



Quick Guide: Create an Incoming Mobility Application (Students or Staff)

A Student or Staff that wish to do a mobility period at the University of Évora must submit an **Incoming Mobility Process Proposal** through SIUE. After being duly completed by the student, it must be submitted to the Academic Services / Mobility Support Office which, after validation, submit it to the next phase. All this process takes place online, in the SIUE.

This guide describes the process on how to create an **Incoming Mobility Process Proposal** in SIUE.

1. Access to SIUE and start the Mobility Process Application

The **Incoming Mobility Application** is online, on **SIUE** at <http://siue.uevora.pt>. To do this, you must first register in this system (to create a username and password) - see the **SIUE QUICK GUIDE: New User Registration** for help with this procedure.

Once properly registered, you must re-access the **SIUE** using previously created access credentials.

After authentication, click on **Mobility Programs » Student Mobility Program Applications [1]** or **Staff Mobility Program Application** and you will have access to an initial page where you must click **New Application [2]**.

You may at any time change the Page language (between Portuguese and English) [3].



2. Create the Application

To create an Incoming Mobility Application, you must start by completing all the requested data [4] concerning mobility such as (mobility data to be carried out, institution, etc.)

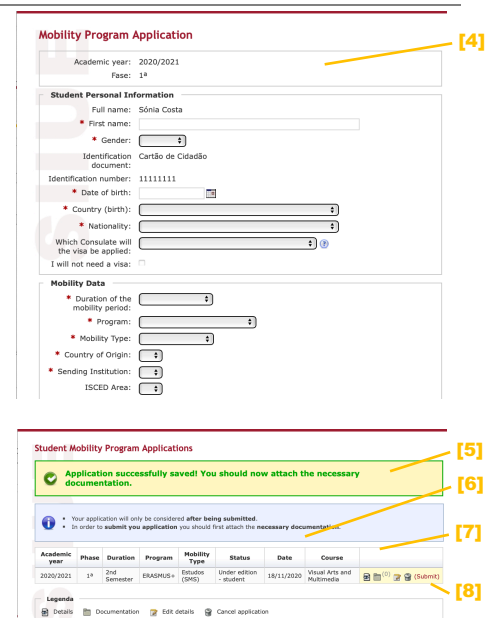
Fields marked with * are mandatory.

At the bottom of the page, choose **Save** to save all the information entered and create the proposal.

If the Mobility Proposal is successfully created, you will see this information [5] and you will immediately have access to it [6], which is in the status "Under edition".

You will then have access to several options about the Application [7]: [View the data entered]; [Insert Documents]; [Edit Details] or [Cancel].

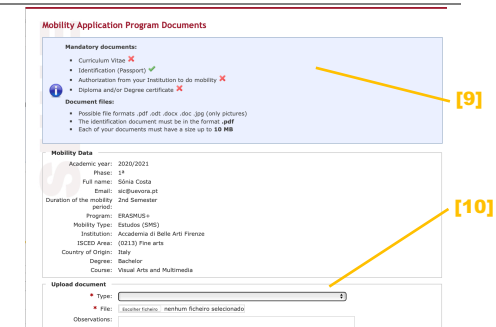
Finally, you must **Submit [8]** the application. Until it is submitted, all data can be changed. When submitted, it will be in the status "Completed by Candidate" and pending validation at the SAC / Mobility Support Office.



3. Edit Application and Add Documentation

After creating the Application, click on [EDIT DETAILS] [7], to consult and change all the data entered.

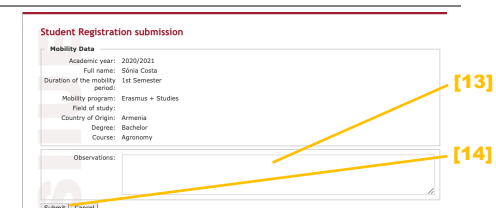
To add documents, choose option [7] associated with the application. Check [9] the list of mandatory documents and register them [10]



4. Submit

After the proposal is created and the mandatory documents registered, it is necessary to submit it for validation.

To do this, click **Submit [8]**, so that the process is submitted to the Mobility Support Office for validation. You can add a **Note** here [13], and you must click on **Submit** at the end [14].



5. Questions / Suggestions

For any questions, please contact the SAC.Online - the Online Service Desk of the Academic Services [<http://atendimento.sac.uevora.pt>]