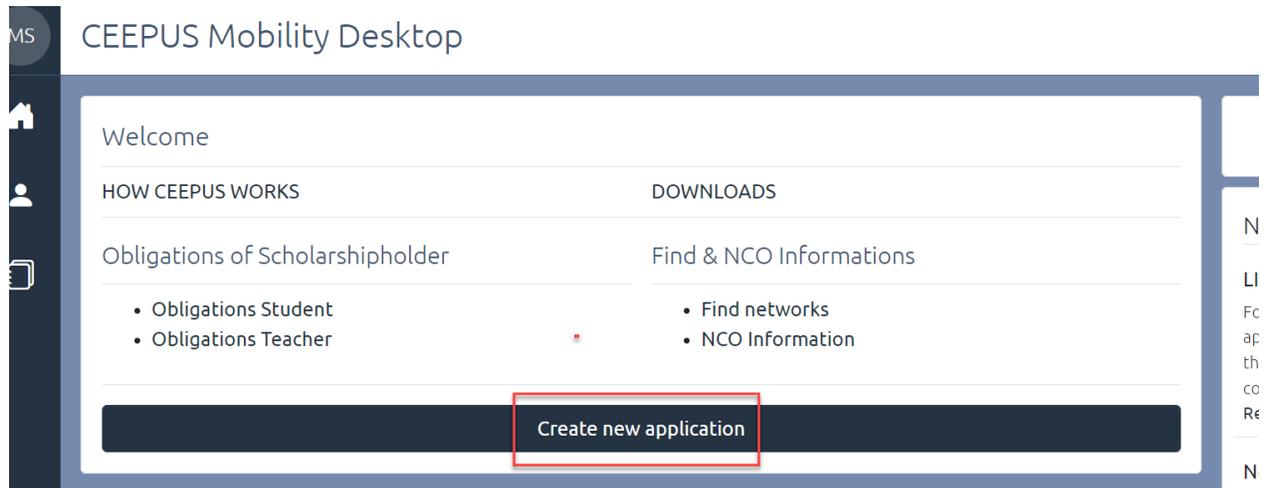


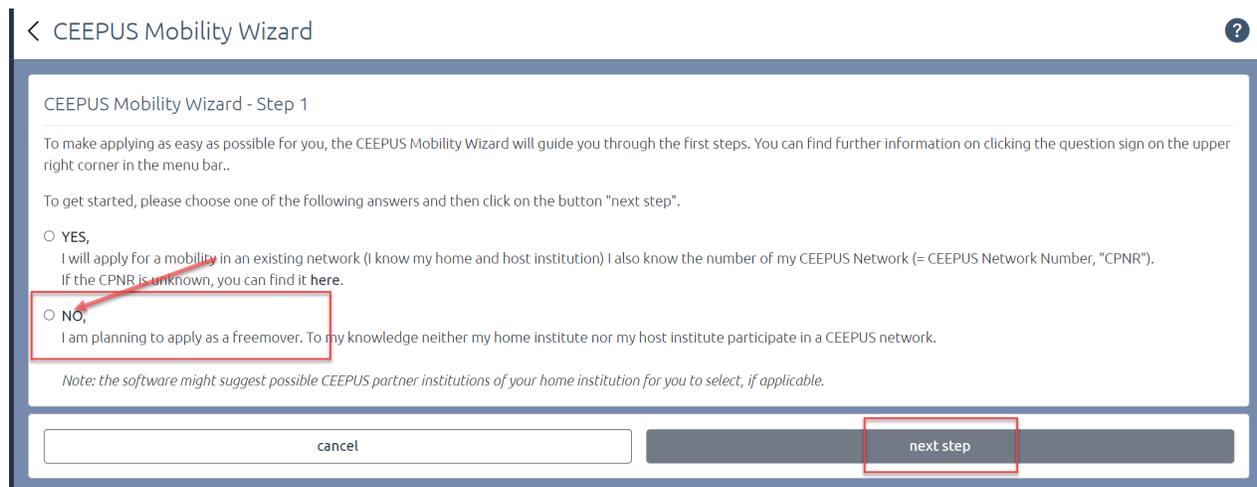
## HOW TO apply for a CEEPUS Freemover grant – Ukrainian academics:

For all CEEPUS applications: You have to register and create an account under My CEEPUS first.

1. After signing in: On your CEEPUS Mobility press „Create new application“:



- Activate “No” to apply as freemover, then press “next step“:



Please choose “Ukraine” as Home Country, “Ukrainian University (...)” in general as Home Institution, and “My home Unit is not on the list” under Home Unit.

Type in your Ukrainian university in the entry field.

CEEPUS Mobility Wizard - Step 2

I hereby confirm that this is my own account and that I am creating a mobility application for myself.

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

Academic Year  
Academic Year 2021/2022

Home Country  
Ukraine

Home Institution  
Ukrainian University (Please add your University below)

Home Unit  
My home unit is not on this list

Mobility Type  
Teacher

Host Country  
Poland

Please pick your host country and your host institution and then press “select >>”

Host Country  
Poland

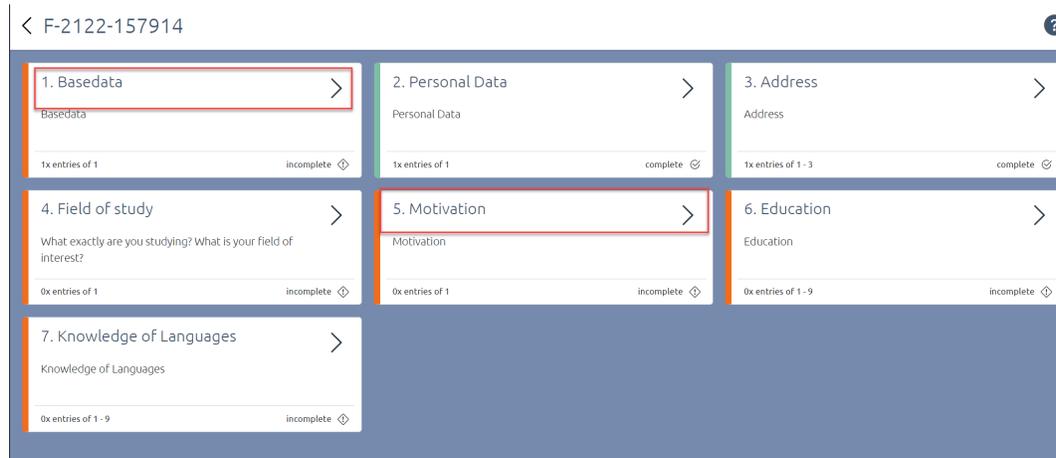
Freemover Mobility Application:  
The Home Unit you have filled in is not in a network for the selected academic year, but you can create a freemover mobility application.

Host Institution  
Medical University of Łódź

Host Unit  
Psychodermatology Department

cancel select >>

Now you see the overview of your application, with the different sections. Fill out all red marked sections.

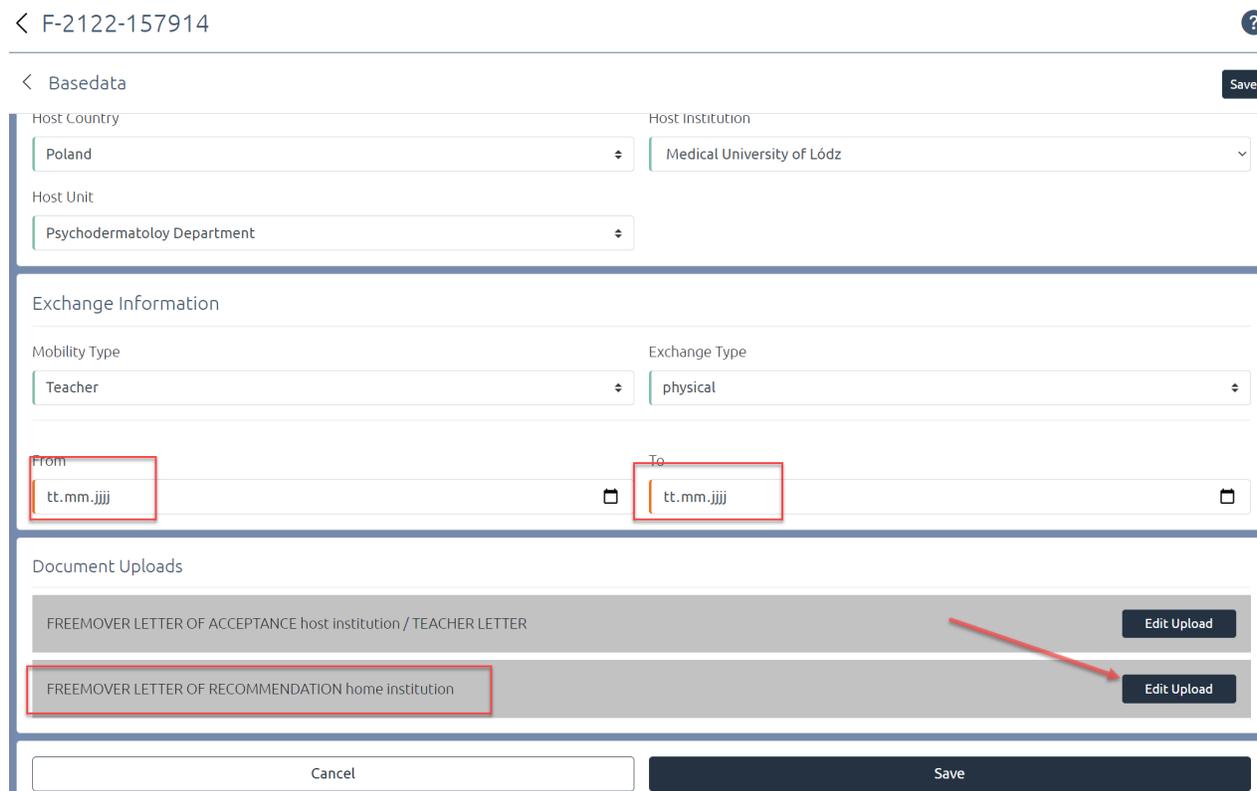


The image shows a grid of application sections. Section 1, 'Basedata', is highlighted with a red border and is marked as 'incomplete'. Section 5, 'Motivation', is also highlighted with a red border and marked as 'incomplete'. Other sections include 'Personal Data' (complete), 'Address' (complete), 'Field of study' (incomplete), 'Education' (incomplete), and 'Knowledge of Languages' (incomplete).

Under Basedata, you must fill in a duration of stay. Ask your contact person or our National CEEPUS Office for further advice.

You also need to upload a **letter of acceptance** or **teacher letter** from your host institution. Please access <https://www.ceepus.info/content/downloads> for a template.

Instead of a **letter of recommendation**, you should upload a confirmation of enrollment of your Ukrainian university or - as teacher - a confirmation of employment. Press “Edit Upload” to upload.



The image shows the 'Basedata' section of the application form. It includes fields for 'Host Country' (Poland), 'Host Institution' (Medical University of Łódź), and 'Host Unit' (Psychodermatoloy Department). The 'Exchange Information' section includes 'Mobility Type' (Teacher) and 'Exchange Type' (physical). The 'From' and 'To' date fields are highlighted with red boxes and contain the placeholder 'tt.mm.jjjj'. The 'Document Uploads' section shows two upload slots: 'FREEMOVER LETTER OF ACCEPTANCE host institution / TEACHER LETTER' and 'FREEMOVER LETTER OF RECOMMENDATION home institution'. The second slot is highlighted with a red box, and a red arrow points to its 'Edit Upload' button. At the bottom, there are 'Cancel' and 'Save' buttons.

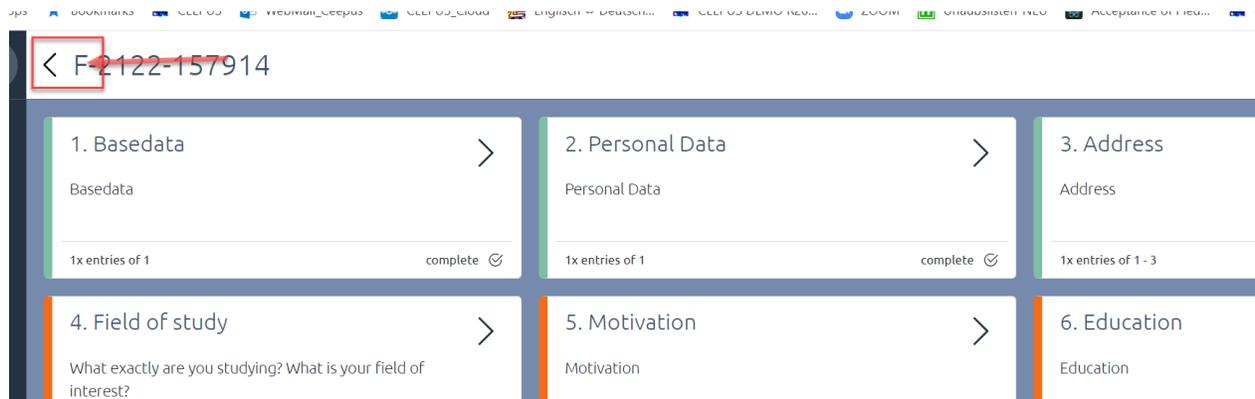
Do not forget to press "Save".

Use the arrows to navigate.



The screenshot shows the 'Basedata' step of a form. At the top, there is a navigation bar with a back arrow and the ID 'F-2122-157914'. Below this, a header bar contains a back arrow, the text 'Basedata', and a 'Save' button. The main content area is titled 'Home Information'.

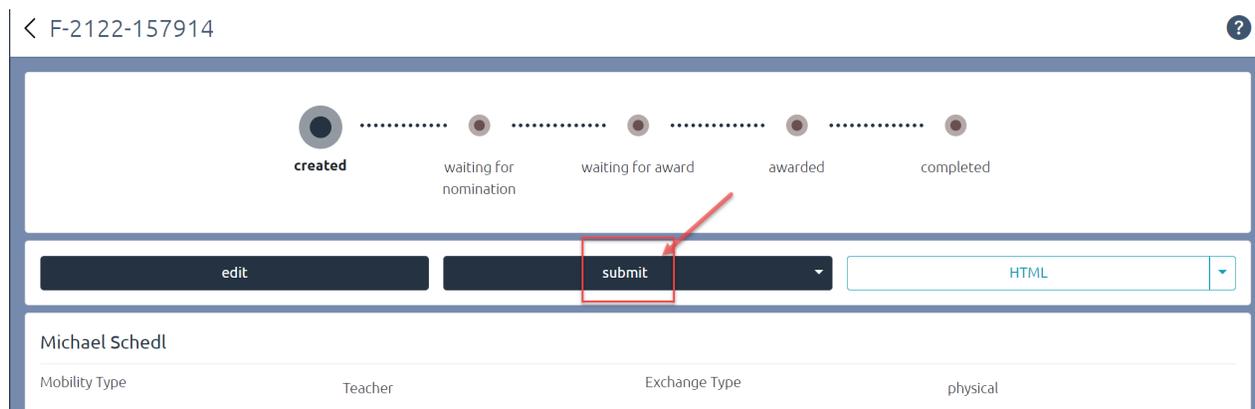
Once you have filled out all sections, navigate another step back to submit the application



The screenshot shows a progress overview for the application. At the top, there is a navigation bar with a back arrow and the ID 'F-2122-157914'. Below this, there are six steps represented as cards:

- 1. Basedata: Basedata, 1x entries of 1, complete ✓
- 2. Personal Data: Personal Data, 1x entries of 1, complete ✓
- 3. Address: Address, 1x entries of 1 - 3
- 4. Field of study: What exactly are you studying? What is your field of interest?
- 5. Motivation: Motivation
- 6. Education: Education

Press "submit" and confirm the workflow execution.



The screenshot shows the submission screen. At the top, there is a navigation bar with a back arrow and the ID 'F-2122-157914'. Below this, there is a progress indicator with five steps: 'created', 'waiting for nomination', 'waiting for award', 'awarded', and 'completed'. The 'created' step is currently active. Below the progress indicator, there are three buttons: 'edit', 'submit', and 'HTML'. The 'submit' button is highlighted with a red box and a red arrow. Below the buttons, there is a section for the applicant's name 'Michael Schedl' and a table with the following data:

Mobility Type	Teacher	Exchange Type	physical