

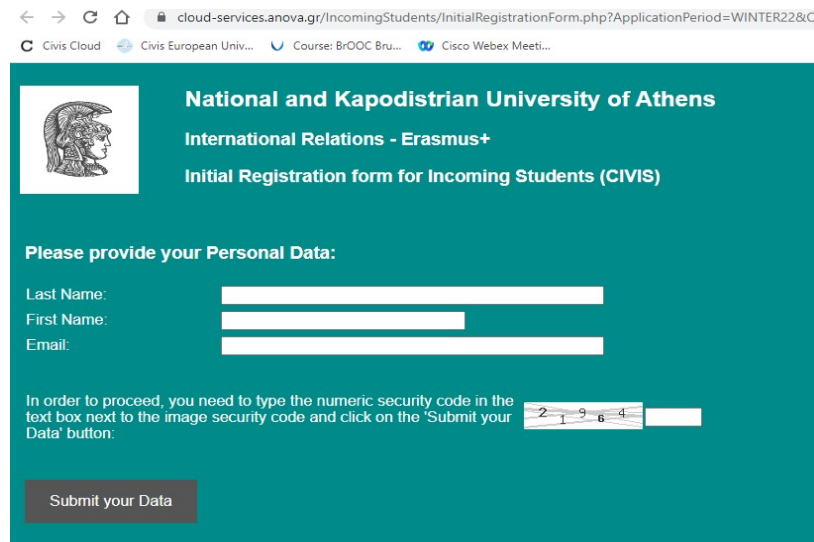
A short Guide to Using the Online Application Platform

What is the very first Step in using the platform?

First you need to get the access credentials for the platform. Visit the URL provided by the Office of International Relations for the Initial Registration:


<https://cloud-solutions.anova.gr/IncomingStudents/InitialRegistrationForm.php?ApplicationPeriod=WINTER24&CIVIS=1>

The Initial Registration Form pops up:



cloud-services.anova.gr/IncomingStudents/InitialRegistrationForm.php?ApplicationPeriod=WINTER22&CIVIS=1

Civis Cloud Civis European Univ... Course: BrOOC Bru... Cisco Webex Meet...


 **National and Kapodistrian University of Athens**
International Relations - Erasmus+
Initial Registration form for Incoming Students (CIVIS)

Please provide your Personal Data:

Last Name:

First Name:

Email:

In order to proceed, you need to type the numeric security code in the text box next to the image security code and click on the 'Submit your Data' button: 

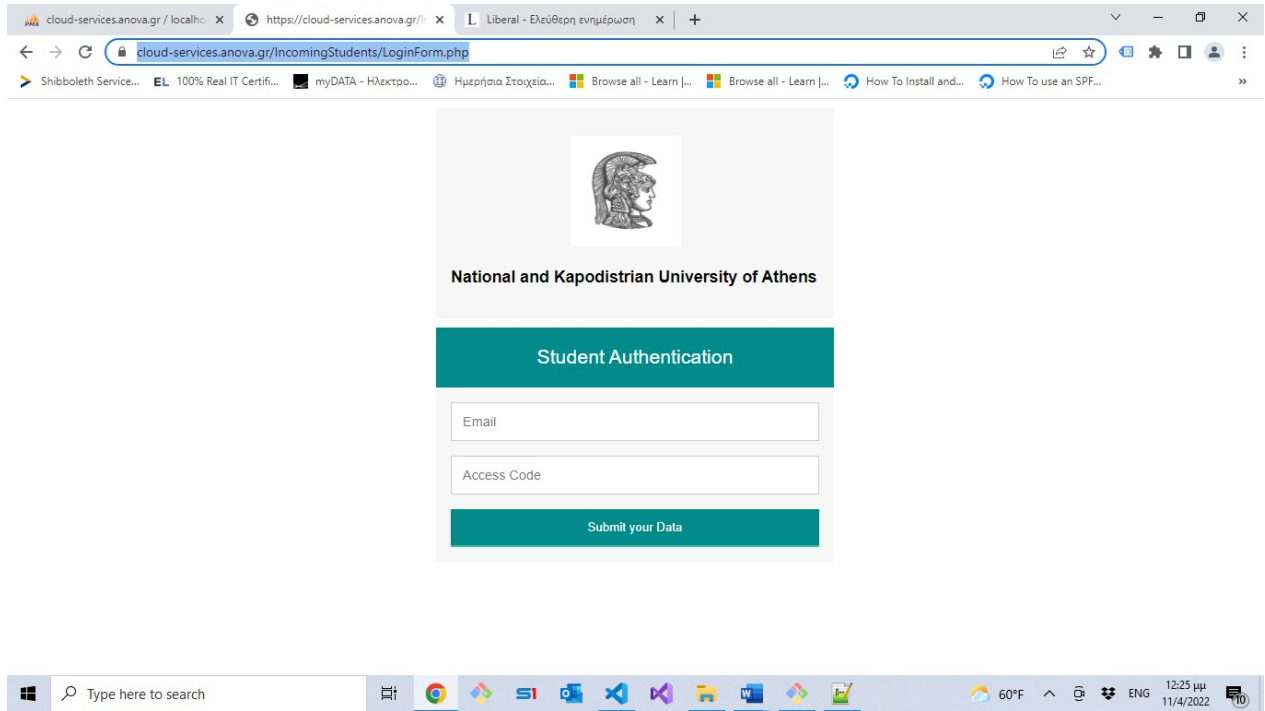
Submit your Data

Submit your Last Name, First Name and a valid Email address and the platform will send you an automatic email response with your **Access Code** (Email subject: Message on behalf of the Department of International Relations (Erasmus+) - National and Kapodistrian University of Athens....). Please note that you will use this access code every time you wish to login to the online application platform.

What do I do next when I receive the Email with the access code from the Online Applications platform?

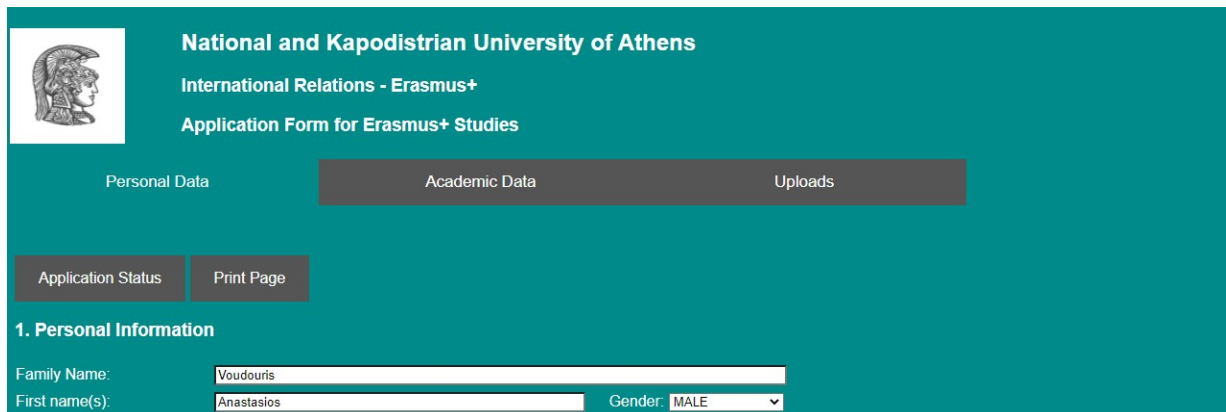
You visit the URL:

<https://cloud-solutions.anova.gr/IncomingStudents/LoginForm.php>



The screenshot shows a web browser window with the URL <https://cloud-solutions.anova.gr/IncomingStudents/LoginForm.php>. The page features the logo of the National and Kapodistrian University of Athens and a teal header with the text "Student Authentication". Below the header are two input fields: "Email" and "Access Code", followed by a teal button labeled "Submit your Data". The browser's taskbar at the bottom shows various application icons and system information, including the date 11/4/2022 and time 12:25 μμ.

You submit the Email you provided - in the initial registration phase - and the Access Code you received from the platform and then you access your Application Form.



The screenshot displays the application form for Erasmus+ Studies. The header includes the university logo and the text "National and Kapodistrian University of Athens", "International Relations - Erasmus+", and "Application Form for Erasmus+ Studies". Below the header are three tabs: "Personal Data", "Academic Data", and "Uploads". There are also buttons for "Application Status" and "Print Page". The "1. Personal Information" section contains the following fields:

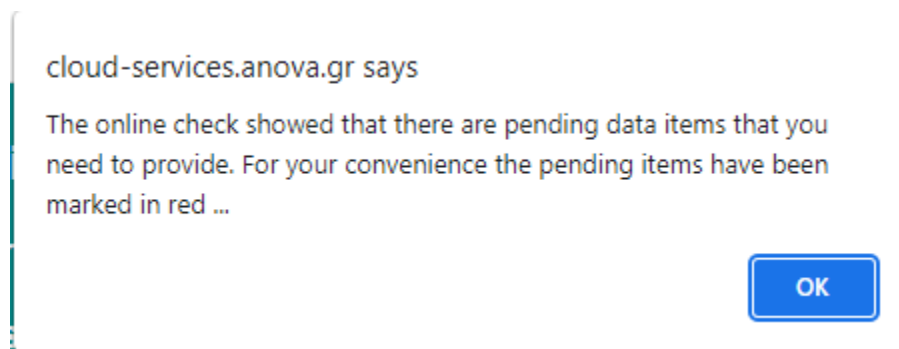
Family Name:	<input type="text" value="Voudouris"/>
First name(s):	<input type="text" value="Anastasios"/>
Gender:	<input type="text" value="MALE"/>

Which fields in the Application Form are mandatory?

Almost all the fields in the form are mandatory. In order to check the status of your Application in terms of possible missing items, you can click on the button **Application Status** (The button is located at the Left Top of the page just below the **Personal Data Academic Data Uploads** tabs)



If there are missing items in your Application, the popup message will appear:



Click on **OK** and you will see all the missing/mandatory items in your Application highlighted in red color:



National and Kapodistrian University of Athens

International Relations - Erasmus+

Application Form for Erasmus+ Studies

Personal Data

Academic Data

Uploads

Application Status

Print Page

1. Personal Information

Family Name:	VOUDOURIS	
First name(s):	ANASTASIOS	Gender: <input type="text" value=""/>
Date of Birth:	<input type="text" value="mm/dd/yyyy"/>	Nationality: <input type="text" value=""/>
Passport No/ID card No:	<input type="text" value=""/>	
Student with disabilities:	<input type="text" value=""/> If YES please specify: <input type="text" value=""/>	

How do I proceed to fill in the Application Form?

You fill in the data items in the Application form in field groups. The fields are grouped in tabs: Personal Data, Academic Data and Uploads.

In the Personal Data tab, you fill in all the mandatory fields – marked in red – and you click on the **Save Personal Data** button at the bottom of the page.

1. Personal Information

Family Name: VOUDOURIS

First name(s): ANASTASIOS Gender: [Redacted]

Date of Birth: [Redacted] Nationality: [Redacted]

Passport No/ID card No: [Redacted]

Student with disabilities: [Redacted] If YES please specify: [Redacted]

2. Contact Information (Home Country)

Street and Number: [Redacted]

Area Code: [Redacted]

Town/City: [Redacted]

Country: [Redacted]

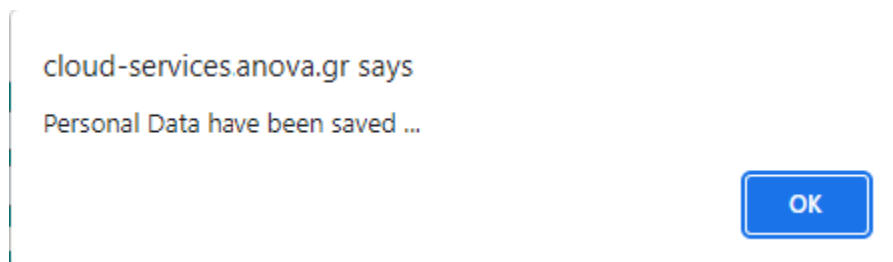
Telephone: [Redacted]

Mobile: [Redacted]

Email: ANOVA.ALT@GMAIL.COM

Save Personal Data

Caution: In the Personal Data tab nothing is saved until you fill in all the mandatory fields. If you fill in all the mandatory fields and click on **Save Personal Data** then all Personal Data are saved in the Platform and the Message pops up:



Personal Data fields are marked in white and you can proceed to the next tab of the Application Form or leave the platform and continue later.

What about Academic Data?

In this Academic Data tab there is a lot of information you have to provide about your Home Institution, University of Athens, Language Competence, Interest for Courses in Greek Language and finally your Degree Title.

3. Home University information

Home University: Country:

Address of Home University:

Origin Department/School: Level of Study:

Area of Study: Current year of study:

Home Coordinator:

Coordinator's Email: Coordinator's Telephone:

Contact Person at Erasmus Office:

Contact Person's Email: Contact Person's Telephone:

4. Receiving University Information (National and Kapodistrian University of Athens)

Receiving Coordinator:

Receiving Department:

Study period:

Remember: In the Academic Data tab nothing is saved until you fill in all the mandatory fields in this Tab. If you fill in all the mandatory fields and click on **Save Academic Data** at the bottom of the page

5. Language Competence

Mother Language:

Knowledge of Greek Language:

Knowledge of English Language:

Knowledge of other Languages(Language/Level):

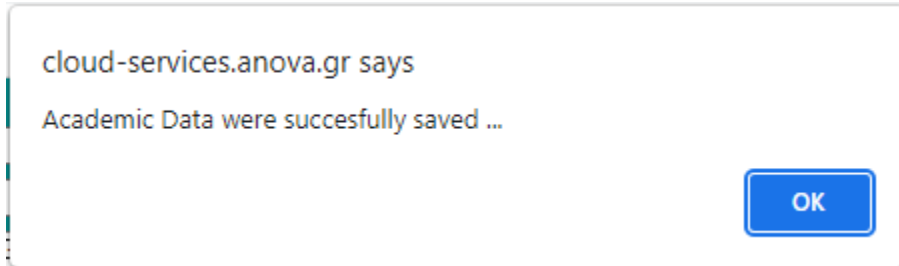
The University offers to all Erasmus+ students Greek Language and Civilization Courses (without fees)

Do you wish to attend Greek Language Courses (6 ECTS):

6. Previous and Current Study

Diploma/Degree for which you are currently studying:

then all Academic Data are saved in the Platform and the Message appears :



Now you can proceed to the Uploads Tab.

What about the required documents to Upload?

You need to provide 4 documents:

- 1) A copy of your Learning Agreement.
- 2) A copy of your Passport or ID.
- 3) A copy of your Transcript of records
- 4) A copy of your European Insurance Card

All the files must be in PDF format and not larger than 2MBs.

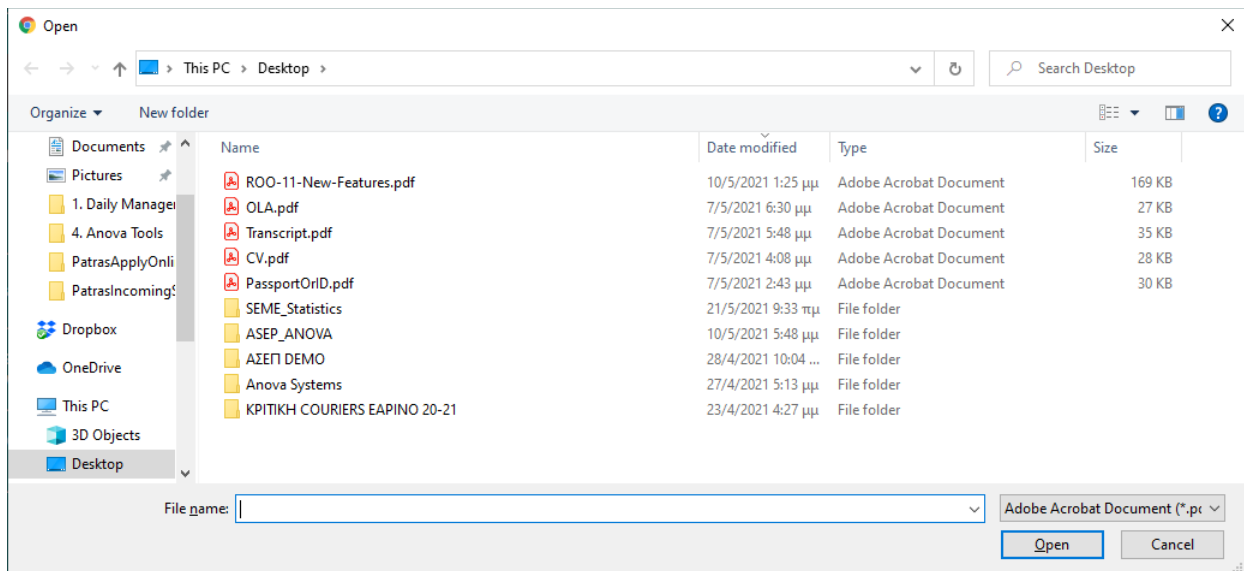
What is the process of Uploading a file?

First you click on the **Choose File** button

7. Required Documents to Upload (PDF files)

1. Learning Agreement (You may upload PDF extract from OLA):	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload file"/>
2. Passport or ID:	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload file"/>
3. Transcript of Records in English (Provided by Home University):	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload file"/>
4. European insurance card:	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload file"/>

The file selection dialog pops up:

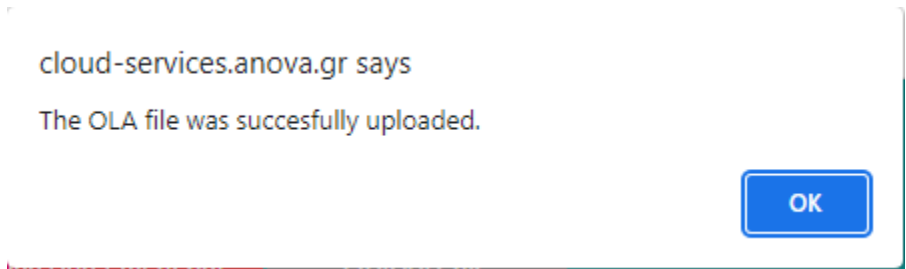


You select the file stored in your Computer, click on **Open** button in the file selection dialog and then click on the **Upload file** button in the form to upload the file to the Platform.

7. Required Documents to Upload (PDF files)

1. Learning Agreement (You may upload PDF extract from OLA):
 Learning Agreement.pdf
2. Passport or ID:
 No file chosen
3. Transcript of Records in English (Provided by Home University):
 No file chosen
4. European insurance card:
 No file chosen

The file is being uploaded and an info message confirming that the file has been successfully uploaded appears.



Also, the Application form is automatically changed presenting the new situation:

7. Required Documents to Upload (PDF files)		
1. Learning Agreement (You may upload PDF extract from OLA):	The file has been uploaded New file Download	Upload file
2. Passport or ID:	Choose File No file chosen	Upload file
3. Transcript of Records in English (Provided by Home University):	Choose File No file chosen	Upload file
4. European insurance card:	Choose File No file chosen	Upload file

Can I make changes in the fields in my Application after I have saved my data?

Yes, you can make any change in any field of your Application Form during the period the Platform is open for Applications. Remember to click on the Appropriate Save button to save your changes.

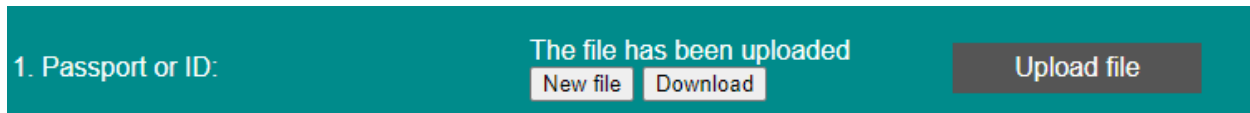
Can I change any uploaded documents after the initial upload?

Yes, you can upload a new file during the period the Platform is open for Applications. You click on the **New File** button to upload a new file to replace an already uploaded file.

1. Passport or ID:	The file has been uploaded New file Download	Upload file
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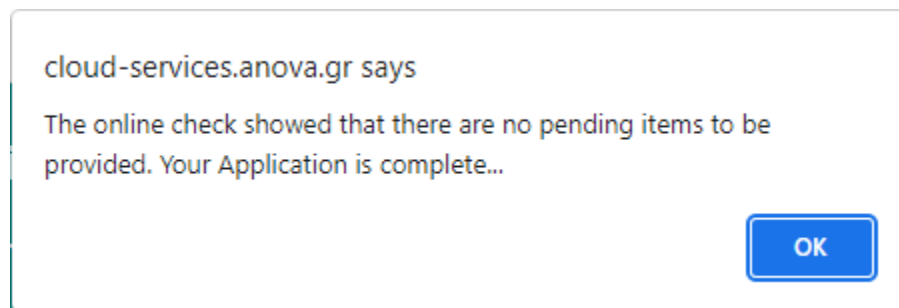
How Can I see the file I have uploaded after the upload?

You can download and open the uploaded file by clicking on the corresponding **Download** button.



How Can I be sure that I have completed my Application Form?

First leave the platform and Login again using the same credentials of your initial registration (email account and access code). As soon as you have logged in, Click on the **Application Status** button at the top left of any tab. If you see the message:



You are OK, you do not have to do anything else.

If I get the above message, is there anything else I have to do?

No, you do not have to do anything else - **your Application is complete**. Please note that you are not going to receive a confirmation email or any other message from the platform about the completion of your Application.