

Student Manual – Applications in International Relations Office Calls

Step 1: Navigate to the SMSS in order to login into platform:

<https://smss.uni-pr.edu>

In the login form, navigate to **Student Login** form, by clicking the link **Student Login**

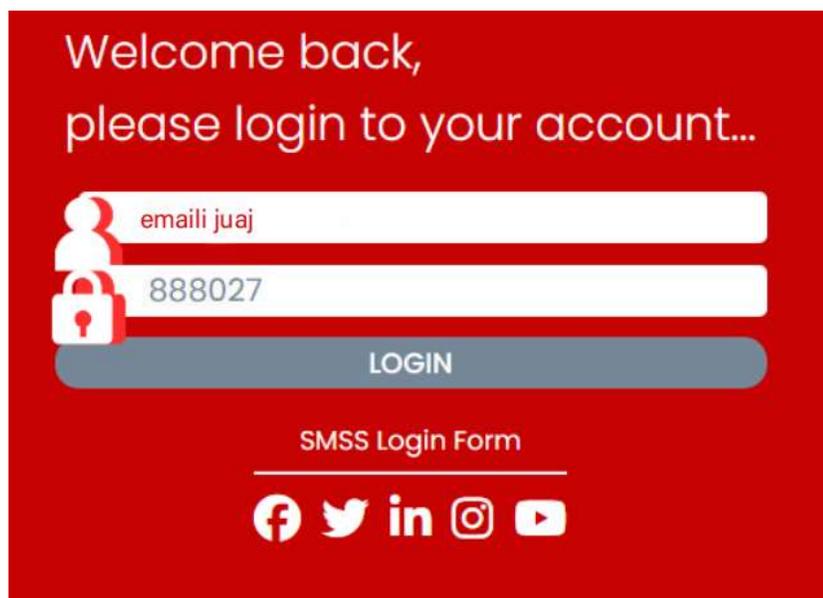


Step 2: Enter your email address which is currently registered in the database of University, SEMS platform.

In the email that you will provide, and if the email address is registered in the database of University, you will receive a login verification code which will be used as your one-time use password to login into SMSS

platform. If you are student and you cannot login, please address the issue to the International Relations Office.

Once you have received the login verification code, you will be asked to enter it in the second step of login part.



Welcome back,
please login to your account...

email juaj

888027

LOGIN

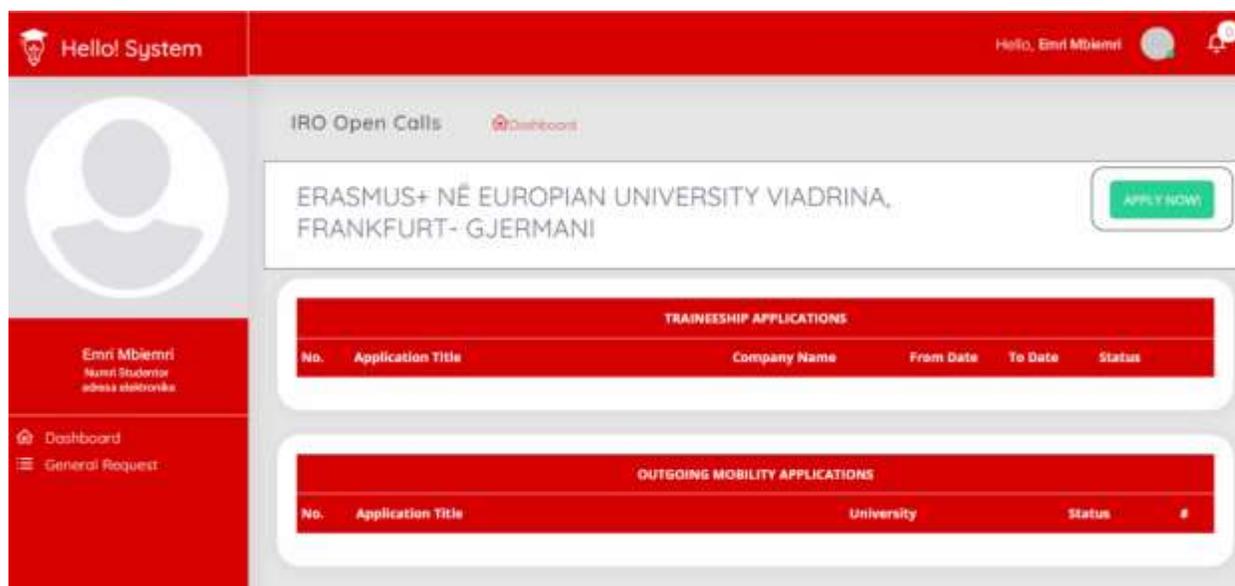
SMSS Login Form

f t in i y

If your entered data are valid, you will be able to login into the platform.

Step 3: Apply for the Open Calls

In the dashboard you will be able to see all the current open calls for applications, which are opened by the representatives of International Relations Office, and if you have not applied yet, you can do that by clicking the button **Apply** which is located in the right side of the call title.



Hello! System

Hello, Emri Mbiemri

IRO Open Calls

ERASMUS+ NE EUROPIAN UNIVERSITY VIADRINA,
FRANKFURT- GJERMANI

APPLY NOW

Emri Mbiemri
Numri Studente
adresa elektronike

Dashboard

General Request

TRAINEESHIP APPLICATIONS

No.	Application Title	Company Name	From Date	To Date	Status
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OUTGOING MOBILITY APPLICATIONS

No.	Application Title	University	Status	#
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If you already have applied, then you will not be able to apply twice and you can check the status of your application in the tables **Outgoing Mobility Applications** and **Traineeship Applications** which are located in the dashboard of your profile.

Step 4: Application Form

The first step in the application form you will be asked to enter your registration ID of the university.



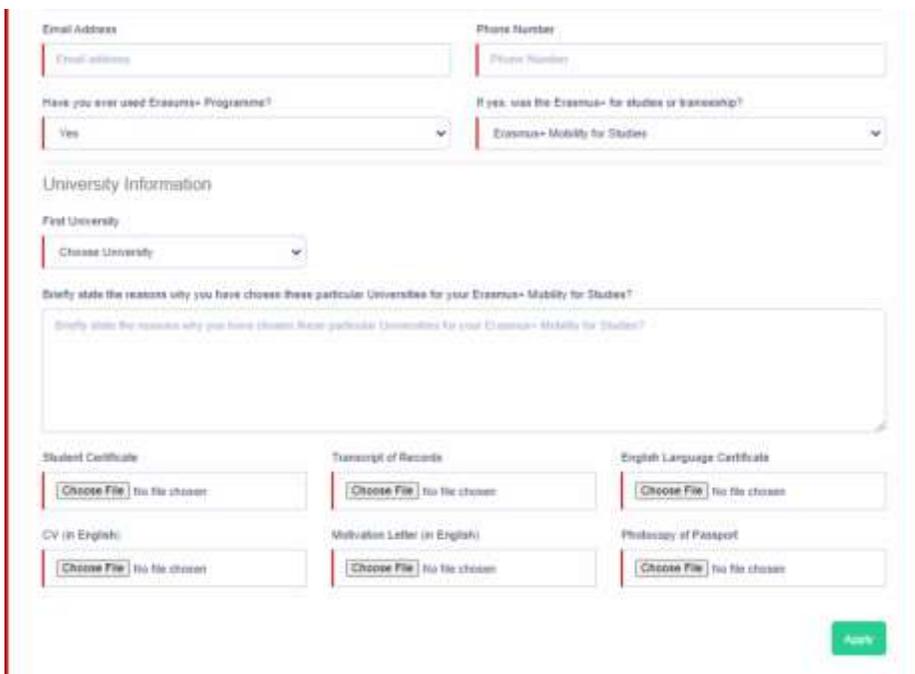
The screenshot shows the top of the application form. At the top center is the logo of the University of Applied Sciences, featuring a compass rose. Below the logo, the text reads "INTERNATIONAL RELATIONS OFFICE". A welcome message follows: "Welcome to this page where you can apply for outgoing calls facilitated by the International Relations Office of the University of Applied Sciences. Here, you'll find the necessary information and application forms to embark on exciting international opportunities. If you're a student looking to explore academic exchange programs, research collaborations, or other international endeavors, this platform will guide you through the application process and open doors to a world of global experiences." Below this, there is a prompt: "Enter your University ID Number:". There are two input fields: one labeled "Register ID" and another labeled "Continue".

Next, you will be asked to choose the call which you are going to apply.



The screenshot shows the second step of the application form. It prompts the user to "Select the open call". There is a dropdown menu with the selected option "ERASMUS+ NE EUROPIAN UNIVERSITY VIADRINA, FRANKFURT- GERMANY". To the right of the dropdown is a green "Continue" button.

Then, as the last step of application, you will be asked to fill the application form with your personal and contact information, and also to upload the required documents which are asked in the application form.



The screenshot shows the final step of the application form, which is a detailed form with several sections. At the top, there are two input fields: "Email Address" and "Phone Number". Below these are two dropdown menus: "Have you ever used Erasmus+ Programme?" (with "Yes" selected) and "If yes, was the Erasmus+ for studies or internship?" (with "Erasmus+ Mobility for Studies" selected). The "University Information" section includes a "First University" dropdown menu (with "Choose University" selected) and a text area for "Briefly state the reasons why you have chosen these particular Universities for your Erasmus+ Mobility for Studies?". Below this are six file upload fields, each with a "Choose File" button and "No file chosen" text: "Student Certificate", "Transcript of Records", "English Language Certificate", "CV (in English)", "Motivation Letter (in English)", and "Photocopy of Passport". A green "Apply" button is located at the bottom right of the form.

By submitting the application means that you have successfully applied for the selected call and from your SMSS dashboard, you can check the status of application and also be in-direct contact with the representatives of the International Relations Office through the **Chat** module within the applied call or through the module of **General Requests**.