

How to apply in Moveon when studying abroad

Follow the guide to the application portal at Absalon's webpage -

<https://pha.moveon4.de/form/5b7d1cb33e5d66607f9bdd3b/eng>. Press 'Start new application'

- *Personal Information* e.g. full name, date of birth, address etc.
- *Educational Background* e.g. that you are from teacher education International, campus Vordingborg, what semester you are at and years of studies at Absalon (only Absalon no previous studies are to be included).
- *Language skills*: please enter all languages you speak also if you are not going to use the languages during your stay. There are no requirements for level of language so this is only for gathering information.
- *Stay Abroad* – enter what country you wish to go to.
 - *Which semester* – not obligatory
 - *Academic Year* – choose the school year you are going abroad
 - *Start period* - choose either *autumn* or *spring 20xx*
 - *Start and end dates* are the dates your studies begins and ends. Find out what the academic calendar is like the place you are going to and enter these dates. If you are not about the exact dates then please, enter proximal dates as I can later change these to the exact dates in your application.
 - In the next field, you are to choose *studies* – in the field opening called *Specialisation* there is no requirements for filling this in.
 - Under ECTS enter 30 (or less if agreed on with your international coordinator)
 - Under '*are you applying for a partner institution*' enter 'yes'. Then you have to find the institution you are going to. Erasmus studies are the institutions in Europe while overseas partners are the partner institutions outside of Europe.
- *Erasmus grant* – if you are travelling within Europe and thereby qualified for an Erasmus grant you enter *yes*, and fill in all fields. If you are going to a country outside of Europe, you enter *no*.
- *Emergency contact* is a person that we can contact in case of an emergency.
- *Relevant documents* – you only need to upload your school report from Absalon called 'karakterblad'. You can find this in itslearning. **No other documents is needed**. Also, apply the file even if the paper is blank since you have not yet passed any exams. We only use the paper to guarantee that you are a real student at Absalon.
- *Disclaimer* – read in enter *yes* to all.

Remember to save while in progress and enter *submit* when all mandatory fields are completed.

Now you are ready to go - congratulations 😊

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