Guidelines for applying online

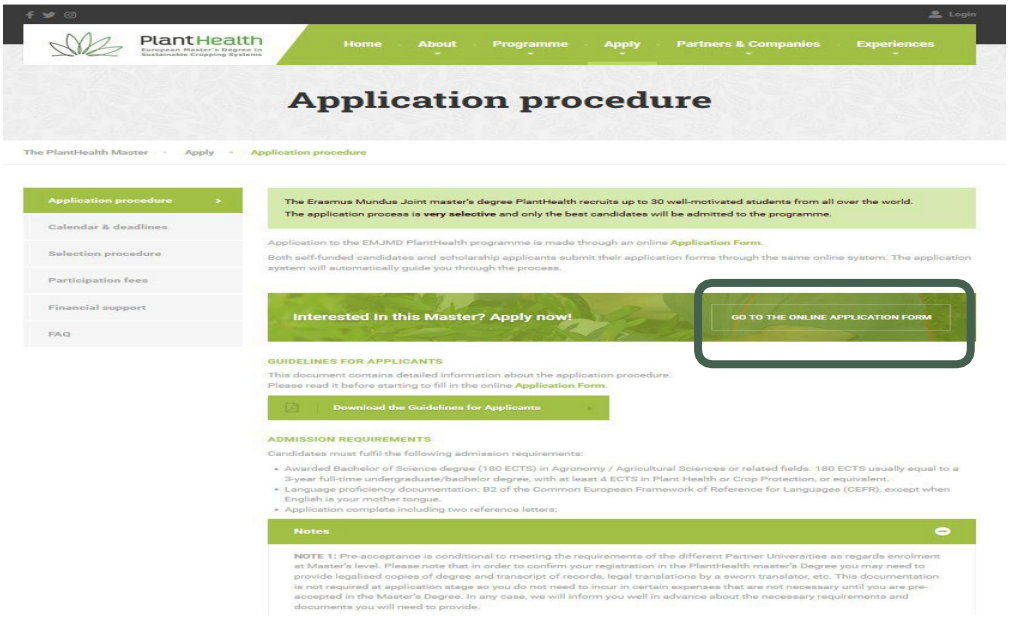
ERASMUS MUNDUS MASTER'S DEGREE IN PLANT HEALTH IN SUSTAINABLE CROPPING

PLANTHEALTH

Step 1: Access to the PlantHealth online application system:

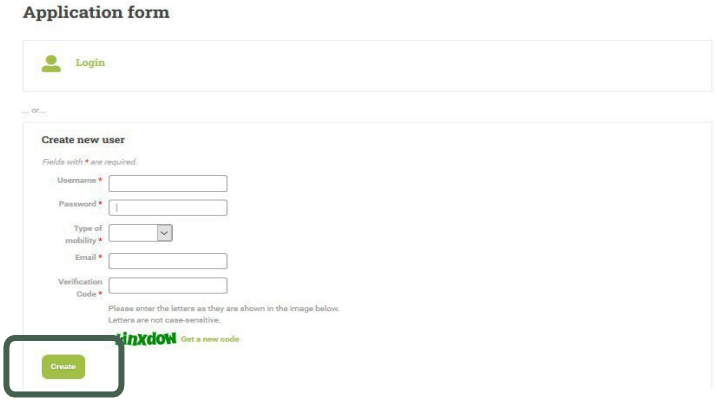
Both self-funded candidates and scholarship applicants submit their application forms through the same online system, which is available on the website: www.planthealth.upv.es

To create a new user account, go to: https://www.planthealth.upv.es/web/apply/application-procedure/ and click on '*Go to the online application form'*.



Enter the requested data and then click 'Create':

- Decide a **username** and a **password**
- Insert your **email** address
- Insert the **verification code** that appears on the screen



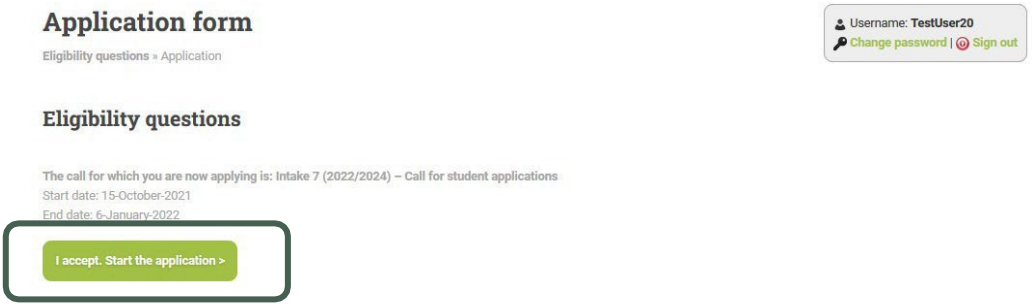
Remember that:

- For **each new application**, you must **create a new user**.
- - if you send more than one application, only the last one will be considered.

NOTE: It is very important that you **keep your username and password** safe, as these will be your access credentials throughout the process. Once you have created your user you will be automatically redirected to the online application.

STEP 2: Online application – Eligibility questions

The first screen of the online application form shows the application calendar. Click 'Start the application'.

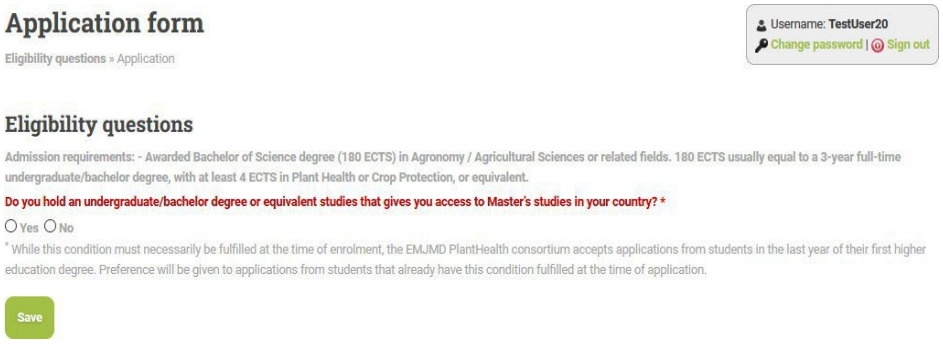


IMPORTANT:

The online application has been designed to guide you through the process. Each section contains instructions on how to enter the relevant information. Please read these carefully before answering the questions. You can save your changes at each section of the online application so that they are available the next time you access the system.

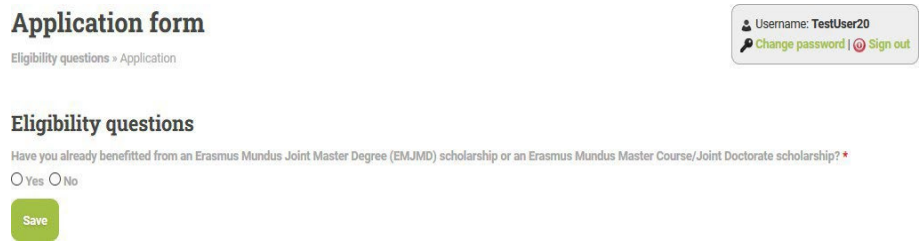
- **Eligibility question 1:**

Please note that **if you are in the final year** of your bachelor's studies, you will need to answer '**Yes**' to the first eligibility question.



- **Eligibility question 2:**

Select the relevant option and click 'Save' to proceed to the next eligibility question.



- **Eligibility question 3:**

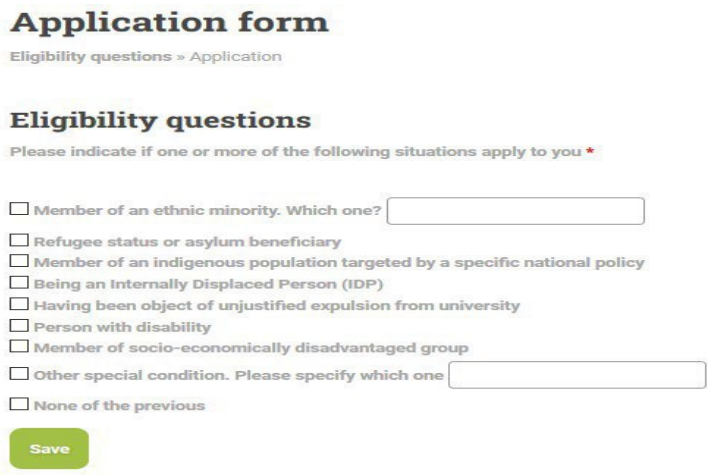
Read the question carefully and select the correct answer.



- **Eligibility questions 4:**

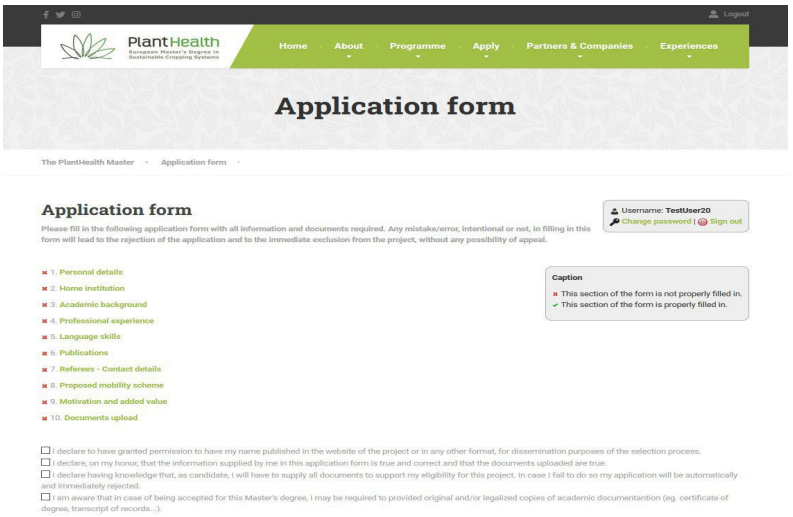
Select the relevant option and click 'Save' to proceed to the next section of the application.

If any of the described situations applies to you, remember to upload the relevant justification documents to the 'Documents upload' section.



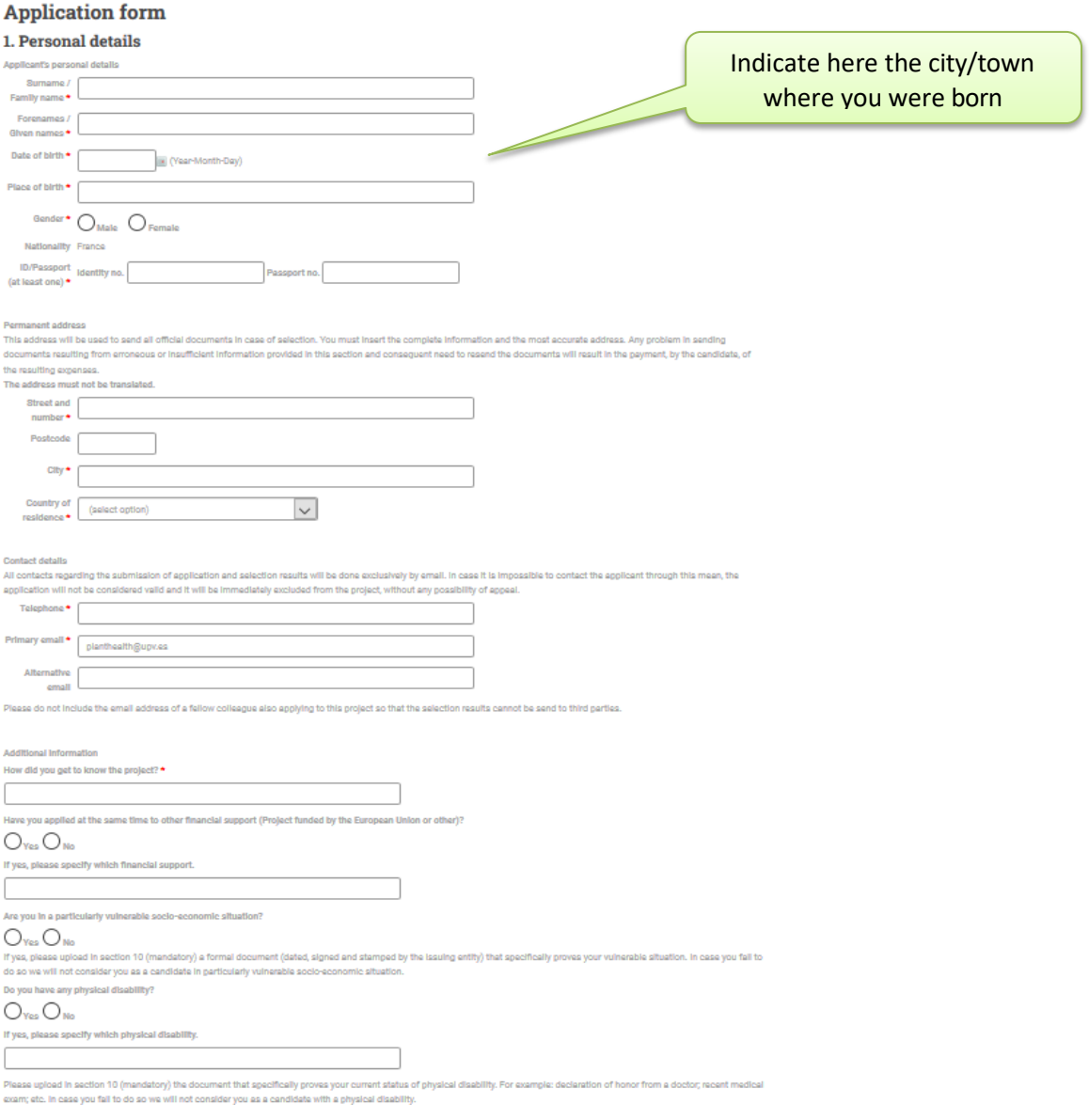
STEP 3: Application Form

Once you have completed the eligibility questions, you will be directed to the next section of the application form, which asks for personal, academic and professional information. It is important that you complete all sections.



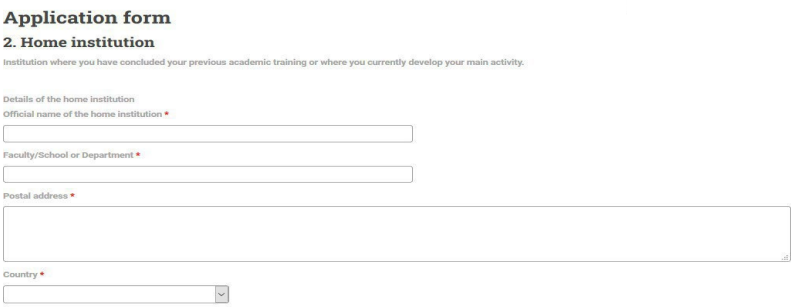
1. Personal details

Complete the mandatory fields and click 'Save'.



2. Home Institution

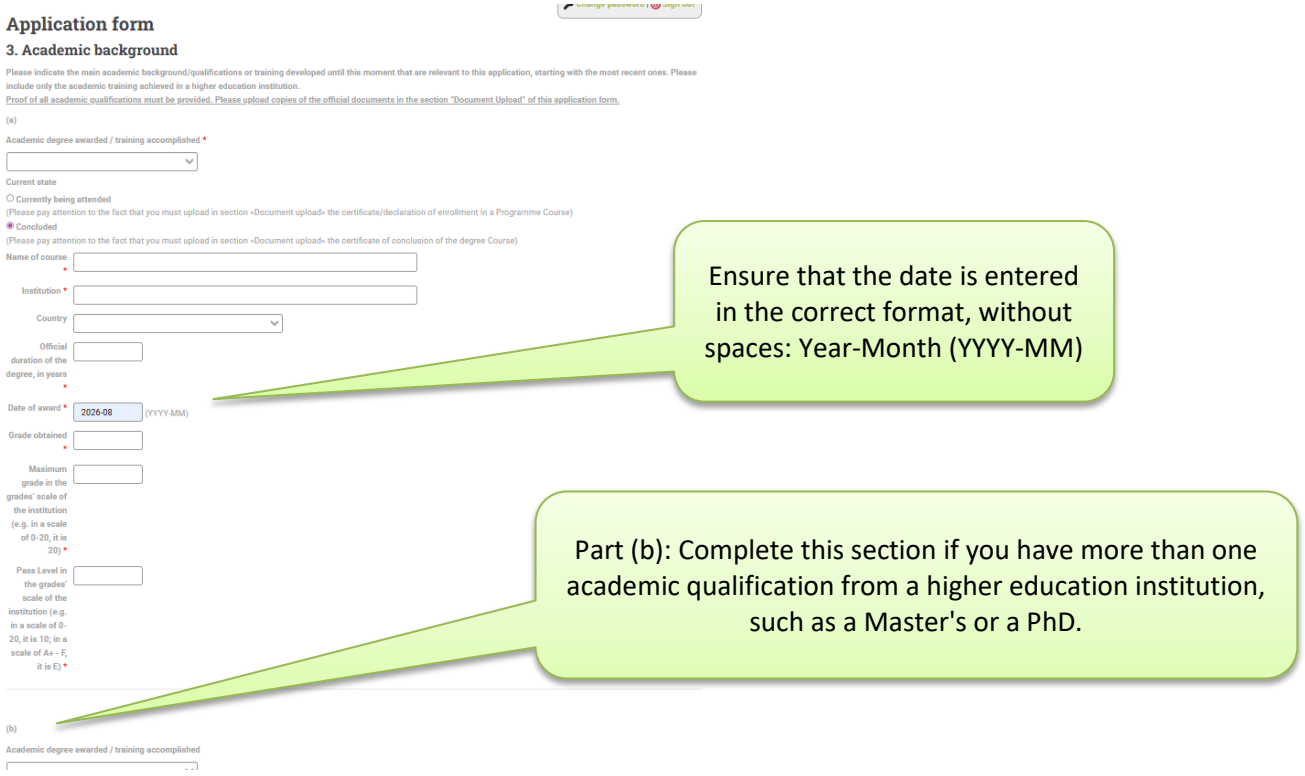
Complete the mandatory fields and click 'Save'.



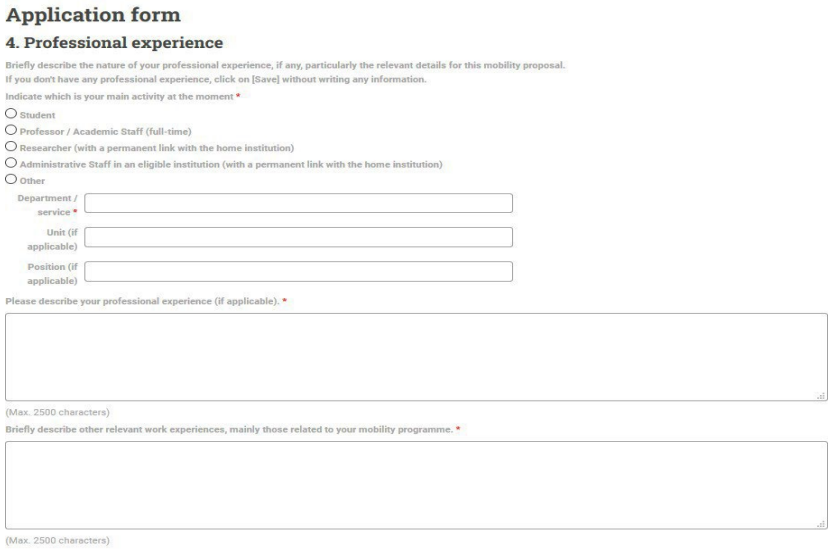
3. Academic Background

You should complete one section for each degree.

In the 'Documents Upload' section of the application, you must upload at least your BSc certificate and transcript of records. If you have also completed a Master's degree and/or a PhD, you can upload these documents together with your BSc certificate and transcript.

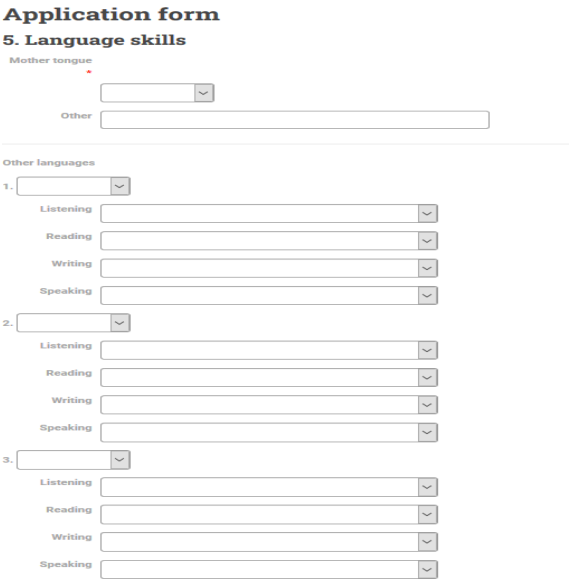


4. Professional experience *(if applicable)*

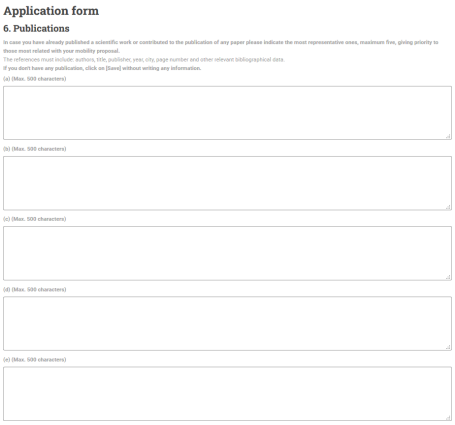


5. Language skills

Complete the mandatory fields and click 'Save'.

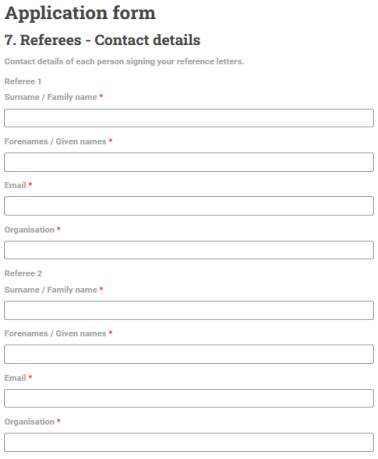


6. Publications *(if applicable)*



7. Referees – contact details

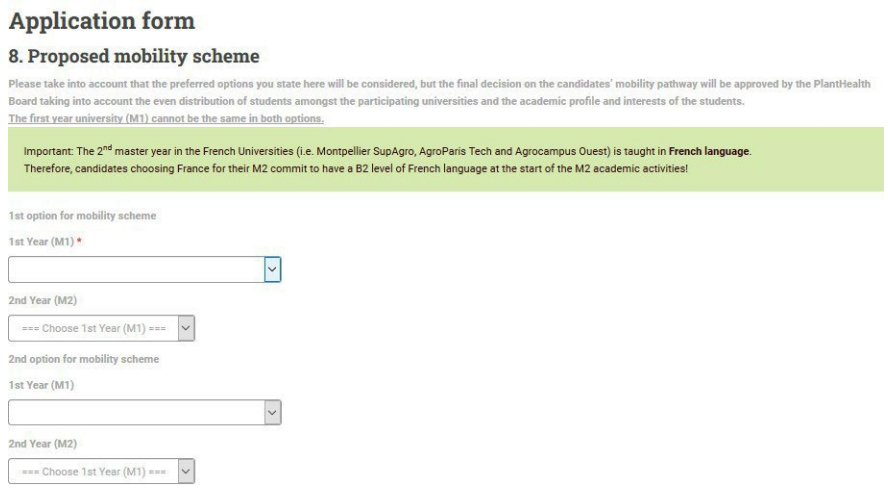
Complete the mandatory fields and click 'Save'



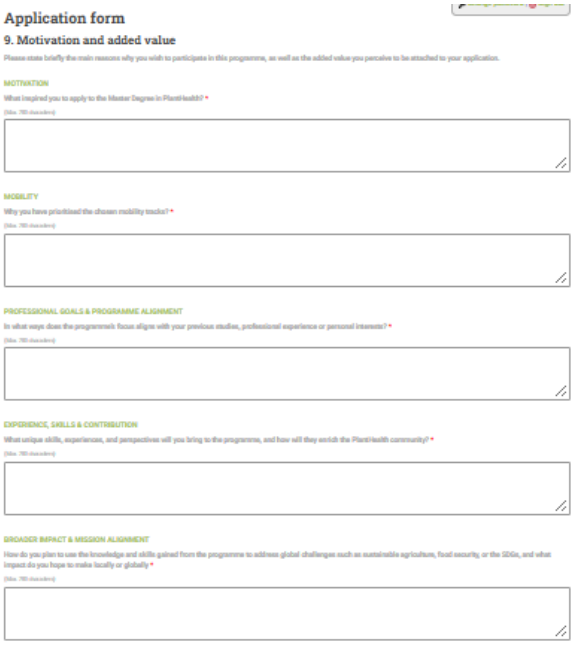
These referees should be the same ones who signed the two mandatory reference letters uploaded into the application.

8. Proposed mobility scheme

Please read the instructions carefully, then select your choice from the drop-down menu. Then click 'Save'.



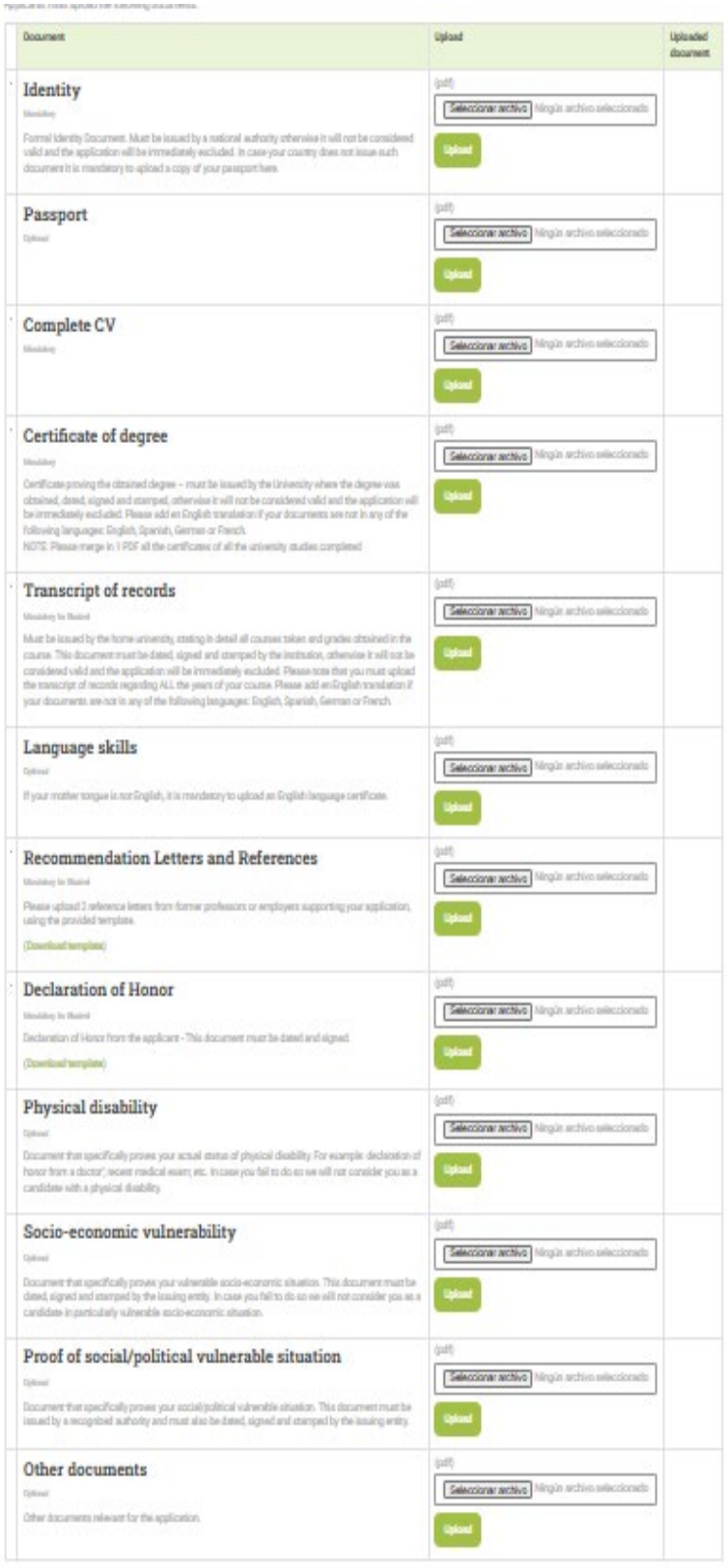
9. Motivation and added value



Please be concise in your answers. Note that t**he 700-character limit includes both spaces and text characters.** Press "Save" once you have completed the mandatory fields.

10. Documents upload

- You are expected to **upload the mandatory files to the relevant fields**. In the 'Other documents' field, you can upload any other relevant documents.
- **Each field can only accept ONE document**. If you wish to upload multiple documents to the same field, you must first merge them into a single document. https://www.ilovepdf.com/es/unir_pdf is a simple tool for merging multiple PDF documents.
- **The maximum size of each document that can be uploaded is 1 MB**. There are several tools available to reduce the size of a PDF document. One option is to use Adobe Acrobat, select 'Print' > 'Print to Adobe PDF' > 'Properties' > 'Small file'. Another option is to use specialist software, such as Smallpdf.
- All documents should be **in English**, **unless otherwise stated** in the relevant fields.



Document	Upload	Uploaded document
Identity		
Passport		
Complete CV		
Certificate of degree		
Transcript of records		
Language skills		
Recommendation Letters and References		
Declaration of Honor		
Physical disability		
Socio-economic vulnerability		
Proof of social/political vulnerable situation		
Other documents		

Identity/Passport
Please upload your **passport**. If you don't have a passport, upload your national identity document.

Last year of BSc degree
Please upload:
- A certificate from your university confirming that you are in the final year of your BSc, along with your expected graduation date if possible.
- Your transcript of records to date.

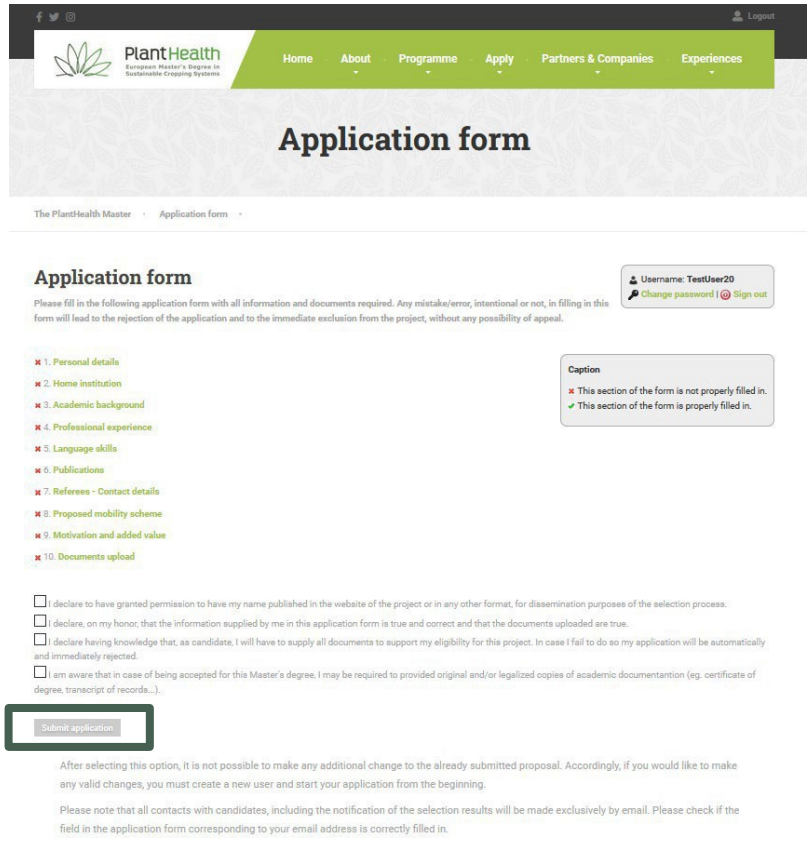
English certificate
Please provide an official certificate attesting to your B2 level of English. Alternatively, we will accept an EMOI letter from your university, but be aware that it may weaken your application.

Two Recommendation letters
Required: **USE THE TEMPLATE PROVIDED**
- The referee's full contact information, including an institutional or professional email address and a professional contact number.
- Their signature.
- The organisation's official seal or stamp.
With all these elements, you scanned it and upload it as a PDF

Socio-economic vulnerability
Submit any official documents that clearly demonstrate your financial situation.
- Income certificates (personal or family)
- Tax returns or tax clearance certificates
- Bank statements
- Proof of social benefits
- Other relevant official document issued by a government office/recognised institution.
Please ensure that the documents cover the most recent financial year available and come with a certified English translation.

STEP 4: Submit application

- After completing all sections of the application, click 'Submit Application' to submit it.
- Please note that **no further changes can be made once the application has been submitted**.
- **If you wish to make changes, you must create a new user account and start a new application. If an applicant submits multiple applications, the system will automatically consider the most recent one.**



Acknowledgment of receipt

Once you have submitted your application successfully, you will receive an email acknowledging receipt. Depending on your email settings, you may not receive the confirmation email, or it may go to your spam folder.

Selection Results

The list of candidates who have been selected to receive an Erasmus Mundus scholarship and the list of candidates who are eligible to request an interview for a place on the Master's programme as self-funded students will be published on the PlantHealth website (in the 'News' section on the homepage). Please refer to the calendar and deadlines on our website for more information about the publication dates of the results: https://www.planthealth.upv.es/web/apply/calendar-deadlines/.