

APPLICATION SUPPORT GUIDE
MOBILIDADE NET

INCOMING MOBILITY



Dear Incoming Student,

Thank you for choosing the University of Algarve to perform a mobility period.

This guide will help you to submit your application successfully.

Any doubt, please do not hesitate to contact us by email: international@ualg.pt

Once nominated by your Home University, as a future mobility student, we'll register you into the online application system.

The registration will generate your username and password. An email will then automatically be sent to the email address shared with us during the nomination procedure.

You'll be required to activate your account and start filling in the application.

Please "edit" it and fill in all required data.

Important notes:

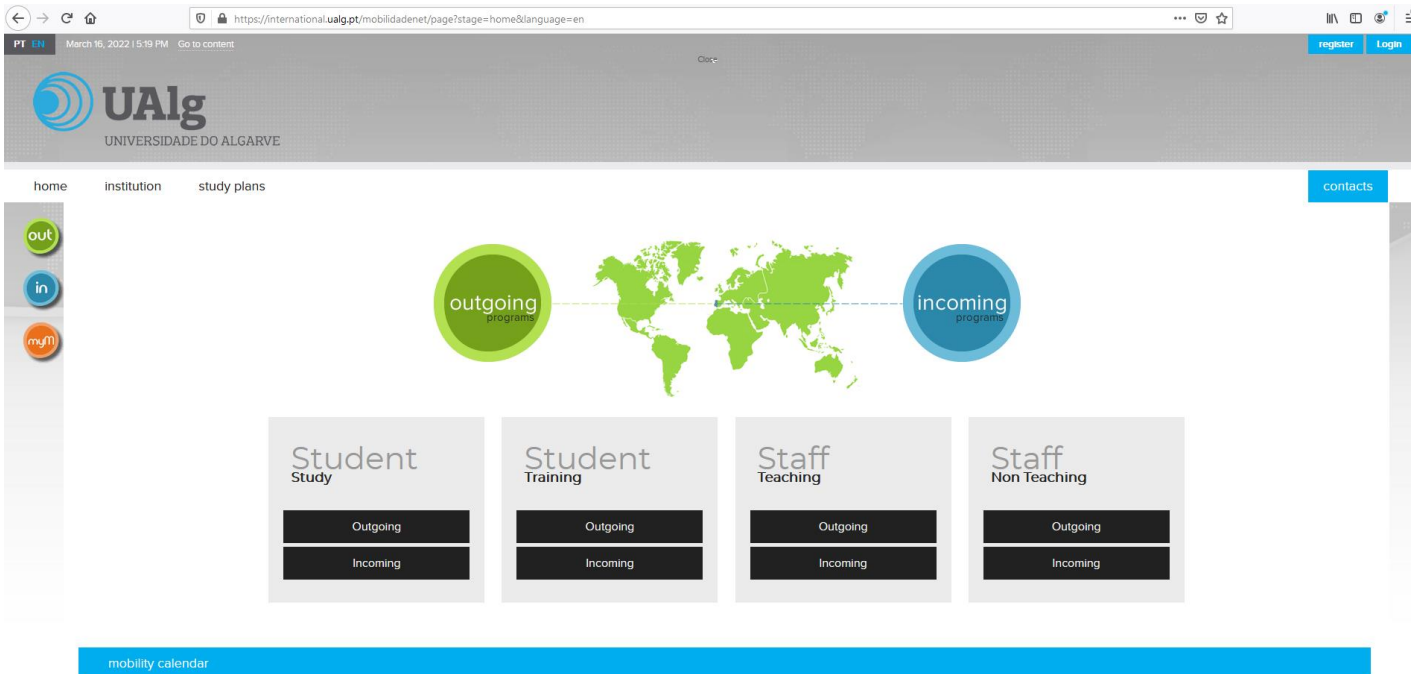
- Do not start a new process (application) if an error arises.

If it will be the case, please send us a print screen of the error by email, so we can analyse and solve it.

- Please note that your personal data, will be exported to our academic system, so please guarantee that you add your full name (as you have it in your passport or ID Card) and that all information is dully inserted. We remind you that's an official system, and your future mobility documents will be issue considering the data and the way you wrote it.
- One of the documents requested for uploading is the Learning agreement for studies in pdf format (Erasmus + for studies). Even if your university only uses the EWP and doesn't work with pdfs, please let them know that this is a requirement of our institution. The OLA sent by EWP will be accepted and signed also, but in a later stage in the process.

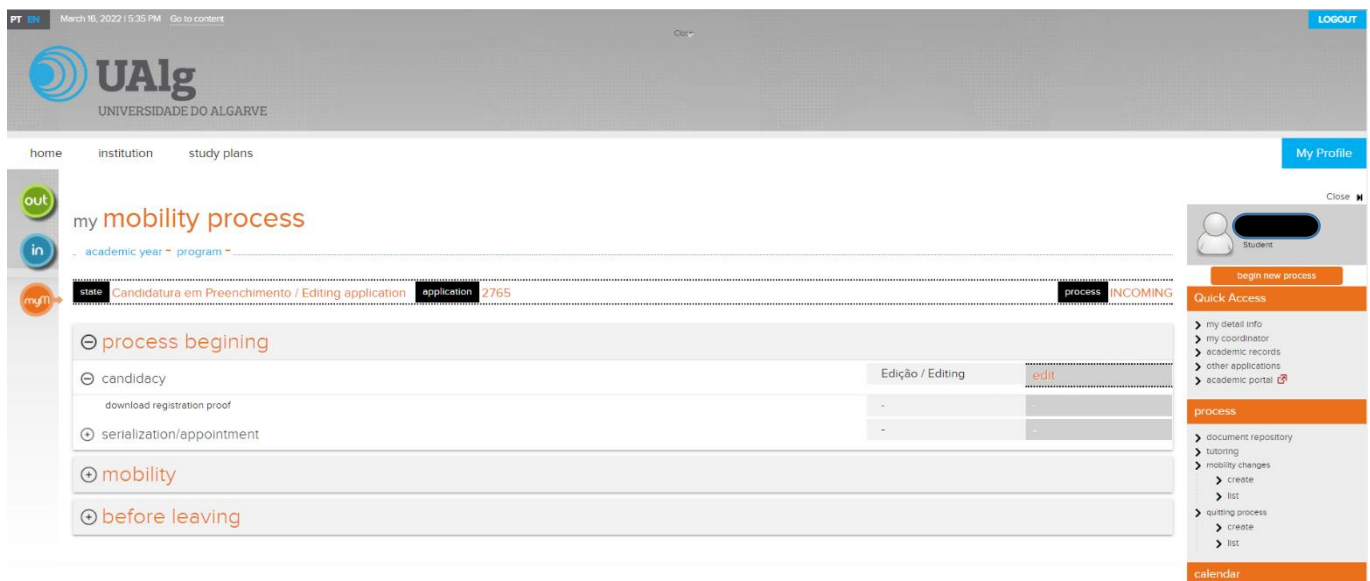
Link to access the online mobility program:

<https://international.ualg.pt>



You can choose the EN or PT version (top left corner)

Click in *Edit* (or, if applicable, began new process)



Be sure that the following data has been duly inserted by our service: Receiving Institution; program, period of study, period.

The image beneath makes reference to the Erasmus + program for studies, but if you'll perform an internship mobility, the program should be other.

application data

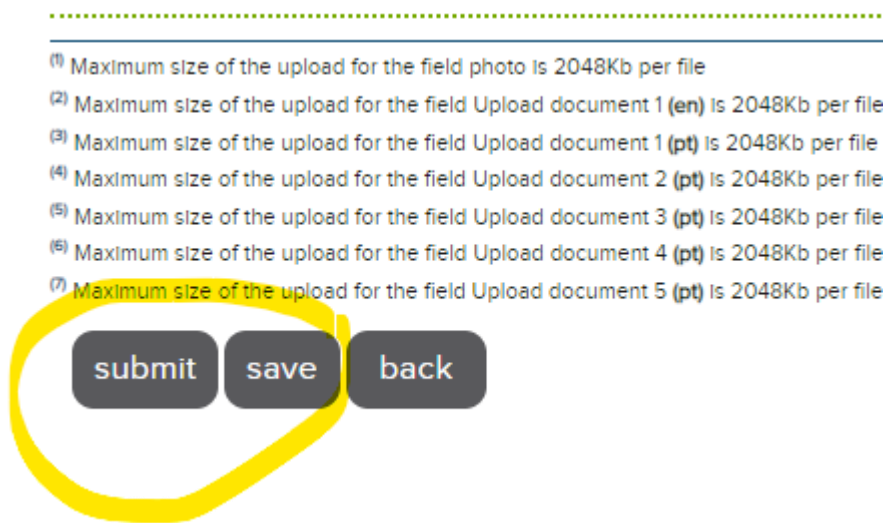
receiving institution*	Universidade do Algarve
program*	Erasmus+ Estudos
period of study *	1ª fase/1st call - 2024-25
period*	1º Sem (Set-Jan) / 1st Sem (Sep-Jan)
Mobility Format	1º Sem (Set-Jan) / 1st Sem (Sep-Jan) 2º Sem (Fev-Jul) / 2nd Sem (Feb-Jul) Annual (Set-Jul) / Annual (Sep-Jul)

List of existing programmes:

- **Erasmus + Studies:** study mobility program for students enrolled in a European higher education institution;
- **Cooperation Protocols:** study mobility program for students enrolled at a non-European higher education institution;
- **Vasco da Gama and Almeida Garrett - National Mobility Programmes,** only available to students enrolled in Portuguese higher education institutions;
- **Erasmus + Internship:** internship mobility program for students enrolled in a European higher education institution;
- **Internships Other Programmes:** internship mobility program e for students enrolled in a non-European higher education institution;

Regardless of the program please confirm that appears University of Algarve as receiving Institution (you will not be able to proceed with the application if you choose another institution).

Once concluded: Save and Submit.



Applications have been successfully submitted if their status appears as "**being validated**".

Applications in **editing will not be considered**.

Successfully submitted applications will be validated and forwarded to the respective academic mobility coordinator for analysis.

Thank you!

IRO Team