Student Financial Aid Scheme of South Africa, NSFAS)
9. Recommendation/Nomination letter (academic reference)
10. Proof of Leave from your employer (only for those being employed and planning to get leave from the employer during time of mobility)

Mobility 3: European PhD students

1. Passport or other Id
2. Photo
3. Motivation letter
4. Proof of registration (only for Target Group 1)
5. Certificates and transcripts of previous academic studies
6. CV: use the Europass [template](#) & read the [instructions](#)
7. Research Proposal: read the [guidelines](#) provided for download
8. Official language Test (TOEFL – minimum 80 internet based or IELTS – minimum Band 6)
9. Recommendation/Nomination letter (academic reference)

Mobility 4: Academic and Administrative Staff

(no online application, please use the template on the Staff page in the “How to apply” section.)

1. Passport or other Id
2. Motivation letter
3. CV: use the Europass [template](#) & read the [instructions](#)
4. For academic staff: Description of planned research, including the name and email address of the contact person at your home institution.
5. For administrative staff: Suggested work schedule for the mobility, including the name and email address of the contact person at your home institution.
6. Recommendation/Nomination letter (from your contact person at home institution)

Definitions:

Passport: Copy of your passport. If you do not have a valid passport, please submit a copy of a birth certificate or other ID.

Proof of registration: Official stamped and signed document proving your current registration at your home university. Mandatory for TG 1 or in case you are registered at a university.

CV: Your current Curriculum Vitae, preferably Europass format ([template](#) & [instructions](#) are available for download).

Certificates and transcripts of previous academic studies: Certified proof of graduation from university including detailed transcript, showing your eligibility for the activity applied for.

Official Language Test: South African Master applicants applying for a programme for which French B2 level is required or European PhD applicants need to submit an official language test (TOEFL, IELTS or similar)

Draft Learning Agreement: Please download the [template](#) and consult the contact person at your home institution (Target Group1) or the coordinator or joint coordinator (Target Group 2). As a non-degree seeking applicant for Master mobility you are asked to provide a preliminary list of modules you wish to complete at the host institution. The Learning Agreement is important to ensure recognition of your studies abroad at your home institution and will be finalized for selected applicants together with the home and host institution of a student.

Research Proposal (for PhD students): Please write a proposal of about 5 pages, using the [guidelines](#) provided for download.