

HOW TO CREATE APPLICATION FOR CEEPUS

1. Create your account at ceepus.info – Click here to register:

ceepus.info/login/login.aspx

MY CEEPUS

CONTACT APPLY ABOUT HOW EXPLORE FIND

Log in Don't have an account?

Email address
your email address

Password
your CEEPUS password

Log in Click here to register!

Forgot your password?
You did not receive the activation email?

2. Log in into the system, Switch desktop to CEEPUS mobility desktop and press Create new mobility

ceepus.info/desktop/desktop.aspx#nbb

CEEPUS Mobility Desktop

Welcome

HOW CEEPUS WORKS

Obligations of Scholarshipholder

- Obligations Student
- Obligations Teacher

DOWNLOADS

Find & NCO Informations

- Find networks
- NCO Information

Create new application

Switch Desktop

News

Bosnia and Herzegovina: mobility applications are not possible at the moment

Because of financial difficulties in Bosnia and Herzegovina it is not possible to apply for mobility applications for the summer term 2022/23 for stays in Bosnia and Herzegovina at the moment. Only the two CEEPUS Universities in the Republic Srbska (University of Banja Luka and University of East Sarajevo) are not affected.

3. Agree Step 1

ceepus.info/document/document/MOBApp/document_mobility_entry_p1.aspx#nbb

CEEPUS Mobility Wizard

CEEPUS Mobility Wizard - Step 1

To make applying as easy as possible for you, the CEEPUS Mobility Wizard will guide you through the first steps. You can find further information on clicking the question sign on the upper right corner in the menu bar.

To get started, please choose one of the following answers and then click on the button "next step".

YES,
I will apply for a mobility in an existing network (I know my home and host institution) I also know the number of my CEEPUS Network (= CEEPUS Network Number, "CPNR").
If the CPNR is unknown, you can find it here.

NO,
I am planning to apply as a freemover. To my knowledge neither my home institute nor my host institute participate in a CEEPUS network.

Note: the software might suggest possible CEEPUS partner institutions of your home institution for you to select, if applicable.

cancel next step

4. In step 2 everybody will fill in information bellow:

ceepus.info/document/document/MOBApp/document_mobility_entry_p2.aspx#nbb

CEEPUS Mobility Wizard

Please note that it is strictly forbidden to create mobility applications for other persons from this account.

Academic Year: Academic Year 2022/2023

CEEPUS Network Number: CZ-0111-17-2223

Home Country: Czech Republic

Home Institution: Mendel University in Brno, The Faculty of Regional Development and International Studies

Mendel University in Brno
The Faculty of Regional Development and International Studies
Dr. Pavel Ptacek

Host Country: Croatia

Host Institution: University of Zadar, Department of Geography

University of Zadar
Department of Geography
mag.geogr. Mislav Stjepan Čagalj
Mobility type

Short Term Students

cancel next step

5. Fill in: „Short term type“ and „from“ „to“, than press „save“

M-CZ-0111-2223-169917

Basedata

Save

Host Institution: University of Zadar, Department of Geography

Mobility Type: (*) Short Term Students

(*) Please note that there is no assigned traffic for this mobility type. Please get in contact with the National CEEPUS Office of your host country.

Short Term Type: summer school

From: 04.09.2023

To: 15.09.2023

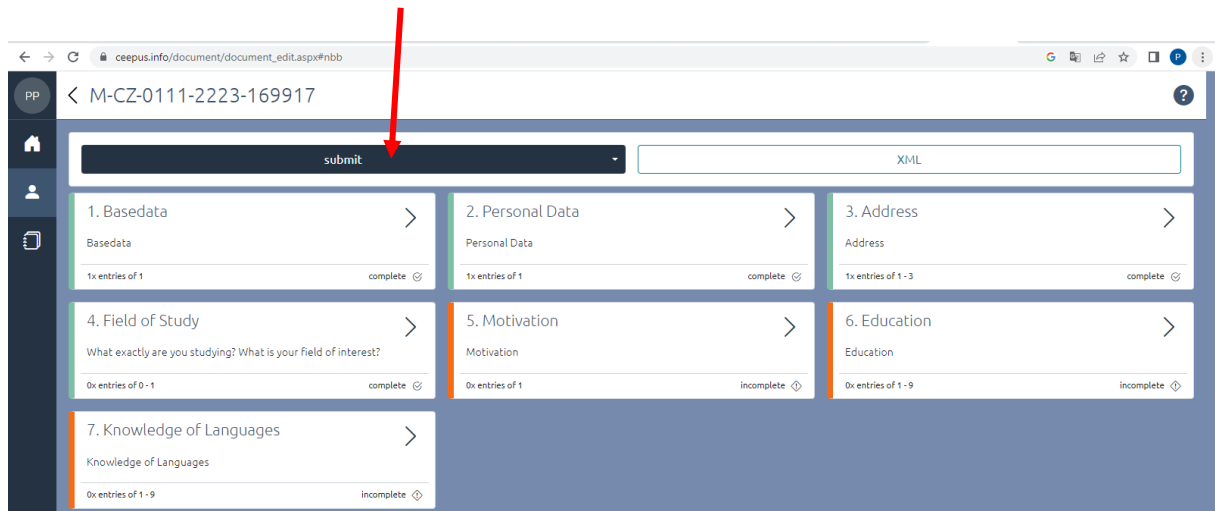
Important Notice:
Please make sure to choose the correct category:

- Student: select this if you are a student and you want to stay for AT LEAST 3 months
- Short Term Student: select this if you are a student and you want to stay for LESS than 3 months, e.g. for a regular excursion (min. 10 days) or if you are a thesis student
- Teacher: if you are a teacher, please always choose ONLY THIS category, no matter for how long you want to stay
- Short Term Excursion (min. 3 days): select this if you are a student and you want to participate in this special activity

6. Than you fill in all necessary information – mostly Motivation, Education and Knowledge of languages (all strips on the left side of the compartment will turn from red to green). If not, you cannot submit the application.

Special attention please pay to your motivation – it is important for evaluation of your application!

7. As a final step you press „submit“.



That is all!

Next communication will be via e-mail or face to face if necessary.