



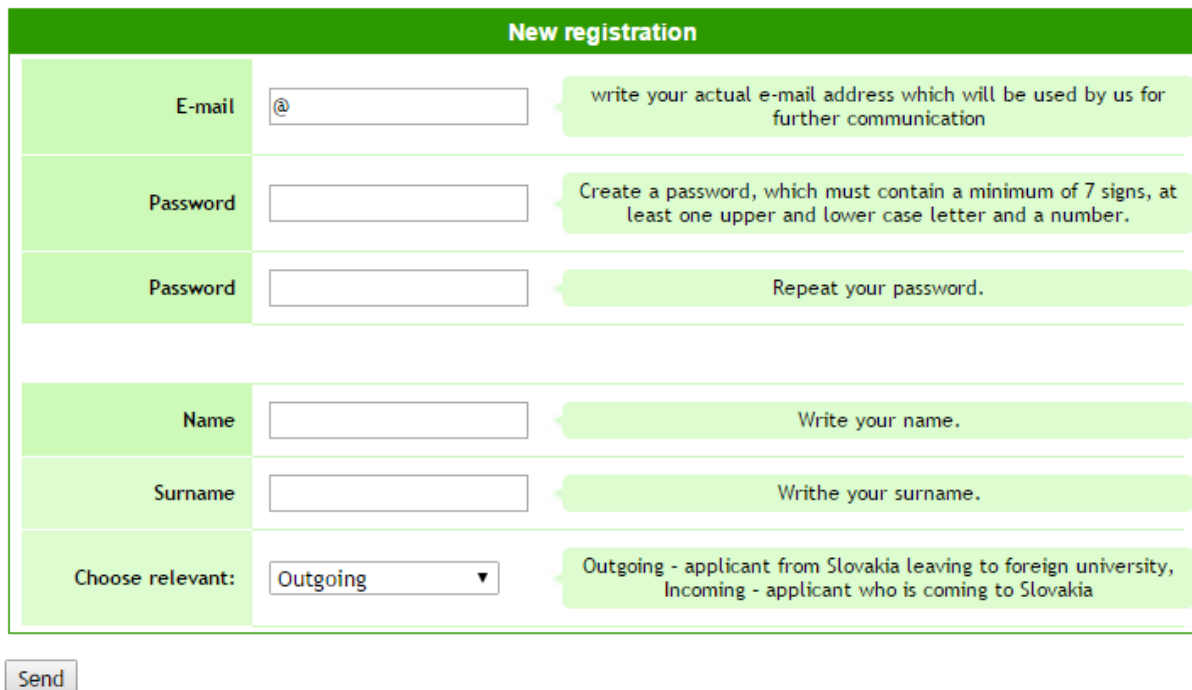
Manual for incoming students
studyabroad.sk/en

Table of Contents

- REGISTRATION..... 3**
- LOG IN 3**
- PERSONAL PROFILE 4**
- APPLICATION..... 4**
 - FORMS..... 5
 - DOCUMENTS 6
 - SENDING OF APPLICATION..... 6
- TECHNICAL SUPPORT 7**

REGISTRATION

Incoming students who come to Slovakia under the Erasmus+ program must register from the website studyabroad.sk/en (this refers only to incoming students of University of Economics in Bratislava). The english version of the website must be on. After filling the registration form (image no. 1) the confirmation e-mail with activation link will be sent to the students e-mail. If the confirmation e-mail does not appear within 30 minutes please check the SPAM folder or contact the helpdesk – podpora@studyabroad.sk . To log in students must click on the activation link in the received e-mail first. Once the account will be activated, students can log in with the e-mail and password from the registration process.



The image shows a registration form titled "New registration" with a green header. The form contains several input fields and instructions:

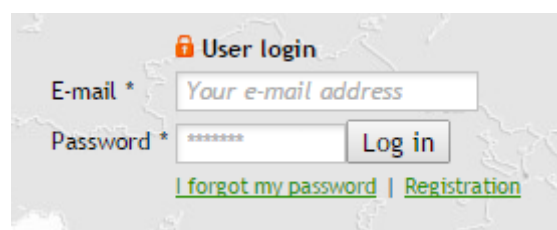
- E-mail:** A text input field with an '@' symbol. Instruction: "write your actual e-mail address which will be used by us for further communication".
- Password:** A text input field. Instruction: "Create a password, which must contain a minimum of 7 signs, at least one upper and lower case letter and a number."
- Password:** A second text input field. Instruction: "Repeat your password."
- Name:** A text input field. Instruction: "Write your name."
- Surname:** A text input field. Instruction: "Write your surname."
- Choose relevant:** A dropdown menu with "Outgoing" selected. Instruction: "Outgoing - applicant from Slovakia leaving to foreign university, Incoming - applicant who is coming to Slovakia".

At the bottom left of the form is a "Send" button.

Image no. 1: Registration

LOG IN

After activating your account, you can log in to your account from the website studyabroad.sk/en. Fill in the login form (image no. 2) and click on the button log in. If you forget the password click on I forgot my password and follow the instructions.



The image shows a login form titled "User login" with a lock icon. It contains:

- E-mail *:** A text input field with the placeholder "Your e-mail address".
- Password *:** A text input field with masked characters "*****".
- Log in:** A button.
- Links:** "[I forgot my password](#)" and "[Registration](#)".

Image no. 2: Log in

PERSONAL PROFILE

The first time you log in to your account you have to fill in the personal data first. The fields marked with asterisks are required. To save the form click on „Send“. Please check if your personal data are correct before you start to fill the application form. To change your personal data or password click on the relevant link in your account – top-right corner, to log off click on the button „Log off“ (image no. 3).

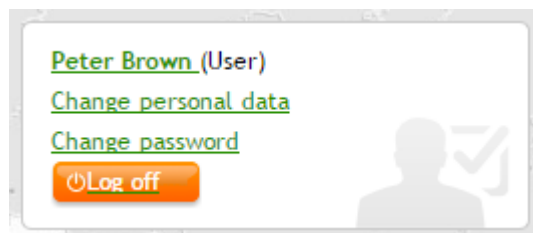


Image no. 3: User

APPLICATION

To fill in the application click on „Applications“ and „Create new application“ and the new application record will be created (image no. 4).

Year	Program	Mobility	School	Status
2016/2017	Erasmus	Mobilita študentov VŠ - štúdium	Ekonomická univerzita v Bratislave	New View

[Create new application](#)

Image no. 4: New Application form

To open the record click on „View“. The list of required documents or forms will be displayed (image no. 5). We recommend to fill the forms in the order from the top to bottom, as the next form might require the data from the previous form (even from the personal profile). So fill in the application form first, then fill in the learning agreement. To fill the forms click on „Fill“ or „Edit“ and follow the instructions. To save filled data click on „save/send“. Once you fill and save the form you will be able to print the PDF format of it.

Documents

Application Form

[Edit](#) [Print PDF](#)

Click on „Fill“ or „Edit“ to complete the form "Application Form". After clicking on „Print PDF“ the PDF format will be displayed to print.

Learning Agreement

[Fill](#)

Click on „Fill“ or „Edit“ to complete the form "Learning Agreement". After clicking on „Print PDF“ the PDF format will be displayed to print.

Curriculum Vitae

[Download](#) [Upload](#)

File: curriculum_vitae.pdf

To add the document "Curriculum Vitae" click on the button „Upload“. After uploading, the name of the document will be displayed and through the button „Download“ you will be able to open the document. In case you have more documents to one file, save them in zip format first, as only one document can be attached.

Confirmation of Foreign Language Proficiency

[Upload](#)

To add the document "Confirmation of Foreign Language Proficiency" click on the button „Upload“. After uploading, the name of the document will be displayed and through the button „Download“ you will be able to open the document. In case you have more documents to one file, save them in zip format first, as only one document can be attached.

Image no. 5: Documents

Saved form or attached document will be marked in green, otherwise are items marked in red (image no.5). Only if everything is displayed in green (filled or attached) applicant will be able to send the forms with required documents. The button „send“ is not seen until the required documents are not attached or forms are not filled.

FORMS

When filling the form you may:

- write the required text in the text field or

Place of Birth *

- select the answer from the drop down menu

A form field with a light green background. The label 'Gender *' is on the left. To its right is a dropdown menu with a white background and a grey border, containing the text 'Woman' and a small downward-pointing triangle on the right side.

- click on „Add“ or „Remove“ to add or remove the line

A form field with a light green background. The label 'Language' is centered at the top. Below it is a dropdown menu with a white background and a grey border, containing the text 'Czech' and a small downward-pointing triangle on the right side. Below the dropdown menu are two buttons: 'Add' on the left and 'Remove' on the right, both with grey backgrounds and black text.

We recommend you to fill as many fields as possible even they are not marked as required.

DOCUMENTS

If you want to upload the attachment click on „Upload“ and follow the instructions. The name of the uploaded document will be displayed, you will be able also to download it by clicking on „Download“.

These are the allowed formats of the documents: jpg, jpeg, pjpeg, png, gif, bmp, xls, xlsx, csv, pdf, doc, docx, rtf, txt, rar, zip

And the max. permitted size of the document is: 5 MB

If you want to add more documents please save them in zip format first, then you will be able to attach them at once, as only one file can be attached.

If you have problems to save files at once, save them one by one.

SENDING OF APPLICATION

Once you fill or attach all required documents the button „**Send**“ will be displayed. **Click on the button to send the application, the status of the application will change immediately into „sent“.** **IMPORTANT! Your application must have status „Sent“ not „Saved“ otherwise the coordinator of the host institution will not receive it and will not be able to accept it.** These are other statuses of application which might occur during the evaluation of your application:

- **new** – the application was created, but it was not sent yet.
- **sent** – the application was sent by applicant
- **returned** – the application was returned to applicant for completion
- **accepted** – the application was accepted by the coordinator of the receiving institution, but still must wait for approval
- **unaccepted** – the application was not accepted by the coordinator of the receiving institution
- **approved** – the accepted application was approved and student can start the placement (final acceptance)
- **placement** – the student is on the study placement at the receiving institution
- **finished stay** – the placement at the receiving institution has finished

TECHNICAL SUPPORT

The system is optimized for the newest versions of the following internet browsers: Mozilla Firefox, Internet Explorer (v.11), Edge, Google Chrome, Opera.

In case of technical problems please contact our technical support (7.00-15.00):

e-mail: podpora@studyabroad.sk or phone: +421907551404.

