GUIDE TO THE COMPLETION OF THE ERASMUS+ APPLICATION FORM ON THE GOMP PORTAL FOR THE SELECTION OF STUDENTS ON MOBILITY SCHEMES DURING SEMESTER ONE OF THE ACADEMIC YEAR 2024/25

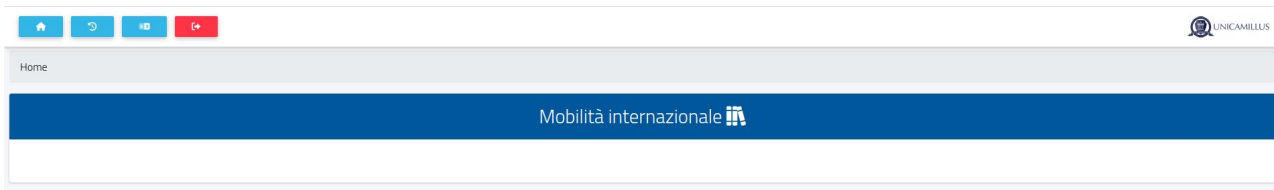## APPLICATION SUBMISSION – GOMP PORTAL

By logging in to your personal web page at the following URL:

https://unicamillus-studenti.gomp.it/

you will see **INTERNATIONAL MOBILITY** displayed at the top of the GOMP portal's homepage menu.
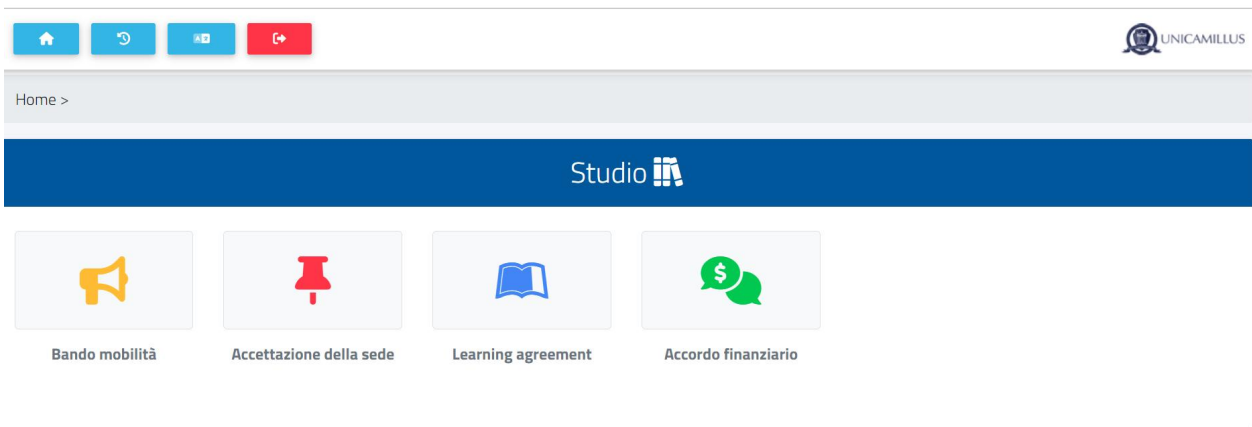
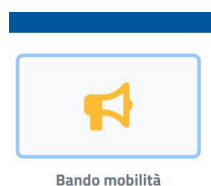After clicking on it, you will reach the dedicated section:

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HOMEPAGE—--------> INTERNATIONAL MOBILITY —------> EDUCATION

From here access the following page:

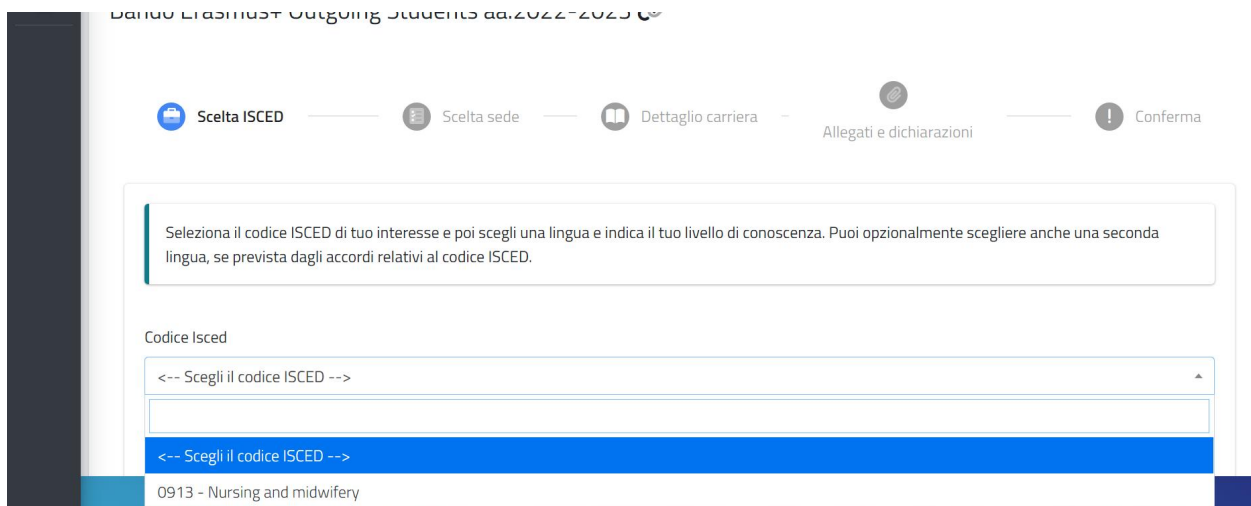After clicking on the **Mobility Call** icon,

you will reach the Call for Mobility page, in which you can fill in your application form.

Please note that for help with completion of your application form, you can access the public Call for Mobility page at www.unicamillus.org by automatically opening a new browser window and clicking on the link near the Call for Mobility header (shortcut icon to the right of the title):
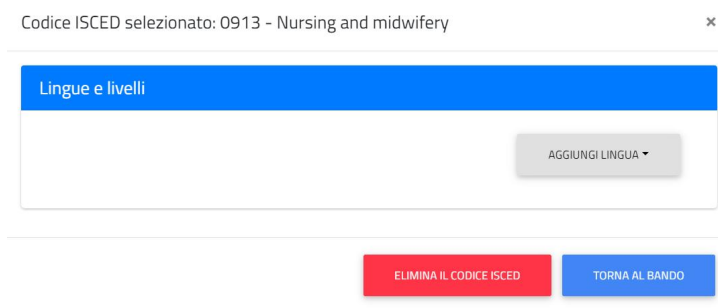
On the application page of the Call please confirm the ISCED code linked to your enrolment programme (**ISCED** means 'International Standard Classification of Education') and the type of **educational mobility purpose**:

Once the ISCED code has been specified, you will need to choose the language and level:

Please note that the GOMP system will automatically display the choice of languages and their levels in relation to your ISCED code, your enrolment programme and the agreement locations which include this code.

Once you have confirmed the language and the level please proceed to the next step (CHOICE OF LOCATION) by clicking on "**NEXT**":

Please note that the GOMP system will automatically display the choice of possible locations in relation to your ISCED code.
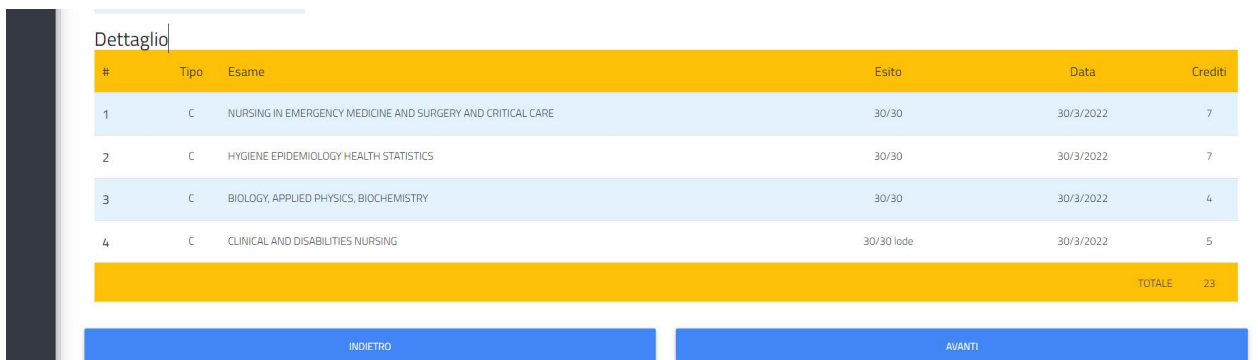
To confirm your choice please select from the drop-down menu up to a maximum of 3 LOCATIONS, specifying your order of preference.

Please note that a second language specified in order of preference by the agreement location may be *OPTIONAL*.

Proceed to the next step (CAREER and WEIGHTED AVERAGE as of **18th of March 2024**) by clicking on "**NEXT**". You will reach a section in which you can check the accuracy of information concerning the courses taken during your graduate programme and your average, calculated as of 18th of March 2024:

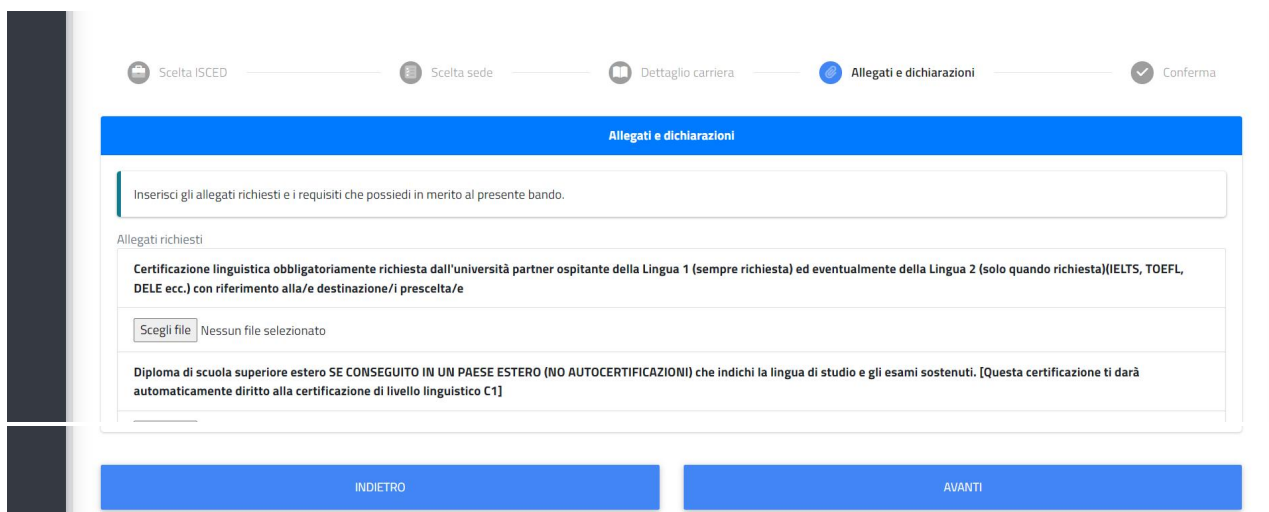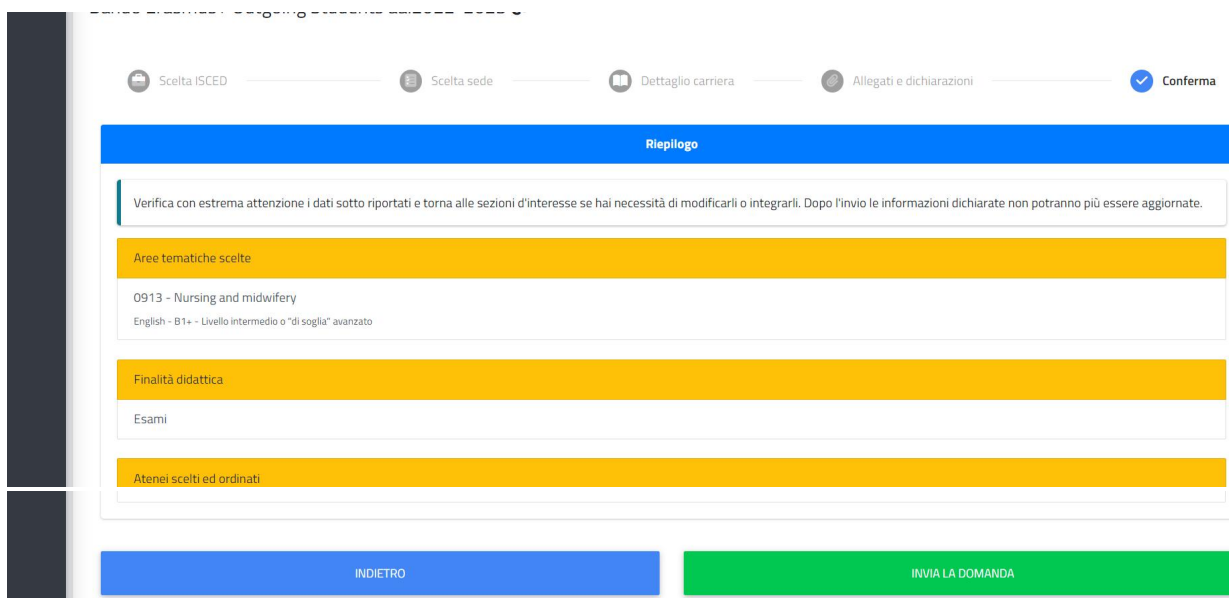Please note that all data is automatically taken from the GOMP portal based on the date set by the Call as the deadline for submissions and the weighted average (18th of March 2024).

To proceed to the next step (ATTACHMENTS AND CERTIFICATIONS), click on "**NEXT**":

Please select from the drop-down menu the number of months (if any) of previous Erasmus mobility in the currently attended degree programme.

After you have downloaded, completed and attached all necessary documentation, please click on "**NEXT**" to proceed.

The last step of your application (CONFIRM and SUBMIT) involves carefully checking the data inputted before clicking on "**SUBMIT APPLICATION**".

To complete the procedure, click on "SUBMIT APPLICATION". A window will pop up confirming your application submission and issuing you a QR code as well as an authentication code. **You will then be able to download a PDF of your application by clicking on "DOWNLOAD APPLICATION". You will also simultaneously receive a confirmation email containing a PDF file of your application submission.**

Please note that you can cancel your application any time before the application deadline expires: go to CANCEL APPLICATION by clicking on "OTHER ACTIONS" ---> "CANCEL APPLICATION":
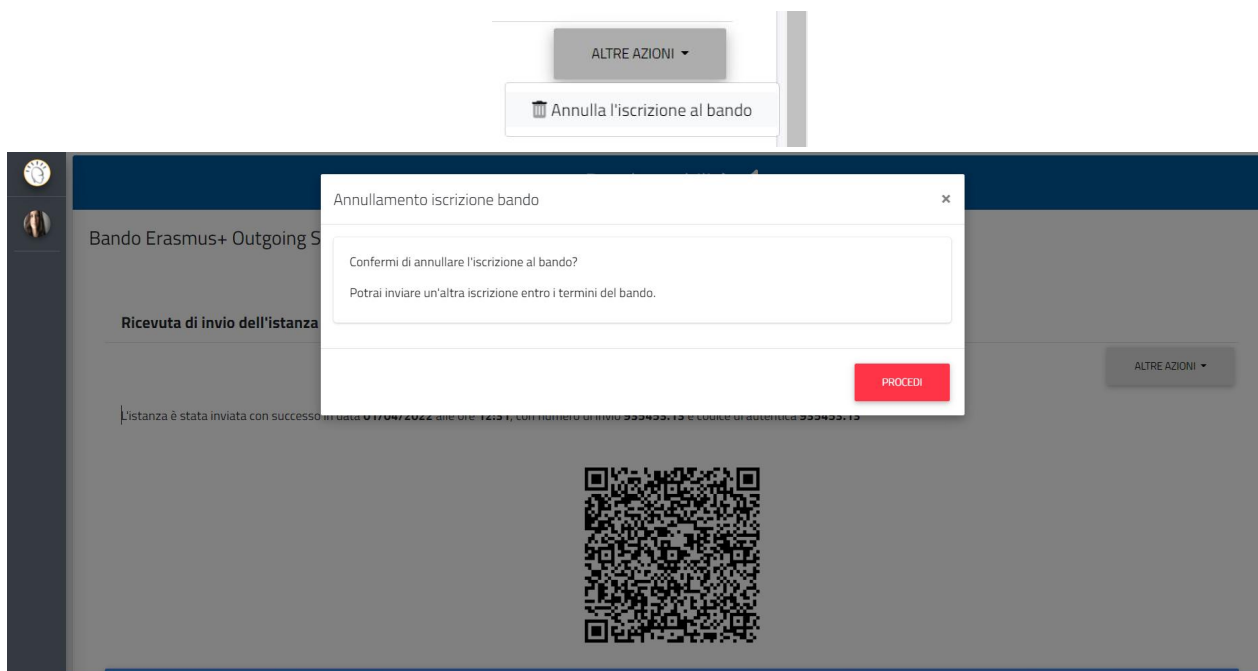
By clicking on "PROCEED", the application is cancelled and you are taken back to the beginning of the procedure.