

Guide for the Online Erasmus Mundus Application **SUSTAINABLE SHIP AND SHIPPING 4.0 (SEAS 4.0)**

Dear applicant,

Before starting your online application, **please read** this document **carefully**. It will help you to make a successful application.

First of all, if you have any questions or doubts, please go to the FAQ page of the SEAS 4.0 website:
<http://www.master-seas40.unina.it/about-seas-4-0/faq/>

Read carefully each page of the Application and Admission, you should find all information you need regarding the required documentation and eligibility criteria.

<http://www.master-seas40.unina.it/application-and-admission/application-procedure/>

If you **don't receive** an email with the activation link after creating an account, **please check in your spam folder**. If you don't receive it within 24 hours, please contact us at infomasterseas40@unina.it

We advise you to complete the Application form **once you have all of the required documents ready** and just in one step. You will need to fill your personal data in six (6) steps according to the attached screenshots.

When you log out from the application portal, your browser probably will not memorise data in a cache, so you will have to insert them again when you login next time.

Remember that you can **upload only one file for each supporting document**, so if you have several pages (for your transcripts for instance), **please make one PDF file with several pages**. **The maximum file dimension is 2 MB**. Please upload the correct document in the correct place.

Check that your **scans are readable**. If we cannot read them, your application will be considered ineligible.

Please upload the **full transcript of your previous studies** with all the classes you took and the grades you received.

Concerning the reference letters, we need **two reference letters** with a signature and a seal/stamp of the University/Institution of your referee. You can download a template form at <http://www.master-seas40.unina.it/application-and-admission/application-procedure/>

The reference letters have to be uploaded with your online application. Please inform your referees that you need your **recommendation letters in digital form**. If you received hard copies of your recommendation letters in sealed envelopes, please open the envelopes and scan the letters. **Please make one PDF file containing both recommendation letters**.



We strongly suggest that you **not wait for the very last deadline (1st March 2021)** to upload your documents.

For the personal video link – we recommend Wetransfer, Filesender or direct download from your cloud space. **Please give us time to download them up to 10th March.**

In case your application has been evaluated as positive by the selection committee, you will be invited for a Skype interview, **scheduled between March 20th and 30th 2021.**

CHECKLIST OF DOCUMENTS

Start collecting the following required application documents well in advance:

1. Proof of place of residence (accepted documents are indicated in the PRADO website: <https://www.consilium.europa.eu/prado/en/search-by-document-country.html>)
2. Copy of ta government issued ID/ passport (passport will be required for NON EU students)
3. **Certified copy of the transcript of records of all courses (in English)**
4. **Certified copy of the highest degree obtained, stating credits, average grade and workload (in English)**
5. Copy of Language Certificates
6. Full curriculum vitae in Europass format
7. Letter of motivation for participating in the SEAS 4.0 Programme
8. Recommendation letters from two referees
9. A link to a downloadable personal video in which you should address your prior experiences and motivations. The video must not exceed five (5) minutes. You can download tips for creating your application video from SEAS 4.0 website
10. Special needs evidence
11. Any supplementary information that you may consider relevant for your applications



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SUSTAINABLE SHIP AND SHIPPING 4.0

Erasmus Mundus Joint Master Degree
www.master-seas40.unina.it

Excellence in education for a new generation of Naval Architects and Marine Engineers

ONLINE APPLICATION FORM

Application form – step1



(*) = Mandatory fields

Personal Details

First Name*

Surname*

Email *

Confirm Email*

Date of birth*

Day*

Month *

Year *

Gender*

Birth place*

Nationality*

Life partner

Number of children

Address (at time of application)

City*

Address*

Zip/Postal code*

Country*

Phone number*

Next



SEAS 4.0 Coordinator
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Application form – step2



(*) = Mandatory fields

Previous Higher Education Records

University*

Name of degree in English*

Study duration in semesters*

Average grade GPA / Max *

Link to website of University
degree program*

Previous

Next

Application form – step3



(*) = Mandatory fields

Employment History

Insert the 2 most relevant work experiences

Employer

Duration in month

Description of position

Employer

Duration in month

Description of position

Previous

Next



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Application form – step4

(*) = Mandatory fields

Language proficiency

Native language*

English test type

English test score

Test date

Day

Month

Year

Proficiency in other languages

Language 1

Writing level

- Advanced
- Intermediate
- Beginner

Speaking level

- Advanced
- Intermediate
- Beginner

Language 2

Writing level 2

- Advanced
- Intermediate
- Beginner

Speaking level 2

- Advanced
- Intermediate
- Beginner

Previous

Next



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Application form – step5



(*) = Mandatory fields

Referees contact details

Referee 1

University/Organisation*

Referee 1 First name*

Referee 1 Surname*

Referee 1 email*

Referee 1 phone

Referee 1 country*

Referee 1 city*

Referee 2

University/Organisation*

Referee 2 First name*

Referee 2 Surname*

Referee 2 email*

Referee 2 phone

Referee 2 country*

Referee 2 city*

Previous

Next



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Application form – step6

Personal Details

You fill first find your personal data summary and then the following

Documents to upload

All files must be uploaded in pdf format (except for the "Photo" field) – limit 2 MB

(*) = Mandatory fields

Photo (pdf or jpg format)*

Nessun file selezionato

Copy of the ID/ passport* (passport will be required for NON EU applicants)

Nessun file selezionato

Proof of place of residence*

Nessun file selezionato

Certified copy of the transcript of records of all courses* (in English)

Nessun file selezionato

Certified copy of the highest degree obtained, stating credits, average grade and workload* (in English)

Nessun file selezionato

Copy of Language Certificates*

Nessun file selezionato

Full curriculum vitae in Europass format*

Nessun file selezionato

Letter of motivation to participate in the SEAS 4.0 Programme*

Nessun file selezionato

Two recommendation letters*

Nessun file selezionato

Special needs evidence

Nessun file selezionato

Any supplementary information/work that may be consider relevant by the Applicant

Nessun file selezionato

Link to personal video – mp4



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Type of application

Have you already received an Erasmus Mundus
Scholarship?

Yes No

Have you applied to other Erasmus Mundus
programmes? (*note: you cannot apply for more
than 3 programmes*)

No Yes, the following

Please fill in the names of other Erasmus Mundus
programmes to which you have applied

other Erasmus Mundus programmes...

Self funding

Self funding in the case of negative result of the
EMJDM scholarships selection

Yes No

Self funding

Yes No

Survey

How did you get to know about the Master Programme SEAS 4.0?

Please mark the relevant answer.

Erasmus Mundus/Erasmus+web site SEAS 4.0 web site SEAS 4.0 Brochure
 Social network Others



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