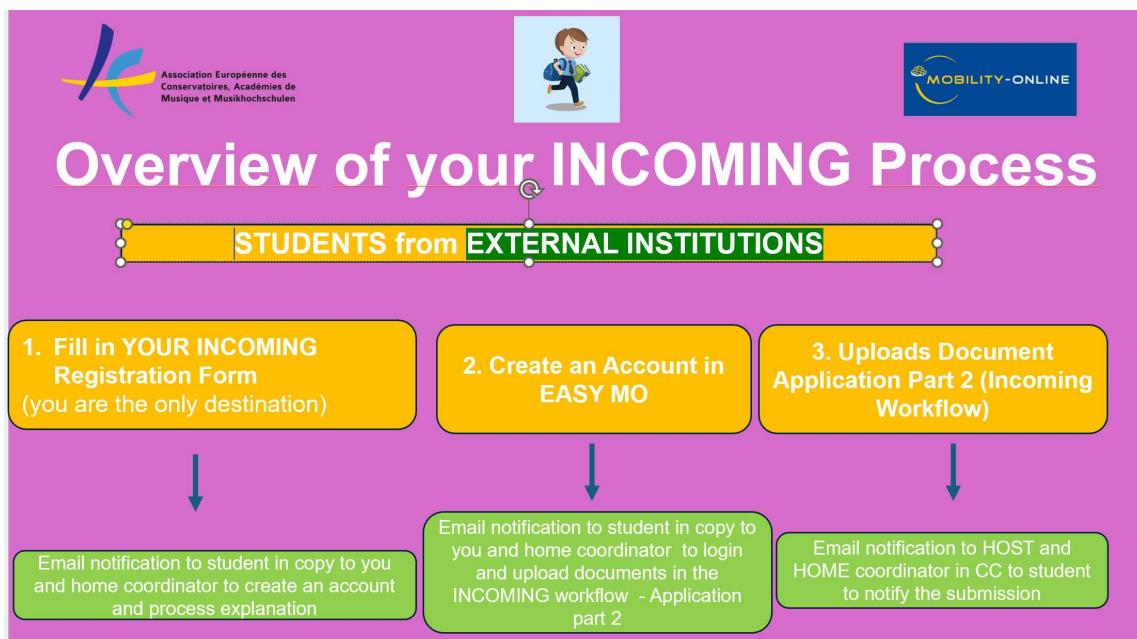


Manual for External Incoming Students

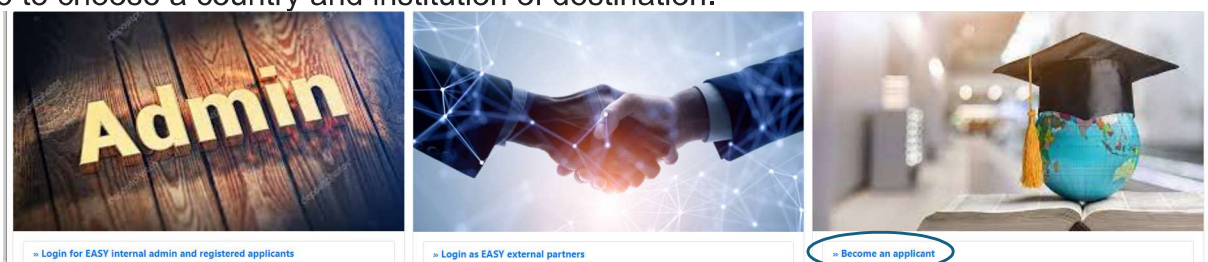
If your institution does not use EASY Mobility Online to manage exchange applications and you want to apply to an institution using EASY Mobility Online, you need to fulfil the following steps within the EASY MO system:

1. Fill in the Incoming Registration Form
2. Create an Account in the System
3. Upload the necessary documents in the Workflow of the system

You will receive email notifications after each step:



To start your application, go to <https://mobility.aec-music.eu/LoginServlet>, click on **Become and applicant** and choose your country and your institution. Then, you will be able to choose a country and institution of destination.



Become an applicant ✕

I am a student of

Country
Italy ▼

Institution
Conservatorio Di Musica Santa Cecilia - Roma ▼

I am applying for:

Country
<-- No choice --> ▼

Institution
<-- No choice --> ▼

[Close](#)

Please note that if your institution does not appear it means it is not in the system and needs to be added. Please contact your international office about it. If your destination does not appear it means that either the institution does not use EASY MO or your home institution is not their partner. In both cases, please contact your home international office. If the system gives you an error, probably the application period of your destination is closed.

You can now start filling **the Incoming Registration Form**. The academic year and study period refers to when you want to go on exchange. Fields with the asterisks are compulsory

REGISTRATION FORM for a student exchange - Incoming External Students

for exchange program Erasmus+



All fields marked with (*) must be completed.

1 Desired Exchange Period

2 Personal data

3 Emergency contact details

4 Data concerning current studies

5 Data concerning planned studies abroad

6 Language competence

7 Further information

Desired Exchange Period

Type of application *

Incomings Outgoings

Type of person *

Students/Trainees Teachers

Exchange programme *

Erasmus+

Academic year *

2025/2026

What study period are you applying to? *

<-- Please select -->



Cancel application

Continue

All fields marked with (*) must be completed.

1 Desired Exchange Period

2 Personal data

3 Emergency contact details

4 Data concerning current studies

5 Data concerning planned studies abroad

6 Language competence

7 Further information

Personal data

First name *

Last name *

Gender *

Male Female Undefined

Date of birth (dd.mm.yyyy) *

Place of birth

Country of birth

<-- No choice -->

Nationality *

<-- Please select -->

Do you need a visa? *

yes no

E-mail address *

Same e-mail address for verification



Previous

Continue

All fields marked with (*) must be completed.

1 Desired Exchange Period

2 Personal data

3 Emergency contact details

4 Data concerning current studies

5 Data concerning planned studies abroad

6 Language competence

7 Further information

Emergency contact details

First name of your contact person

Last name of your contact person

Relationship

E-mail address of contact person

Phone number of contact person

Please indicate the country code, add a space and then enter the phone number. Example: +43 1234567890



Previous

Continue

All fields marked with (*) must be completed.

1 Desired Exchange Period

2 Personal data

3 Emergency contact details

4 Data concerning current studies

5 Data concerning planned studies abroad

6 Language competence

7 Further information

Data concerning current studies

Country of Home Institution *

Home Institution *

International Coordinator at the Home Institution

Last Name of coordinator at home institution (if not listed above)

First Name of Coordinator at home institution (if not listed above)

Gender of coordinator at home institution (if not listed)

Male Female

E-mail of coordinator at home institution

Phone number of coordinator at home institution (if not listed)

Please indicate the country code, add a space and then enter the phone number. Example: +43 1234567890

Current level of education at home institution (before exchange) *



Previous

Continue

All fields marked with (*) must be completed.

- 1 Desired Exchange Period !
- 2 Personal data !
- 3 Emergency contact details ✓
- 4 Data concerning current studies !
- 5 Data concerning planned studies abroad**
- 6 Language competence
- 7 Further information

Data concerning planned studies abroad

Host country

Belgium ▼

Host institution *

AEC01 - Association Européenne des Conservatoires (AEC) ▼

Level of study during exchange

<-- No choice --> ▼

Field of Study *

<-- Please select --> ▼

Main Instrument / Specific Field of Study *

<-- Please select --> ▼



Previous

Continue

All fields marked with (*) must be completed.

- 1 Desired Exchange Period !
- 2 Personal data !
- 3 Emergency contact details ✓
- 4 Data concerning current studies !
- 5 Data concerning planned studies abroad !
- 6 Language competence**
- 7 Further information

Language competence

Mother tongue *

<-- Please select --> ▼

Language level of instruction at host institution (if not English): *

- no knowledge
- A1: Basic user 1
- A2: Basic user 2
- B1: Independent user 1
- B2: Independent user 2
- C1: Proficient user 1
- C2: Proficient user 2

Language level English

- A1: Basic user 1
- A2: Basic user 2
- B1: Independent user 1
- B2: Independent user 2
- C1: Proficient user 1
- C2: Proficient user 2



Previous

Continue

All fields marked with (*) must be completed.

- 1 Desired Exchange Period !
- 2 Personal data !
- 3 Emergency contact details ✓
- 4 Data concerning current studies !
- 5 Data concerning planned studies abroad !
- 6 Language competence !
- 7 Further information !

Further information

Comments concerning your application

0 / 500

powered by **MOBILITY-ONLINE**

[Previous](#)
[Send registration form and receive e-mail](#)

Once you have completed and submitted the Registration Form, you will receive an email with instructions on what happens next:

Subject: Creation of an account to apply for an exchange in EASY MO – Incoming Externals

Text:

Thank you very much for filling in the **Registration Form to apply for an INCOMING exchange** at [inst_id_gast_name] as an external student from [inst_id_heim_name]

In order to further process your application please follow this procedure:

1. Create an account (Login Name and Password) on EASY Mobility-Online **by clicking on this link at the bottom of this email**
2. Login in EASY Mobility Online with the credentials you created. You will end up in the Workflow of your INCOMING application
3. Complete/confirm your personal data and start uploading the **required application documents** by clicking on the blue links that will progressively appear on the right side of each enlisted document
4. Submit your Application
5. Your application will be approved by your home coordinator (nomination) and will be evaluated by a Selection Committee at your desired destination
6. You will receive decisions from your wished destination by email and - in case of acceptance/s - you will need to make your final choice in the system

Should you have any questions concerning the application process, please contact your international office.

If your e-mail client does not show the link in the correct way please copy or enter the following address into the address bar of your browser:

You will therefore need to create an account in the system.

Online registration for Mobility-Online
for exchange program Erasmus SMS

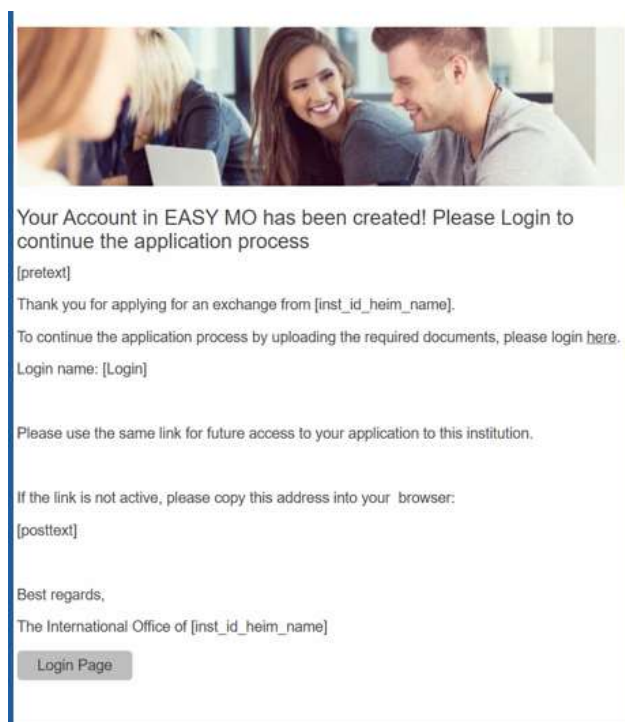
Step 2 of 2

Now you have to choose your user name and your password.
If the username already exists please try another one.
Due to password security you have to enter the password twice.
Please confirm your entries and press the button **[Continue]**

Login

Password

Once done, you will receive an email to start uploading documents to complete the application in the so called "Workflow".



Once you log in, you will see your Workflow:

For further help please expand this bar!

Applicant details

Last name: PRIMI NEW
First name: Sara NEW
Date of birth (dd.mm.yyyy): 19.10.1984
E-mail address: sarinaviolinist@hotmail.it
Country of Home Institution: Italy
Home Institution: ROMA09 - Conservatorio Di Musica Santa Cecilia - Roma

Field of Study: Music - MUSIC
Host country: Belgium
Host institution: AEC01 - Association Européenne des Conservatoires (AEC)
What study period are you applying to? Spring semester

Necessary steps	Done	Done on	Done by	Direct access via following link
Registration				
Registration Form complete				
Confirmation email for registration				
Online registration				
Please insert all information and upload all required documents before submitting your application.				
External Partner Application				
Before the mobility - Upload and print documents				
Withdrawn application (optional)	<input type="checkbox"/>			I want to withdraw my application
Personal master data completed	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	Complete personal master data
Photo uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Language Certificate uploaded (not compulsory)	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Proof of previous studies / Transcript of records uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Motivation letter for this destination uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Media file uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Upload a media file or insert a link in the next step. Either one or the other are compulsory to submit the application				
Media file link entered	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Contact person of emergency entered	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Optional: Answer extra question(s) for this institution	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Recommendation Letter uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Study plan	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Partner accepted Nomination	<input checked="" type="checkbox"/>	23.08.2024	erasmus@conservatoriosantacecilia.it	
Application sent to Selection Committee	<input checked="" type="checkbox"/>	23.08.2024	Superadmin AEC	
Application marked as rejected	<input type="checkbox"/>			
Application marked as accepted	<input checked="" type="checkbox"/>	23.08.2024	Superadmin AEC	
Study place accepted/rejected	<input checked="" type="checkbox"/>			Accept/reject the study place
• Deadline for accepting study place : 26.08.2024				
Study place rejected by applicant	<input type="checkbox"/>			

Allocation of documents

[Back](#) [Upload](#)

Motivation letter for this destination uploaded

Upload name

Letter of motivation

File



Drag your files here

Or [Search files](#)

[Back](#) [Upload](#)

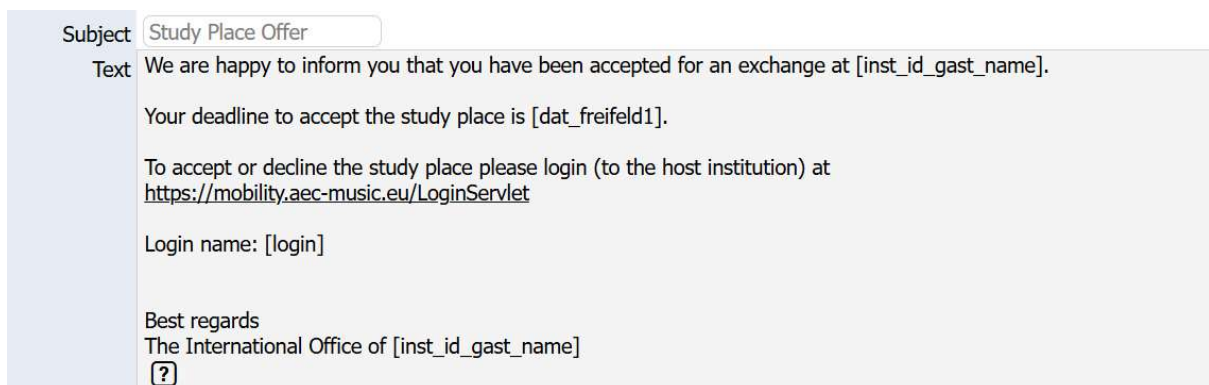
Once you have uploaded the documents by clicking on the links of the column on the right, the box next to the name of the document becomes green. Please note that all the documents need to be uploaded by the deadline indicated by the destination institution. Documents can be uploaded in random order. When a document is not compulsory, the box becomes black. Nevertheless, there are some compulsory documents that need to be uploaded in the order given by the workflow. If not uploaded, the applicant cannot go on in the workflow and upload the remaining

documents. The sentences in the yellow stripes that you see in the workflow are indications for you of what to do at that point of the process.

After submission of the documents, the coordinator at destination asks your institution for a “nomination” by sending an email from the system. At this point, your home coordinator needs to “nominate” you, meaning confirming you can apply for exchange to that destination.

Once your home coordinator has nominated you, the coordinator at destination will start the selection process. You will now have to wait until a decision is taken. You will receive the decision by email, and you will see it in the Workflow.

If you are accepted, you get an email with a **study place offer** and a **deadline** for you to accept or decline:



The screenshot shows an email interface with the following content:

Subject: Study Place Offer

Text: We are happy to inform you that you have been accepted for an exchange at [inst_id_gast_name].

Your deadline to accept the study place is [dat_freifeld1].

To accept or decline the study place please login (to the host institution) at <https://mobility.aec-music.eu/LoginServlet>

Login name: [login]

Best regards
The International Office of [inst_id_gast_name]

[?]

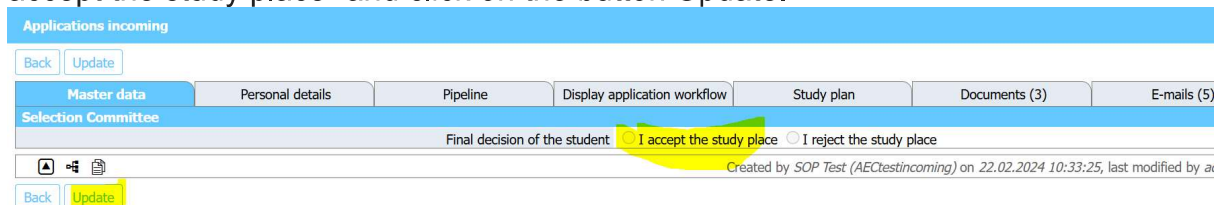
You can now accept or decline the study place in the Workflow (link on the right):



Application sent to Selection Committee	<input checked="" type="checkbox"/>	18.09.2024	admin (LaDi)
Application marked as rejected	<input type="checkbox"/>		
Application marked as accepted	<input checked="" type="checkbox"/>	18.09.2024	admin (LaDi)
Study place accepted/rejected	<input type="checkbox"/>		Accept/reject the study place

• Deadline for accepting study place : 24.09.2024

After clicking on the action link of the acceptance/rejection, you need to select “I accept the study place” and click on the button Update.



The screenshot shows the 'Applications incoming' workflow interface with the following elements:

- Buttons: Back, Update
- Navigation tabs: Master data, Personal details, Pipeline, Display application workflow, Study plan, Documents (3), E-mails (5)
- Section: Selection Committee
- Form: Final decision of the student I accept the study place I reject the study place
- Footer: Created by SOP Test (AECTestincoming) on 22.02.2024 10:33:25, last modified by a
- Buttons: Back, Update

At this point, please ask your home coordinator information on how to start the procedure for the Learning Agreement.