

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 SIIUE. 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 SIIUE.

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

1. Access to SIIUE and start the Mobility Process Application

The Incoming Mobility Application is online, on SIIUE at http://siiue.uevora.pt . To do this, you must first register in this system (to create a username and password) - see the SIIUE QUICK GUIDE: New User Registration for help with this procedure. Once properly registered, you must re-access the SIIUE using previously created access credentials.	SIJUE - SISTEMA DE INFORMAÇÃO INTEGRADO DA UNIVERSIDADE DE ÉVORA System Applications Mobility program applications Studiert Robility Program Applications Candidaturas 2020/2021 Mobility Program Applications Candidaturas 2020/2021 Mobility Program Applications
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].	20/07/2020 (Perm) Molity proposal for incoming researchers Nes termos do Regular Molity Proposal for incoming Professors and staff Nes termos do Regular Molity Proposal for incoming Professors and staff Student Mobility Program Applications Choose language Ve opplications found. Solet: New Application, from the options memory Choose language
You may at any time change the Page language (between Portuguese and English) [3].	Option • New Application [2]
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.)	Mobility Program Application [4]
Fields marked with * are mandatory.	Student Personal Information Full name: Solia Costa
At the bottom of the page, choose Save to save all the information entered and create the proposal.	Identification Cartia de Cidadão document: Identification number: 1111111 • Gase o binth: • Country (birth):
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".	Notice available Notice Consulter will Solution of the mobility details Program: Program: Solution of the Solutio
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	Volcity Type: Country of Origin: Seeding Institution: ISCED Area:
submitted, it will be in the status "Completed by Candidate" and pending validation at the SAC / Mobility Support Office.	Student Mobility Program Applications [5] Application successfully saved! You should now attach the necessary documentation. [6]
	• "War splicition for large lar
3. Edit Application and Add Documentation	Legenda 🖗 beaks 🛅 Documentation 🍞 Edit detaris 🦉 Cancel application
After creating the Application, click on 🕜 [EDIT DETAILS] [7], to consult and change all the data entered.	Mobility Application Program Documents Headed with the X • circular theory * • standards (intervent) * • interdation (intervent) * • intervention (intervent) * • intervention (intervention * <
To add documents, choose option 🛅 [7] associated with the application. Check [9] the list of mandatory documents and register them [10]	The territorization document must be in the formal add the destination of the add the set of the table of the destination of the destinat
	Durtis of the multity
4. Submit	Type: Issue taxes, retirum ficheirs selectorado; Opervolume:
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].	Student Registration submission Habitry Data Addenic year: 2020/021
	Same from

5. Questions / Suggestions

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