

## INSTRUCTIONS ON FILLING THE APPLICATION ONLINE

### I. Getting started

1. Before filling the application form, please read carefully the programme announcement and the study visits catalogue.
2. Select the visits you would like to apply to.
3. You DO NOT need a username and password to fill the application for the first time.
4. If you wish to print a blank form before filling it, use the printing options of your browser. Go to **File** → **Print**. All pages of the form will be printed.
5. Think through what you are going to write in the items 9 -12:
  - a. *What are your area of work and the type of responsibilities you exercise in relation to the themes of the visits you have selected?*
  - b. *Why do you want to participate in the study visits you have selected?*
  - c. *How will your participation in the study visit contribute to your professional development? How would your organisation benefit from it?*
  - d. *How do you plan to disseminate the knowledge and experience you will acquire during your study visit?*

Your answers should be **brief** but **precise** and **informative**.

### II. Filling your application

1. It will take you about **30 minutes** to fill the form. Try to do it in one go. Please note that if you leave it idle for more than 30 minutes, the session will expire and you will lose all information.
2. You have to fill the application in **the working language of the group** of your first choice.

Some National Agencies ask certain information to be submitted in the national language. Please consult your National Agency for procedures.  
**DO NOT FILL TWO APPLICATIONS ONLINE!**

3. When selecting the "Agency" (in section "1. Submission Data") that will process your application **make sure you choose the NA of your country** and **NOT** of the country you want to visit.
4. You can navigate easily between the pages of the application form.
5. There are limits on the number of characters for certain items. Please keep it in mind and if you receive a warning, modify your information accordingly.
6. You have to fill **all mandatory fields** to submit the application to the database successfully.
7. If you cannot fill the form at once, you can fill at least some information (a word or character) in the mandatory fields and submit the form. You will receive a username and password and you will be able to return to your application and complete it later.

**Complete your on-line application form as early as possible.**  
If you complete it a few days before the deadline, hundreds of applicants will be applying simultaneously and the system may be slow. If that happens please be patient and try again at different moments

### III. Submitting your application online

1. When you have filled all information, you have to submit the application. Go to the **Declaration** page, read the declaration carefully, select "**I agree**" and press "**Submit**" button.
2. You should fill the date; stamp and signature only on the printed form (see item "*Submitting your application to the National Agency*").
3. On successful submission, you will see an acknowledgement screen with your username and password that you can use to modify your application later.
4. You will also receive the username and password by email. Make sure that you inserted the correct email address. You can only insert **ONE** email address!
5. Please keep the username and password for future reference.

### IV. Printing and saving your application

1. On submitting the application, you will see an acknowledgement screen with "**Print application**" and "**Save application**" buttons. Use **ONLY** these options to print or save your application!

CEDEFOP | European Centre for the Development of Vocational Training

Study visits home | General Information | Documentation | Participants Information | Management

Search this site

You are here: Study visits home

Your application has been successfully submitted. Your reference number (Code) is:  
2010-SV-01-GB-LLP-00020

Your Username is: D4JN7MVF  
Your Password is: Y16291PA  
They will be sent to you by email.

If you wish to revisit your application form and modify it, you should login at <http://studyvisits.cedefop.europa.eu/index.asp?cid=2&scid=74&artid=6698&lang=EN> by using the above username and password.

The on-line application form will be available to you until 12:00 (Central European Time) at noon on 31 March 2010.

The National Agency of your country will inform you on the results of the selection.

Thank you for your interest in the programme!

You must print the completed application form, sign it and send to the National Agency of your country.

[Click here to print and save your application](#)

## V. Modifying application

1. In order to modify your application, log in using your username and password.
2. After modifying, press "**Update**" button on the last page.
3. After modifications are made, you will see an acknowledgement screen with "**Print application form**" and "**Save application form**" options. You will also receive an email notification with the same information as on the screen.

## VI. Submitting your application to the National Agency

1. After you are sure that all information is final, please print your form (see item *Printing and saving your application*), sign it, stamp it (if applicable) and send it to the National Agency in your country. **Please consult your National Agency for further national procedures.**
2. You should NOT send a copy of the application form to the NA of the country you want to visit.

**Thank you for your interest in the programme!**