



Presentation of the electronic application form

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Henrik Arvidsson

The electronic form facilitates



- Validation of the application form
- Online Submission
- Printing of the form, which then is signed and sent via regular mail
- Pre-filled information in reports

Seven steps

- Download the application form from www.SIU.no or your NA's homepage
- Fill out the form
- Validate the form by using the validate-button
- Submit the form online
- Save
- Print
- Send the signed form through regular mail to SIU



Partnership - submission



- Coordinator sends the ready filled out and submitted form to the partners via email, well before the deadline
- The partners will then
 - Fill out section M (signature)
 - Send the signed form to your NA
 - The partners should *not* submit the form electronically.

If something goes wrong...

1. Make sure you are online
2. Try to disconnect your firewall (or use a different computer)
3. Ask your NA if there are any known problems in the submission procedure
4. Follow the alternative procedure
 1. Click "create email attachment"
 2. Send the xml-file via e-mail to your NA
 3. Print the application form
 4. Fill out the information on the last page and sign the application
 5. Send the application via regular mail to your NA before the deadline



Thank you for your
attention!

More information

www.siu.no



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AV HØYERE UTDANNING

NORWEGIAN CENTRE FOR
INTERNATIONAL COOPERATION
IN HIGHER EDUCATION

POSTAL ADDRESS: P.O. BOX 7800, NO-5020 BERGEN, NORWAY OFFICE ADDRESS: VASKERELVEN 39
PHONE: +47 55 30 88 00 FAX: +47 55 30 88 01 E-MAIL: SIU@SIU.NO WEB: WWW.SIU.NO