# Manual for External Incoming Students

If your institution does not use EASY Mobility Online to manage exchange applications and you want to apply to an institution using EASY Mobility Online, you need to complete the following steps within the EASY MO system:

1. Fill in the Incoming Registration Form
2. Create an Account in the System
3. Upload the required documents in the Workflow of the system

Only if you complete all steps, you will be able to submit your application.

Please keep an eye on the mailbox of the email address you provide when registering in the system in order to know the next steps of the application process.

You will receive email notifications after each step:
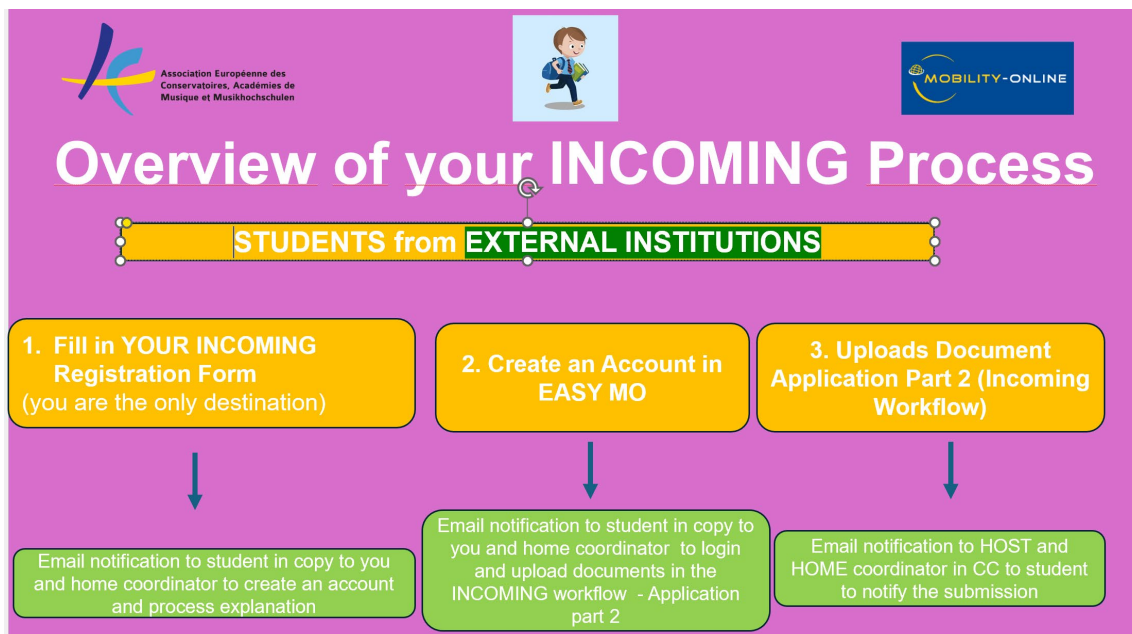
To start your application, go to https://mobility.aec-music.eu/LoginServlet, click on **Become an applicant** and choose your country and your institution. Afterwards, you will be able to choose the country and institution of destination.
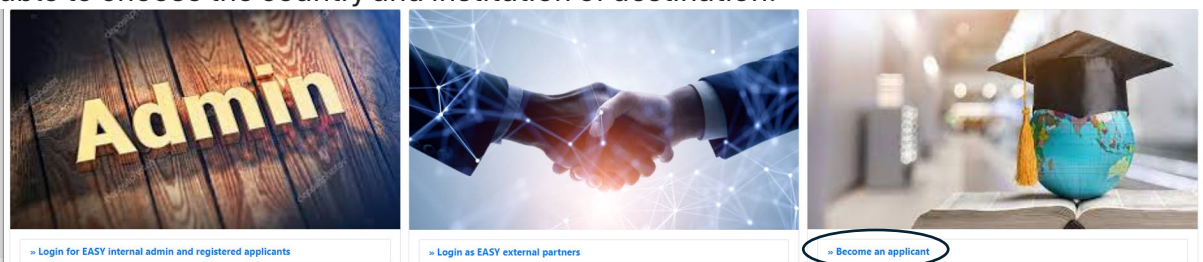
Become an applicant   ✕

I am a student of

Country

| Italy   ∨ |

Institution

| Conservatorio Di Musica Santa Cecilia - Roma   ∨ |

I am applying for:

Country

| <-- No choice -->   ∨ |

Institution

| <-- No choice -->   ∨ |

Close

Please note that if your home institution does not appear it means it is not in the system and needs to be added. Please contact your international office about it. If your destination does not appear it means that either the institution does not use EASY MO or your home institution is not their partner. In both cases, please contact your home international office. If the system gives you an error, probably the application period of your destination is closed.

Step 1: Incoming Registration Form
You can now start filling **the Incoming Registration Form.** The academic year and study period refers to when you want to go on exchange. Fields with an asterisk are compulsory.

REGISTRATION FORM for a student exchange - Incoming External Students

for exchange program **Erasmus+**

Association Européenne des
Conservatoires, Académies de
Musique et Musikhochschulen

All fields marked with (*) must be completed.

1	Desired Exchange Period
2	Personal data
3	Emergency contact details
4	Data concerning current studies
5	Data concerning planned studies abroad
6	Language competence
7	Further information

Desired Exchange Period

Type of application *
◉ Incomings   ○ Outgoings

Type of person *
◉ Students/Trainees   ○ Teachers

Exchange programme *
Erasmus+ ⌄

Academic year *
2025/2026 ⌄

What study period are you applying to? *
<-- Please select --> ⌄

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Cancel application   Continue

All fields marked with (*) must be completed.

1	Desired Exchange Period	❗
2	Personal data
3	Emergency contact details
4	Data concerning current studies
5	Data concerning planned studies abroad
6	Language competence
7	Further information

Personal data

First name *
[   ] ···

Last name *
[   ]

Gender *
○ Male   ○ Female   ○ Undefined

Date of birth (dd.mm.yyyy) *
[   ]

Place of birth
[   ] ···

Country of birth
<-- No choice --> ⌄

Nationality *
<-- Please select --> ⌄

Do you need a visa? *
○ yes   ○ no

E-mail address *   ⍰
[   ]

Same e-mail address for verification
[   ]

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Previous   Continue

1 Desired Exchange Period

2 Personal data

3 Emergency contact details

4 Data concerning current studies

5 Data concerning planned studies abroad

6 Language competence

7 Further information

Emergency contact details

First name of your contact person

Last name of your contact person

Relationship

E-mail address of contact person

Phone number of contact person

Please indicate the country code, add a space and then enter the phone number. Example: +43 1234567890

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Previous   Continue

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1 Desired Exchange Period

2 Personal data

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Data concerning current studies

Country of Home Institution *

<-- Please select -->

Home Institution *

<-- Please select -->

International Coordinator at the Home Institution

<-- No choice -->

Last Name of coordinator at home institution (if not listed above)

First Name of Coordinator at home institution (if not listed above)

Gender of coordinator at home institution (if not listed)
○ Male   ○ Female

E-mail of coordinator at home institution

Phone number of coordinator at home institution (if not listed)

Please indicate the country code, add a space and then enter the phone number. Example: +43 1234567890

Current level of education at home institution (before exchange) *

<-- Please select -->

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Previous   Continue

All fields marked with (*) must be completed.

1 Desired Exchange Period ⚠

2 Personal data ⚠

3 Emergency contact details ✓

4 Data concerning current studies ⚠

5 Data concerning planned studies abroad

6 Language competence

7 Further information

Data concerning planned studies abroad

Host country

| Belgium | ⌄ |

Host institution *

| AEC01 - Association Européenne des Conservatoires (AEC) | ⌄ |

Level of study during exchange

| <-- No choice --> | ⌄ |

Field of Study *

| <-- Please select --> | ⌄ |

Main Instrument / Specific Field of Study *

| <-- Please select --> | ⌄ |

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Previous   Continue

All fields marked with (*) must be completed.

1 Desired Exchange Period ⚠

2 Personal data ⚠

3 Emergency contact details ✓

4 Data concerning current studies ⚠

5 Data concerning planned studies abroad ⚠

6 Language competence

7 Further information

Language competence

Mother tongue *

| <-- Please select --> | ⌄ |

Language level of instruction at host institution (if not English): *
- ○ no knowledge
- ○ A1: Basic user 1
- ○ A2: Basic user 2
- ○ B1: Independent user 1
- ○ B2: Independent user 2
- ○ C1: Proficient user 1
- ○ C2: Proficient user 2

Language level English
- ○ A1: Basic user 1
- ○ A2: Basic user 2
- ○ B1: Independent user 1
- ○ B2: Independent user 2
- ○ C1: Proficient user 1
- ○ C2: Proficient user 2

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Should you need help to indicate your language level, please consult the self-assessment grid that illustrates the levels of proficiency described in the *Common European Framework of Reference for Languages (CEFR)* at
https://www.coe.int/en/web/common-european-framework-reference-languages/table-2-cefr-3.3-common-reference-levels-self-assessment-grid

All fields marked with (*) must be completed.

1 Desired Exchange Period
2 Personal data
3 Emergency contact details ✓
4 Data concerning current studies
5 Data concerning planned studies abroad
6 Language competence
7 Further information

Further information

Comments concerning your application

0 / 500

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Previous | Send registration form and receive e-mail

Once you have completed and submitted the Registration Form, you will receive an email with instructions on what happens next:

Subject: Creation of an account to apply for an exchange in EASY MO – Incoming Externals

Text:

Thank you very much for filling in the **Registration Form to apply for an INCOMING exchange** at [inst_id_gast_name] as an external student from [inst_id_heim_name]

In order to further process your application please follow this procedure:

1. Create an account (Login Name and Password) on EASY Mobility-Online **by clicking on this link at the bottom of this email**
2. Login in EASY Mobility Online with the credentials you created. You will end up in the Workflow of your INCOMING application
3. Complete/confirm your personal data and start uploading the **required application documents** by clicking on the blue links that will progressively appear on the right side of each enlisted document
4. Submit your Application
5. Your application will be approved by your home coordinator (nomination) and will be evaluated by a Selection Committee at your desired destination
6. You will receive decisions from your wished destination by email and - in case of acceptance/s - you will need to make your final choice in the system

Should you have any questions concerning the application process, please contact your international office.

If your e-mail client does not show the link in the correct way please copy or enter the following address into the address bar of your browser:

Step 2: Create your account in Mobility Online

Now your next task is to create an account in the EASY MO system

Online registration for Mobility-Online
for exchange program **Erasmus SMS**

Step 2 of 2

Now you have to choose your user name and your password.

If the username allready exists please try another one.

Due to password security you have to enter the password twice.

Please confirm your entries and press the button **[Continue]**

Login

Password

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Step 3: Upload application documents

Once done, you will receive an email to start uploading documents to complete the application in the so called "Workflow".

Once you log in, you will see your Workflow:

Applicant details

Last name	PRIMI NEW	Field of Study	Music - MUSIC
First name	Sara NEW	Host country	Belgium
Date of birth (dd.mm.yyyy)	19.10.1984	Host institution	AEC01 - Association Européenne des Conservatoires (AEC)
E-mail address	sarinaviolinist@hotmail.it	What study period are you applying to?	Spring semester
Country of Home Institution	Italy		
Home Institution	ROMA09 - Conservatorio Di Musica Santa Cecilia - Roma		

Necessary steps	Done	Done on	Done by	Direct access via following link
Registration				
Registration Form complete				
Confirmation email for registration				
Online registration				
Please insert all information and upload all required documents before submitting your application.				
External Partner Application				
Before the mobility - Upload and print documents				
Withdrawn application (optional)	☐			I want to withdraw my application
Personal master data completed	☑	22.08.2024	Sara NEW PRIMI NEW	Complete personal master data
Photo uploaded	☑	22.08.2024	Sara NEW PRIMI NEW	
Language Certificate uploaded (not compulsory)	☑	22.08.2024	Sara NEW PRIMI NEW	
Proof of previous studies / Transcript of records uploaded	☑	22.08.2024	Sara NEW PRIMI NEW	
Motivation letter for this destination uploaded	☑	22.08.2024	Sara NEW PRIMI NEW	
Media file uploaded	☑	22.08.2024	Sara NEW PRIMI NEW	
Upload a media file or insert a link in the next step. Either one or the other are compulsory to submit the application				
Media file link entered	☑	22.08.2024	Sara NEW PRIMI NEW	
Contact person of emergency entered	☑	22.08.2024	Sara NEW PRIMI NEW	
Optional: Answer extra question(s) for this institution	☑	22.08.2024	Sara NEW PRIMI NEW	
Recommendation Letter uploaded	☑	22.08.2024	Sara NEW PRIMI NEW	
Study plan	☑	22.08.2024	Sara NEW PRIMI NEW	
Partner accepted Nomination	☑	23.08.2024	erasmus@conservatoriosantacecilia.it	
Application sent to Selection Committee	☑	23.08.2024	Superadmin AEC	
Application marked as rejected	☐			
Application marked as accepted	☑	23.08.2024	Superadmin AEC	
Study place accepted/rejected	☑			Accept/reject the study place
• Deadline for accepting study place : 26.08.2024				
Study place rejected by applicant	☐			

Back

Allocation of documents

Back Upload

Motivation letter for this destination uploaded

Upload name

Letter of motivation

File

Drag your files here

Or **Search files**

Back Upload

The action links on the right of the list are the actions that you must perform to complete the workflow. It is mainly about uploading documents. You can do the action by clicking on the links in random order. Once an action is complete the "done" box becomes green and ticked. You need to click on save/update according to the action.

Please note that all the documents need to be uploaded by the application deadline indicated by the destination institution. The sentences in the pale yellow stripes (help
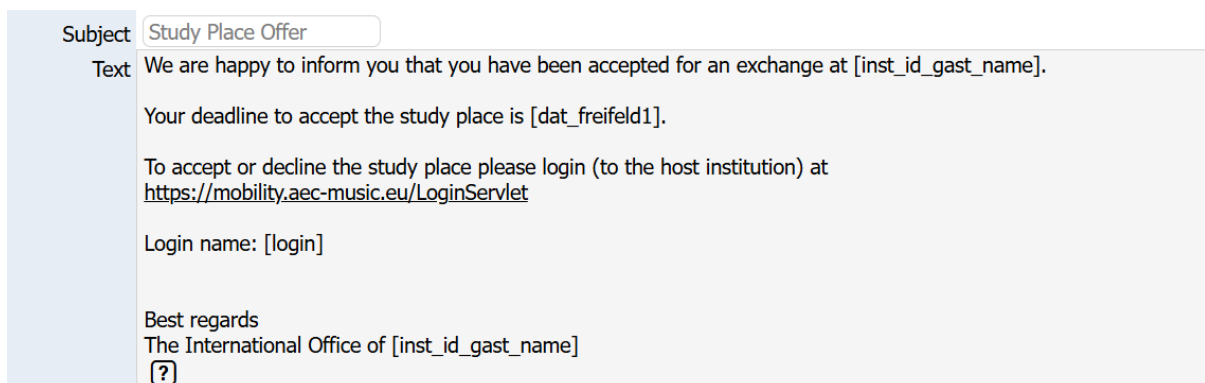
texts) that you see in the workflow provide you with additional information. Please read them carefully.

Once you have uploaded all documents, the submission button will appear, and you will be able to submit your application. If you are not able to submit your application, you will most likely not have uploaded all mandatory documents.

After submission of the documents, the coordinator at destination asks your home institution for a "nomination" by sending an email from the system. At this point, your home coordinator needs to "nominate" you, meaning confirming you can apply for exchange to that destination.

Once your home coordinator has nominated you, the coordinator at destination will start the internal selection process. You will now have to wait until a decision is taken. You will receive the decision by email, and you will see it in the Workflow.

If you are accepted, you will get an email with a **study place offer** and a **deadline** for you to accept or decline:

You can now accept or decline the study place in the Workflow (link on the right):

After clicking on the action link of the acceptance/rejection, you need to select "I accept the study place" and click on the button Update.

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Applications incoming

Back | Update

| Master data | Personal details | Pipeline | Display application workflow | Study plan | Documents (3) | E-mails (5) |

Selection Committee

Final decision of the student ○ I accept the study place ○ I reject the study place

▲ ▪ 📄   Created by *SOP Test (AECtestincoming)* on *22.02.2024 10:33:25,* last modified by a

Back | Update

At this point, please ask your home coordinator information on how to start the procedure for the Learning Agreement.