

EMMAAsia 2013: How to Apply

1. For information about the EMMAAsia 2013 project, please visit <http://emmasia.uevora.pt>. You may also contact the EMMA coordinator/s in your country. For technical difficulties/problems related to the online application program, please email emmasia2013@gmail.com.
2. For other information not related to technical difficulties on the online application, please email to emmawest2013@uevora.pt
3. To be able to apply online, you must first register. You can register only once, so the correct first and last names and birthdate should be used. To register, go to the url: registration.emmasia.eu.
4. After entering the required fields and pressing the submit button, an email containing a verification link will be sent to the registered email address, to complete the registration.
5. After a successful registration, you can login any number of times to edit your application form. But it has to be submitted before the deadline to be considered for evaluation. Once submitted, it may no longer be edited.
6. Options from main menu (on the right side of the page)
 - a. Application Form (To fill up/edit the application form, if not yet submitted, and before the deadline.)
 - b. View application (To view the current version of the application)
 - c. Recommended Mobility Projects (MP) (To view the available Mobility Projects)
 - d. View my proposed MP (To view proposed MP, if you have one.)
7. Select **Application Form** to edit your application form.
8. To input the mobility type (MT) the first time, or to change it, select the correct MT, and wait 1 or 2 seconds for the page to refresh. Note that the application form is not the same for all MTs.
9. Please make sure that you are eligible for the Mobility Type (MT) that you select. Check the EMMAAsia website for the mobility types available for the different countries. Applicants who apply for MTs that they are not eligible to, have no chance of getting selected. Note that the TG1 mobilities are reserved for applicants who belong to the Asian Partner Universities (APU).

10. You can go to any part of the application form, by clicking on the right page.
11. For documents to upload, only the following formats are allowed: .jpg, .pdf, or .zip. Also, each file cannot exceed 800kb.
12. One of the most important requirements in the application form is the Mobility Project (MP). (For additional information regarding MPs, please visit the EMMAAsia website).
 - a. You may either select an MP among the 'recommended' MPs, or propose your own.
 - b. Don't use an MP that is restricted to an APU that you are not part of, or an MP that does not include the MT that you are applying for.
 - c. If proposing your own MP, make sure that the EPU of your choice has a department/faculty/institute that covers the field/s of study that you want. Information about the fields of study that are available for EMMA in the different EPUs should be available at the EMMAAsia website.
13. As in most parts of the application form, the MP can still be changed before the deadline and before you submit the form.
14. If you find a recommended MP that fits your plan, except for the MT, EPU or APU, you can propose your own MP by changing the appropriate items in the public MP. But take note of Item #11 above.
15. To submit your application form, you should answer all the required fields, and click on the "submit" button on page 6 of the application form. To complete the submission, you are asked to go through each page to make final changes.
16. Once submitted, a confirmation email is sent to your registered email address. You may still login at the application website, but you can no longer edit your application form; however, you can still view your submitted application form.
17. For announcements regarding the result of your application, please check the EMMAAsia website from time to time.