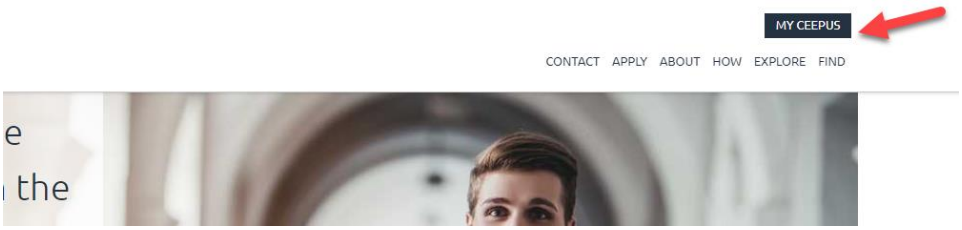
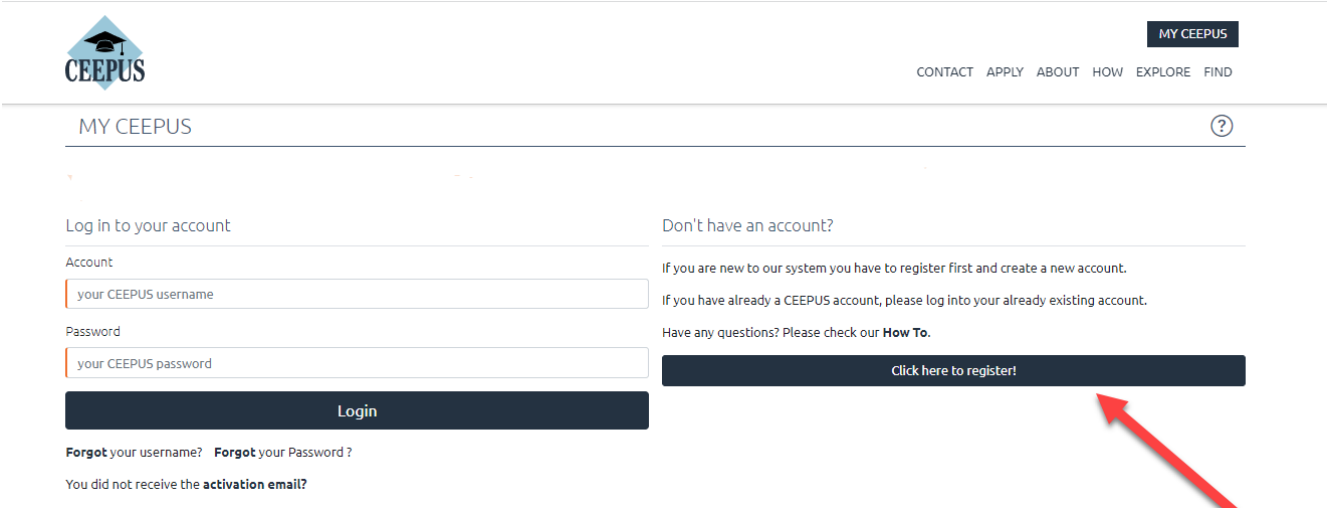
Step 1. - HOW TO REGISTER FOR A MOBILITY APPLICATION

For all CEEPUS applications: You have to register and create an account under My CEEPUS first.

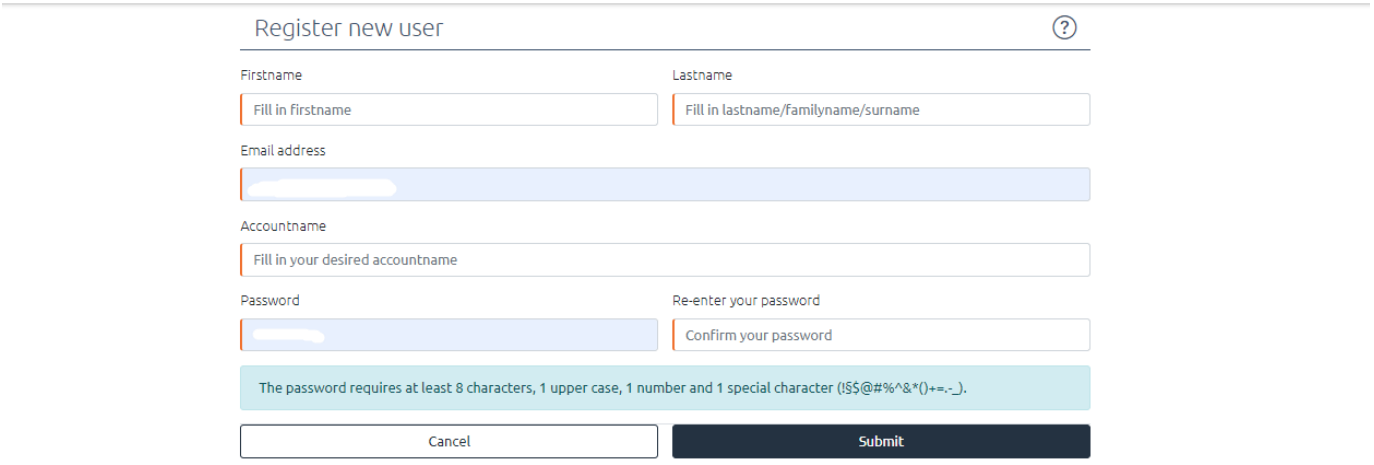
Click on MY CEEPUS on the CEEPUS website www.ceepus.info



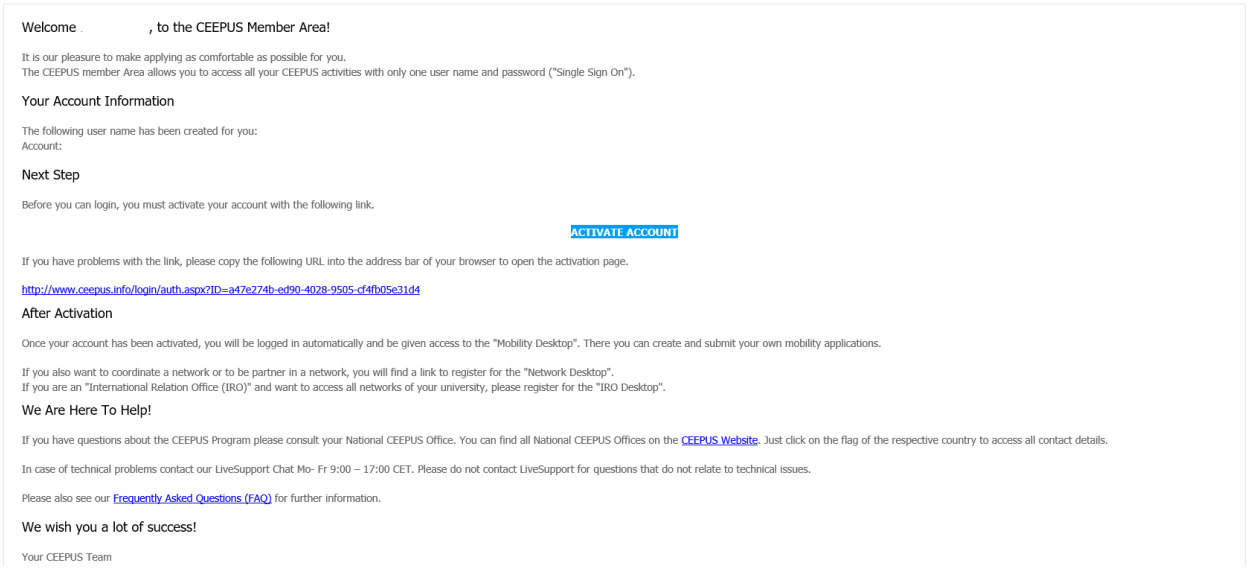
Click on “Click here to register”



In the next step please fill in the required data and click on submit



Now please check your emails, also check the spam folder. Then activate your CEEPUS account in your E-Mail.



Welcome , to the CEEPUS Member Area!

It is our pleasure to make applying as comfortable as possible for you.
The CEEPUS member Area allows you to access all your CEEPUS activities with only one user name and password ("Single Sign On").

Your Account Information

The following user name has been created for you:
Account:

Next Step

Before you can login, you must activate your account with the following link.

ACTIVATE ACCOUNT

If you have problems with the link, please copy the following URL into the address bar of your browser to open the activation page.

http://www.ceepus.info/login/auth.aspx?ID=a47e274b-ed90-4028-9505-cf4fb05e31d4

After Activation

Once your account has been activated, you will be logged in automatically and be given access to the "Mobility Desktop". There you can create and submit your own mobility applications.

If you also want to coordinate a network or to be partner in a network, you will find a link to register for the "Network Desktop".
If you are an "International Relation Office (IRO)" and want to access all networks of your university, please register for the "IRO Desktop".

We Are Here To Help!

If you have questions about the CEEPUS Program please consult your National CEEPUS Office. You can find all National CEEPUS Offices on the CEEPUS Website. Just click on the flag of the respective country to access all contact details.

In case of technical problems contact our LiveSupport Chat Mo- Fr 9:00 – 17:00 CET. Please do not contact LiveSupport for questions that do not relate to technical issues.

Please also see our Frequently Asked Questions (FAQ) for further information.

We wish you a lot of success!

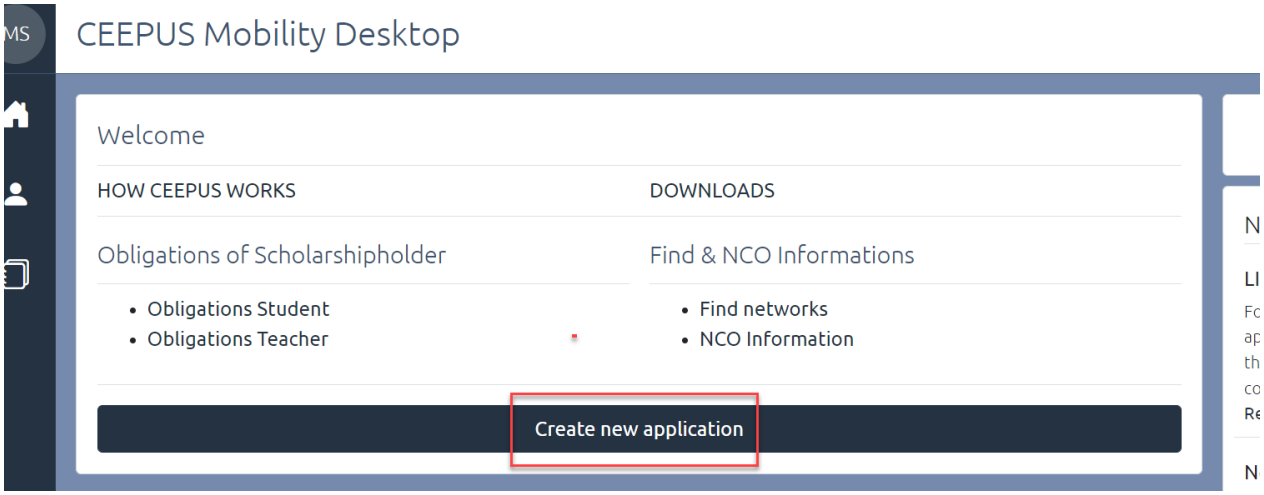
Your CEEPUS Team

Now you have access to your CEEPUS Mobility Desktop, and you can apply/create new mobility applications.

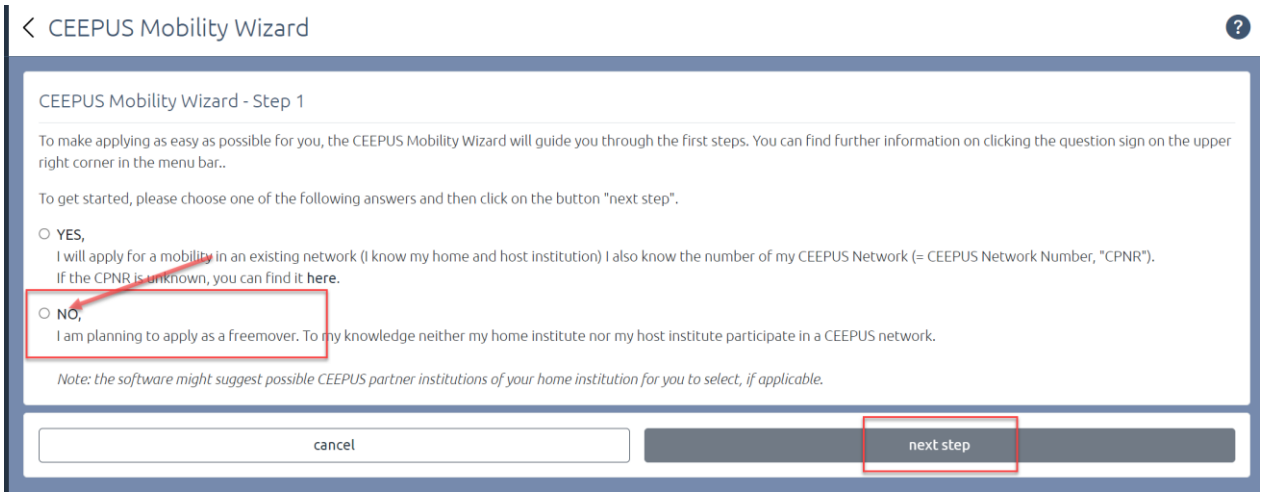
Step 2. - HOW TO apply for a CEEPUS Freemover grant – Ukrainian academics:

For all CEEPUS applications: You have to register and create an account under My CEEPUS first.

1. After signing in: On your CEEPUS Mobility press „Create new application”:

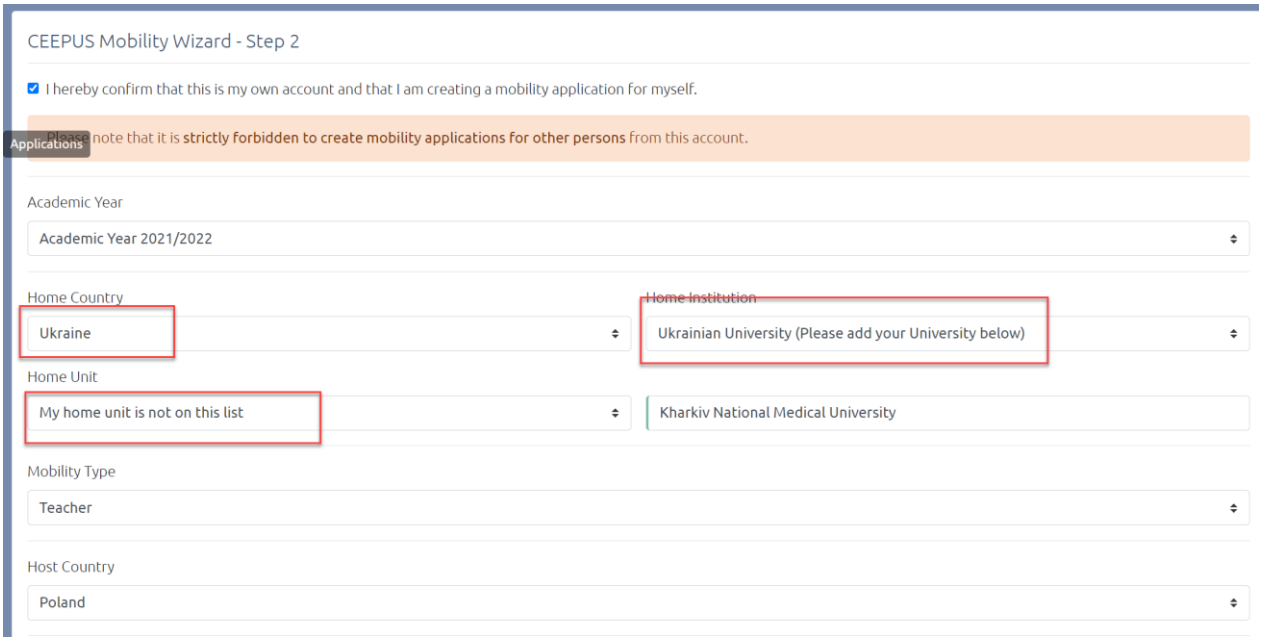


Activate “No” to apply as freemover, then press “next step”:

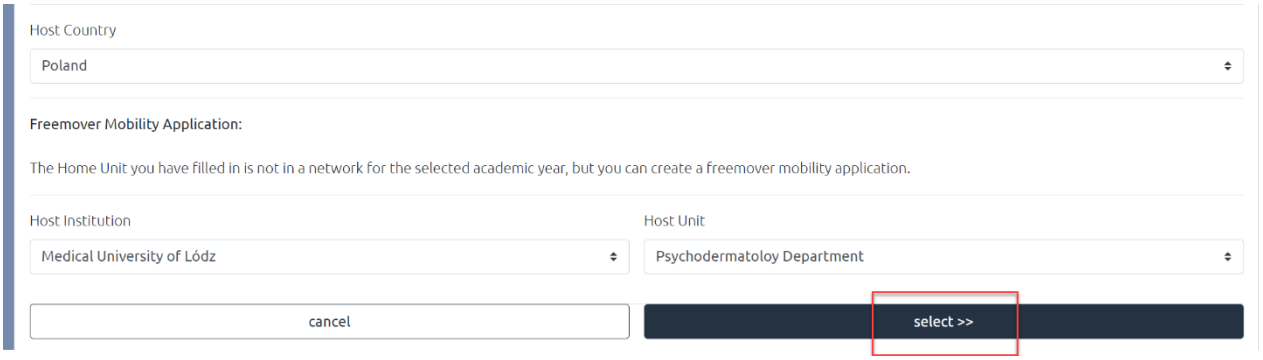


Please choose “Ukraine” as Home Country, “Ukrainian University (…)” in general as Home Institution, and “My home Unit is not on the list” under Home Unit.

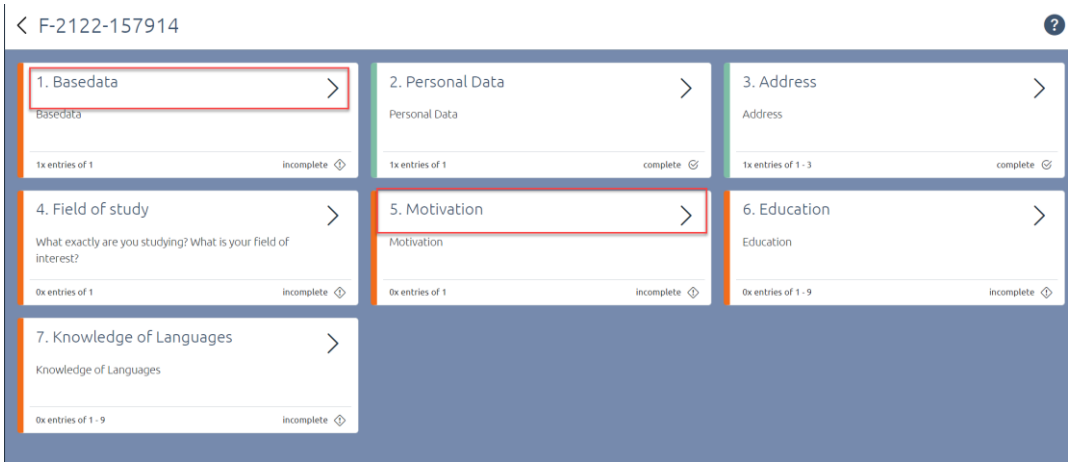
Type in your Ukrainian university in the entry field.



Please pick your host country and your host institution and then press “select >>”



Now you see the overview of your application, with the different sections. Fill out all red marked sections.

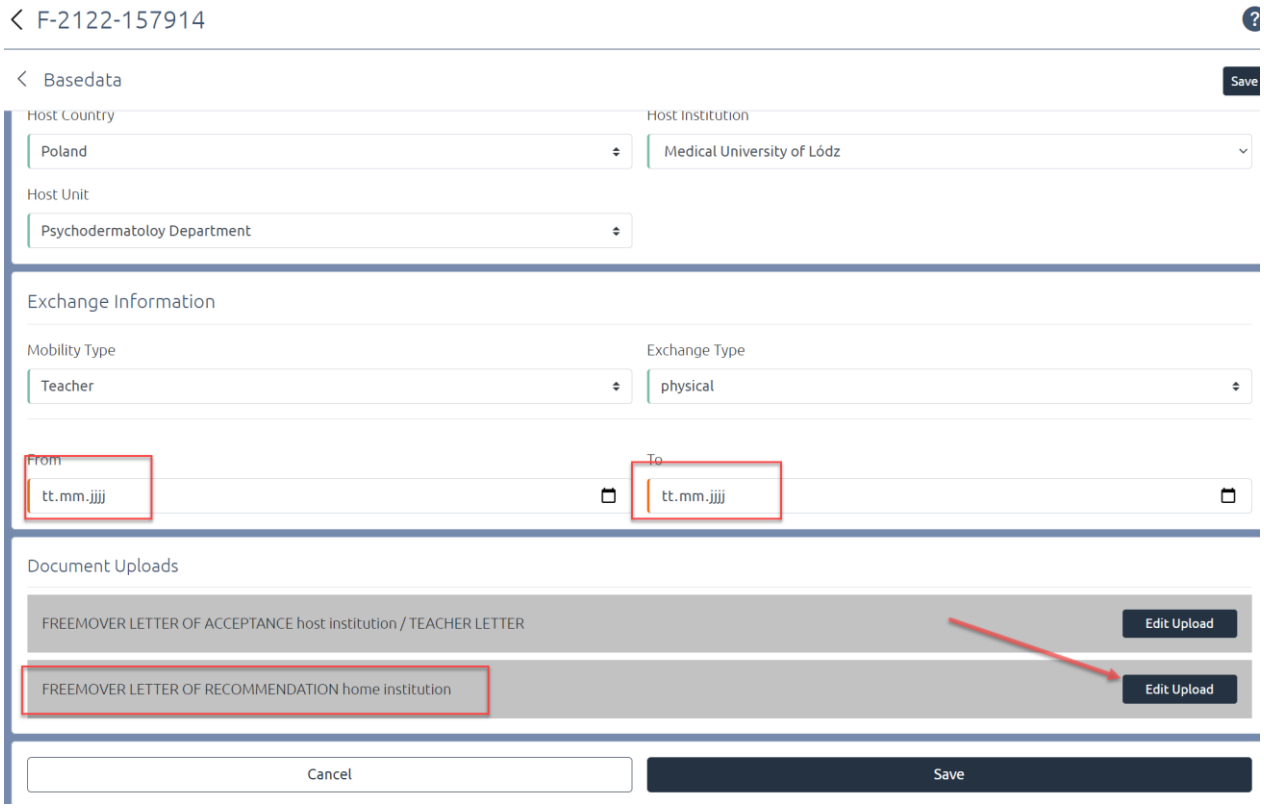


Under Basedata, you must fill in a duration of stay. Ask your contact person or our National CEEPUS Office for further advice.

You also need to upload a **letter of acceptance** or **teacher letter** from your host institution. Please access https://www.ceepus.info/content/downloads for a template.

Instead of a **letter of recommendation**, you should upload:

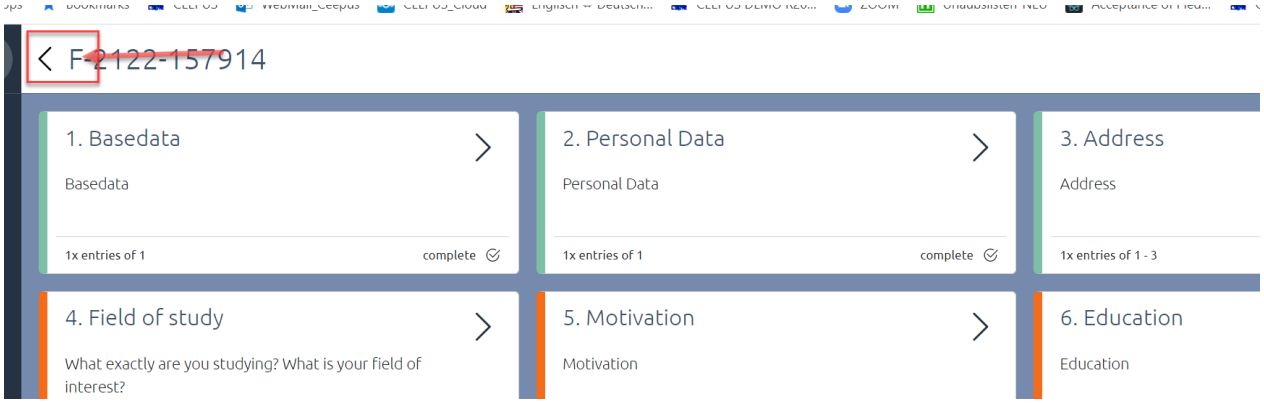
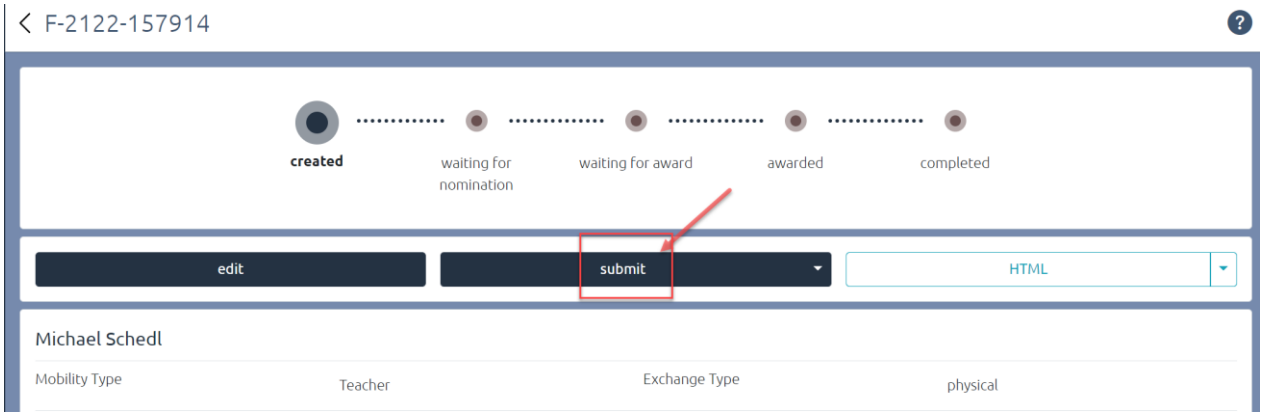
1. Proof that you are enrolled at Ukrainian university for students or proof that you are a teacher at Ukrainian university for teachers. Press “Edit Upload” to upload
2. Copy of ID card or passport. Press “Edit Upload” to upload



Do not forget to press “Save”.

Use the arrows to navigate.

Once you have filled out all sections, navigate another step back to submit the application



Press “submit” and confirm the workflow execution.