



Application for Traineeship

A short Guide of 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

<https://cloud-services.anova.gr/IncomingStudents/InitialRegistrationForm.php?ApplicationPeriod=ACADYEA R23-24&PLACEMENT=YES&CIVIS=1>

The Initial Registration Form pops up:

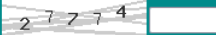
National and Kapodistrian University of Athens
International Relations - Erasmus+
Initial Registration form for Incoming Students for Traineeship (CIVIS)

Please provide your Personal Data:

Last Name:

First Name:

Email:

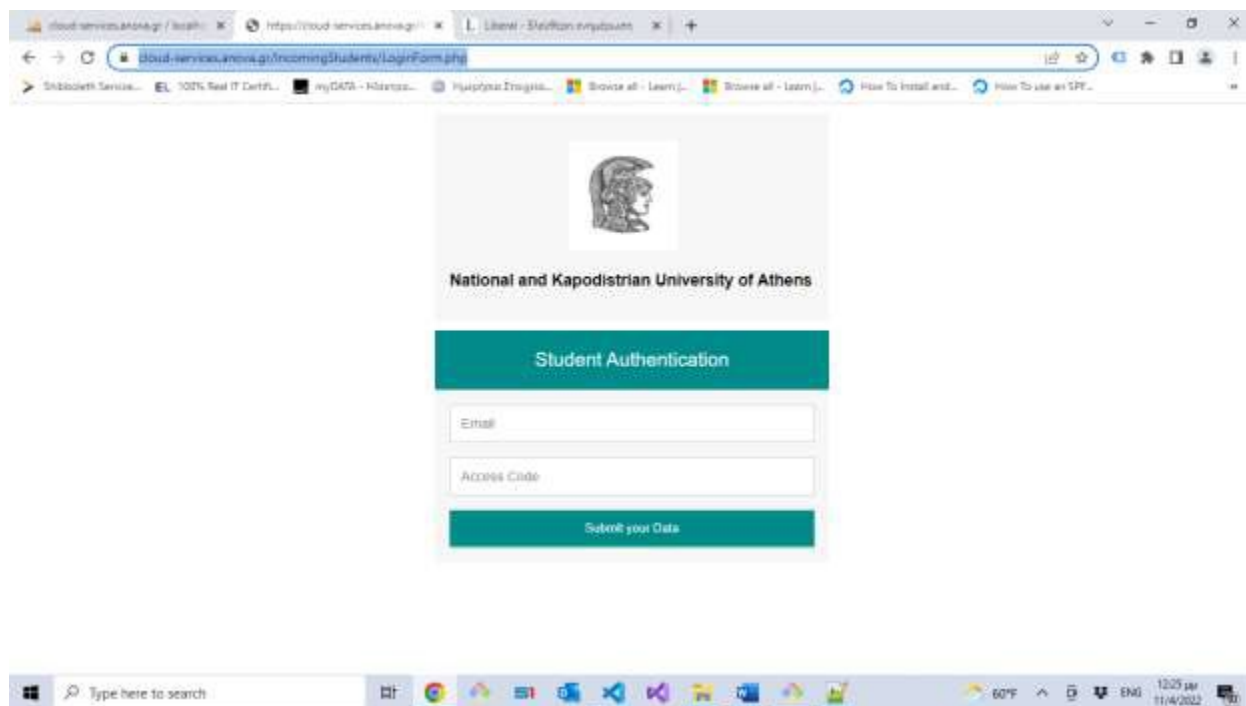
In order to proceed, you need to type the numeric security code in the text box next to the image security code and click on the 'Submit your Data' button: 

Submit your Last Name, First Name and a valid email address and the platform will send you an automatic email response with your **Access Code**. Remember to save 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 log in to the online application platform.

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

Visit the URL:

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



Submit the email you provided - in the initial registration phase - and the Access Code you received from the platform and then access your Application Form



National and Kapodistrian University of Athens
International Relations - Erasmus+
Application Form for Erasmus+ Traineeship (CIVIS)

Personal Data Academic Data

Application Status Print Page

1. Personal Information


Family Name:

First name(s): Gender:

Father Name:

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** and **Academic Data** tabs



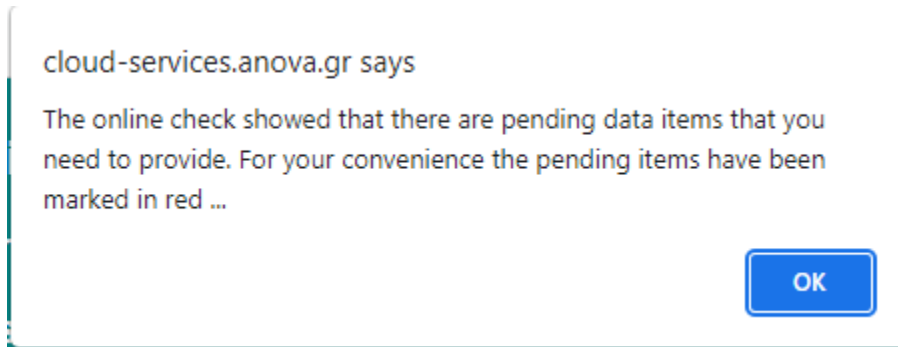
National and Kapodistrian University of Athens
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Personal Data Academic Data

Application Status Print Page

1. Personal Information

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 colour:

The screenshot shows the application form interface. At the top left is the university logo. The title is "National and Kapodistrian University of Athens" followed by "International Relations - Erasmus+" and "Application Form for Erasmus+ Traineeship (CIVIS)". There are two tabs: "Personal Data" (active) and "Academic Data". Below the tabs are buttons for "Application Status" and "Print Page". The section "1. Personal Information" contains the following fields:

- Family Name: VASIAKOS
- First name(s): NIKOLAOS
- Gender: [Red dropdown menu]
- Father Name: [Red field]
- Mother Name: [Red field]
- Date of Birth: [Red field with calendar icon]
- Nationality: [Red dropdown menu]

How do I proceed to fill in the Application Form?

Fill in the data items in the Application form in field groups. The fields are grouped in tabs: Personal Data and Academic Data.

In the Personal Data tab you fill in all the mandatory fields – highlighted in red –

and click on the

Save Personal Data button at the bottom of the page.

Date of Birth: 01 / 01 / 2002 Nationality: GREEK

Passport No/ID card No: ABC 1112234

Student with disabilities: NO If YES please specify:

2. Contact Information (Home Country)

Street and Number:

Area Code:

Town/City:

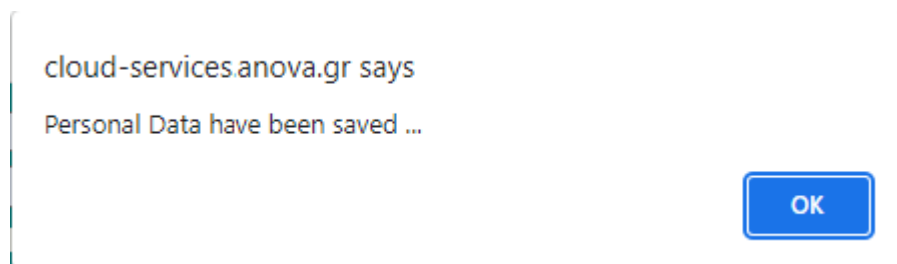
Country:

Telephone:

Mobile:

Email: TEST@TEST.COM

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, the Start and End Dates of the mobility 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:

Start Date: End Date:

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):

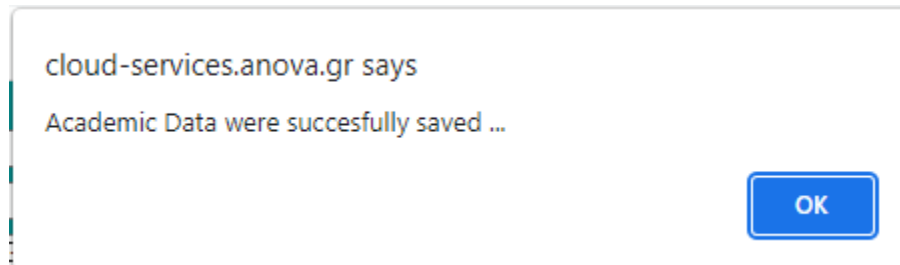
The University offers to all Erasmus+ students Greek Language and Civilization Courses (without fees)

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 :

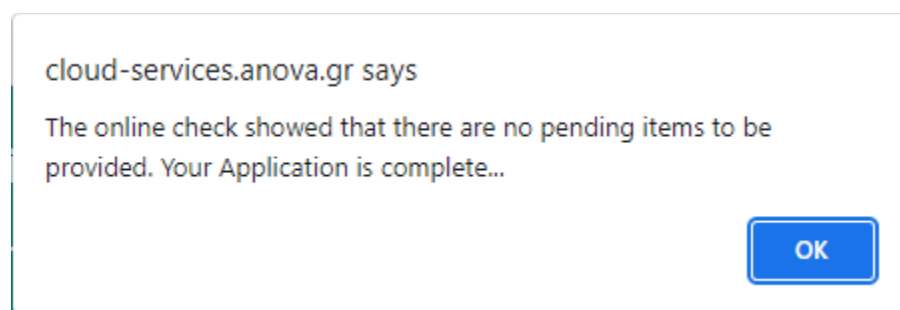


Can I make changes in the fields in my Application after I have saved my data?

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.

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

First leave the platform and Login again using the same access code. As soon as you log 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.