

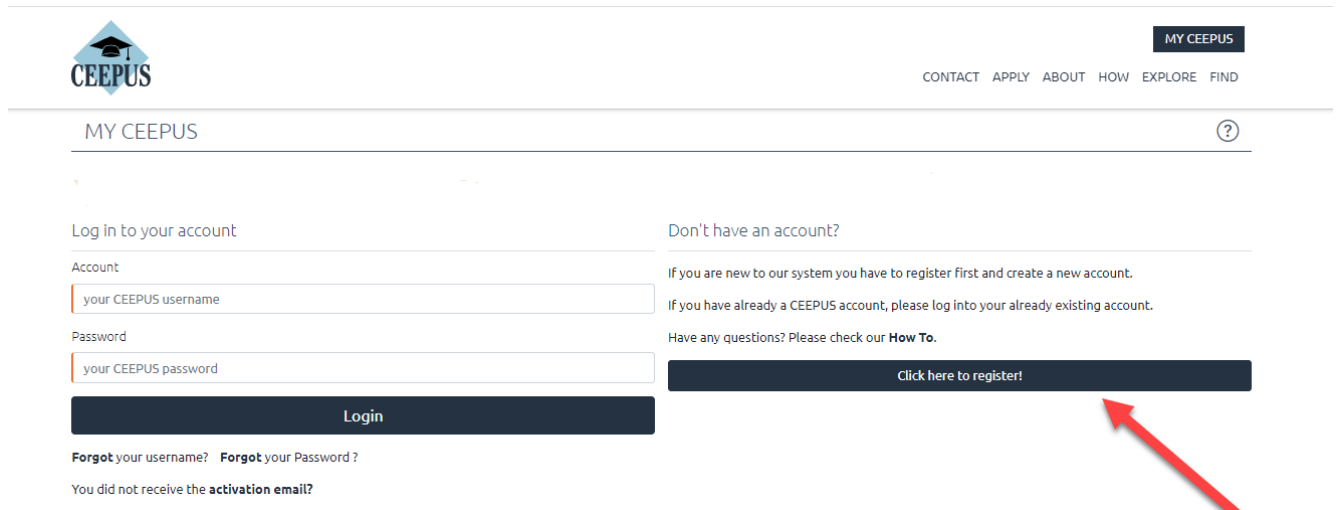
## Step 1. - HOW TO REGISTER FOR A MOBILITY APPLICATION

For all CEEPUS applications: You have to register and create an account under My CEEPUS first.

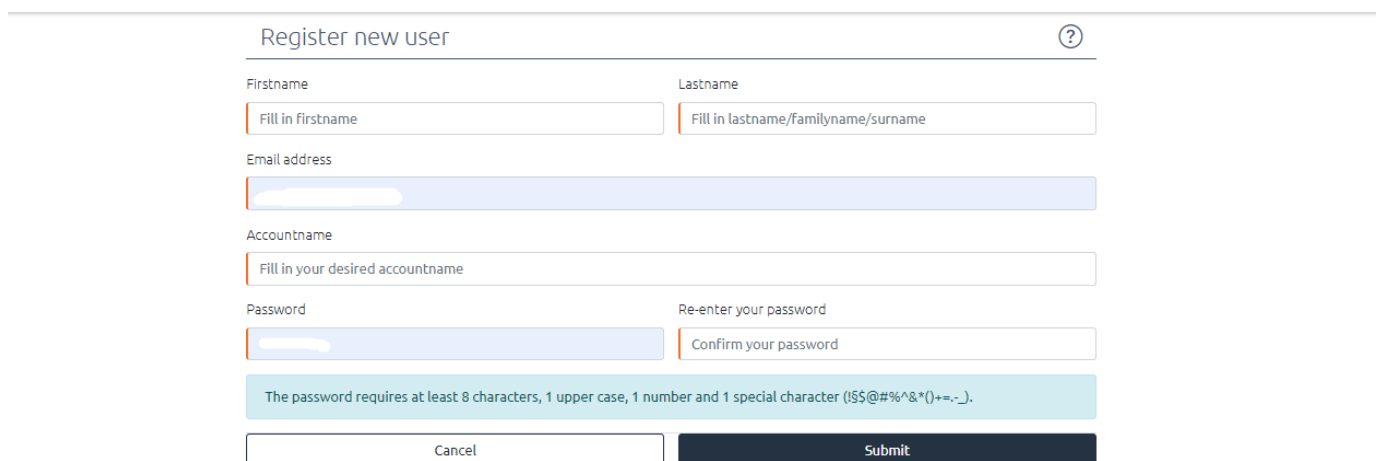
Click on MY CEEPUS on the CEEPUS website [www.ceepus.info](http://www.ceepus.info)



Click on “Click here to register”



In the next step please fill in the required data and click on submit





Now please check your emails, also check the spam folder. Then activate your CEEPUS account in your E-Mail.

Welcome \_\_\_\_\_, to the CEEPUS Member Area!

It is our pleasure to make applying as comfortable as possible for you.  
The CEEPUS member Area allows you to access all your CEEPUS activities with only one user name and password ("Single Sign On").

**Your Account Information**

The following user name has been created for you:  
Account:

**Next Step**

Before you can login, you must activate your account with the following link.

[ACTIVATE ACCOUNT](#)

If you have problems with the link, please copy the following URL into the address bar of your browser to open the activation page.  
<http://www.ceepus.info/login/auth.aspx?ID=a47e274b-ed90-4028-9505-cf4b05e31d4>

**After Activation**

Once your account has been activated, you will be logged in automatically and be given access to the "Mobility Desktop". There you can create and submit your own mobility applications.

If you also want to coordinate a network or to be partner in a network, you will find a link to register for the "Network Desktop".  
If you are an "International Relation Office (IRO)" and want to access all networks of your university, please register for the "IRO Desktop".

**We Are Here To Help!**

If you have questions about the CEEPUS Program please consult your National CEEPUS Office. You can find all National CEEPUS Offices on the [CEEPUS Website](#). Just click on the flag of the respective country to access all contact details.

In case of technical problems contact our LiveSupport Chat Mo- Fr 9:00 – 17:00 CET. Please do not contact LiveSupport for questions that do not relate to technical issues.

Please also see our [Frequently Asked Questions \(FAQ\)](#) for further information.

**We wish you a lot of success!**

Your CEEPUS Team

Now you have access to your CEEPUS Mobility Desktop, and you can apply/create new mobility applications.

CEEPUS Mobility Desktop

← You can find all your "OLD" desktop links in the left menu bar.  
You can find personal links behind the icon 👤. All links to your lists (mobility, network) will be behind the icon 📁.  
Click on the icon 🖥️ to show the desktop.  
You are using a small window and cannot see the left menubar? Please click the initials shown in the circle at the top left corner to display the menubar.

**Welcome**

HOW CEEPUS WORKS	DOWNLOADS
<b>Obligations of Scholarshipholder</b> <ul style="list-style-type: none"><li>Obligations Student</li><li>Obligations Teacher</li></ul>	<b>Find &amp; NCO Informations</b> <ul style="list-style-type: none"><li>Find networks</li><li>NCO Information</li></ul>

[Create new application](#)

Unsubmitted Applications

**News**

**University of Pecs: Most Prestigious European Internationalisation Award!**  
The University of Pecs wins the EAIE award for Excellence in Internationalisation: "...This year's winner went above and beyond: in response to the pandemic, the University of Pecs, Hungary, quickly acquired a resilient attitude and developed an impressive range of new short-term virtual mobility programmes such as a virtual global internship programme (...) We congratulate one of our particularly committed and active CEEPUS universities to this award.  
[Read more ...](#)

**Virtual exchange and CEEPUS**  
Please read about the experiences of some member countries regarding virtual exchange during the last academic year. The article was released by the Tempus Public Foundation (TPF), our CEEPUS National Office in Hungary.  
[Read more ...](#)

**New letters of Acceptance and Recommendation for Freemovers online!**  
We integrated a short section regarding virtual exchange.  
[Read more ...](#)

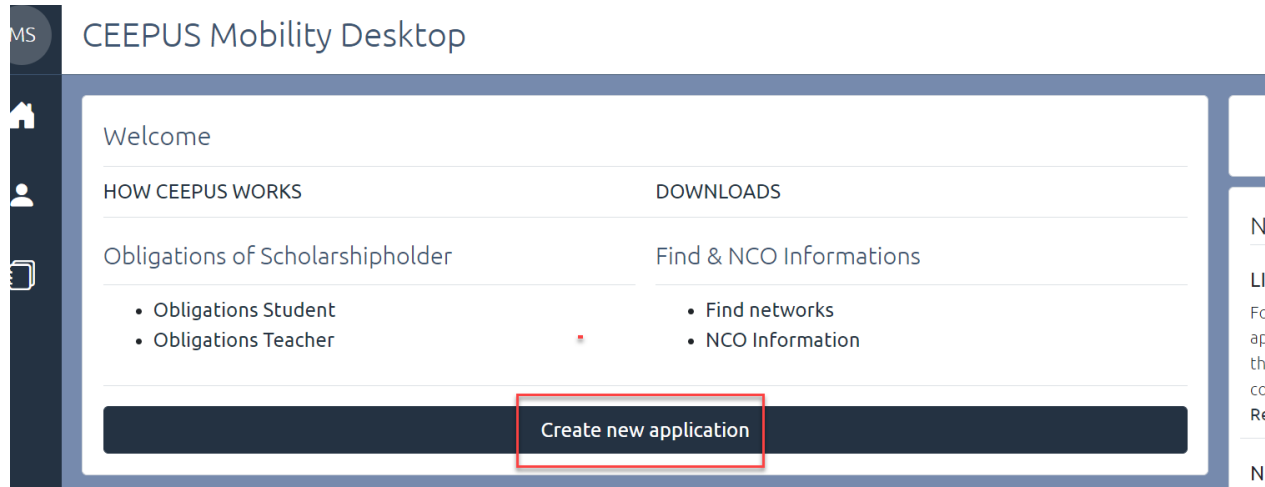
**Live Support!**  
Click Here

Switch Desktop

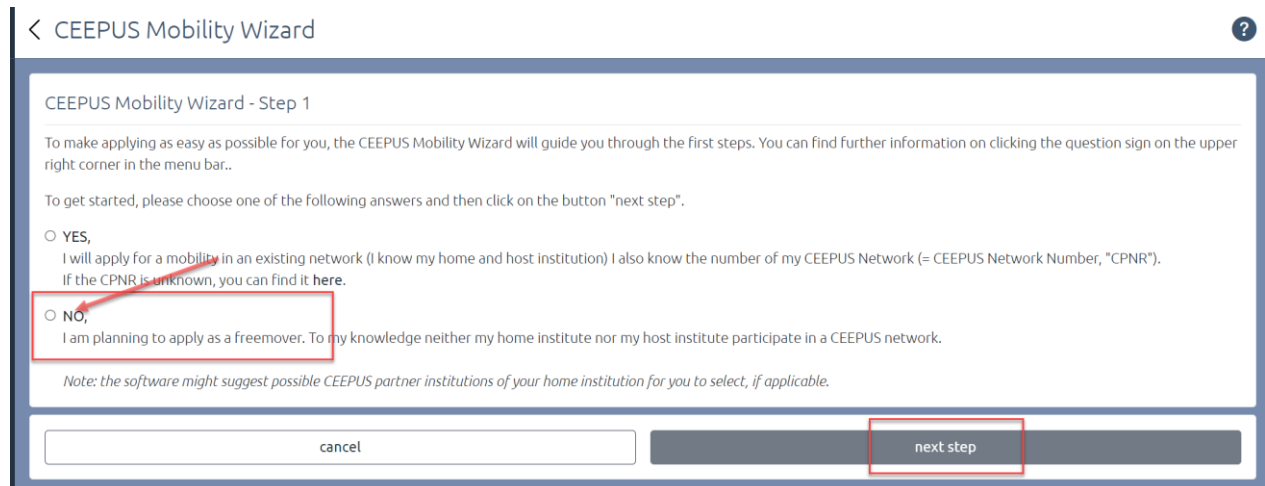
## Step 2. - HOW TO apply for a CEEPUS Freemover grant – Ukrainian academics:

For all CEEPUS applications: You have to register and create an account under My CEEPUS first.

1. After signing in: On your CEEPUS Mobility press „Create new application“:



Activate “No” to apply as freemover, then press “next step”:



Please choose “Ukraine” as Home Country, “Ukrainian University (...)” in general as Home Institution, and “My home Unit is not on the list” under Home Unit.

Type in your Ukrainian university in the entry field.

CEEPUS Mobility Wizard - Step 2

I hereby confirm that this is my own account and that I am creating a mobility application for myself.

**Applications** note that it is strictly forbidden to create mobility applications for other persons from this account.

Academic Year  
Academic Year 2021/2022

Home Country  
Ukraine

Home Institution  
Ukrainian University (Please add your University below)

Home Unit  
My home unit is not on this list

Mobility Type  
Teacher

Host Country  
Poland

Please pick your host country and your host institution and then press “select >>”

Host Country  
Poland

Freemover Mobility Application:  
The Home Unit you have filled in is not in a network for the selected academic year, but you can create a freemover mobility application.

Host Institution  
Medical University of Łódź

Host Unit  
Psychodermatoloy Department

cancel select >>

Now you see the overview of your application, with the different sections. Fill out all red marked sections.

< F-2122-157914 ?

<b>1. Basedata</b> Basedata 1x entries of 1 incomplete	<b>2. Personal Data</b> Personal Data 1x entries of 1 complete	<b>3. Address</b> Address 1x entries of 1-3 complete
<b>4. Field of study</b> What exactly are you studying? What is your field of interest? 0x entries of 1 incomplete	<b>5. Motivation</b> Motivation 0x entries of 1 incomplete	<b>6. Education</b> Education 0x entries of 1-9 incomplete
<b>7. Knowledge of Languages</b> Knowledge of Languages 0x entries of 1-9 incomplete		

Under Basedata, you must fill in a duration of stay. Ask your contact person or our National CEEPUS Office for further advice.

You also need to upload a **letter of acceptance** or **teacher letter** from your host institution. Please access <https://www.ceepus.info/content/downloads> for a template.

Instead of a **letter of recommendation**, you should upload:

1. Proof that you are enrolled at Ukrainian university for students or proof that you are a teacher at Ukrainian university for teachers. Press “Edit Upload” to upload
2. Copy of ID card or passport. Press “Edit Upload” to upload

< F-2122-157914 ?

< Basedata Save

Host Country: Poland  
Host Institution: Medical University of Łódź  
Host Unit: Psychodermatoloy Department

Exchange Information

Mobility Type: Teacher  
Exchange Type: physical

From: tt.mm.jjjj  
To: tt.mm.jjjj

Document Uploads

FREEMOVER LETTER OF ACCEPTANCE host institution / TEACHER LETTER	Edit Upload
FREEMOVER LETTER OF RECOMMENDATION home institution	Edit Upload

Cancel Save

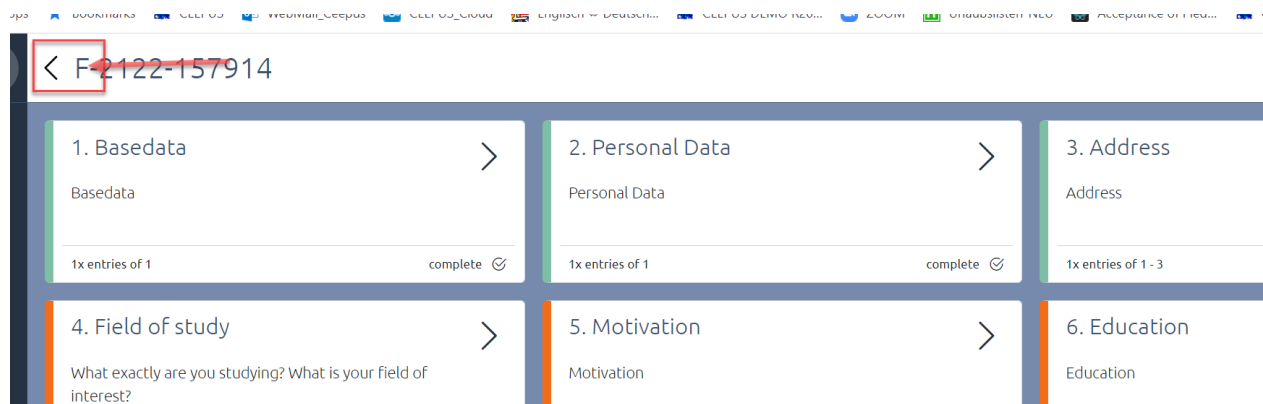
Do not forget to press "Save".

Use the arrows to navigate.



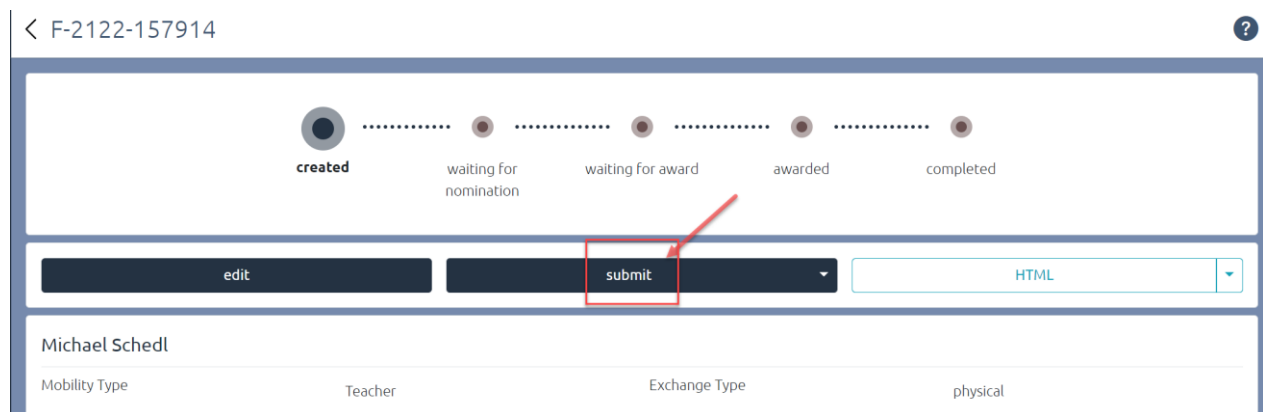
A screenshot of a web application interface. At the top, there is a breadcrumb trail with a back arrow and the text 'F-2122-157914'. Below this is a header bar with a back arrow and the text 'Basedata', and a 'Save' button on the right. The main content area is titled 'Home Information'.

Once you have filled out all sections, navigate another step back to submit the application



A screenshot showing a progress overview of the application process. At the top, there is a breadcrumb trail with a back arrow and the text 'F-2122-157914'. Below this is a grid of six steps, each with a title, a description, and a status indicator. Step 1 is '1. Basedata' with 'Basedata' and '1x entries of 1' complete. Step 2 is '2. Personal Data' with 'Personal Data' and '1x entries of 1' complete. Step 3 is '3. Address' with 'Address' and '1x entries of 1 - 3'. Step 4 is '4. Field of study' with 'What exactly are you studying? What is your field of interest?'. Step 5 is '5. Motivation' with 'Motivation'. Step 6 is '6. Education' with 'Education'.

Press "submit" and confirm the workflow execution.



A screenshot of the application submission screen. At the top, there is a breadcrumb trail with a back arrow and the text 'F-2122-157914'. Below this is a progress bar with five stages: 'created', 'waiting for nomination', 'waiting for award', 'awarded', and 'completed'. The 'submit' button is highlighted with a red box and a red arrow. Below the progress bar is a table with the following data:

Michael Schedl	
Mobility Type	Teacher
Exchange Type	physical