



Online Application Form Guidelines
Incoming Students

Online Application Form Guidelines - Incoming Students

ISEL (P LISBOA05) is using MobilidadeNet for online application - <https://portal.ipl.pt/mobilidade/> - managed by DIGITALIS, the third-party provider for ERASMUS Without Paper – EWP.

Once there are some partners Institutions who have not implemented EWP yet, IPL is accepting LA in hard paper until be possible to replace it by digital.

Due some constraints in matching digital information IPL provides a short guideline/information to support partner Institutions and incoming students' online application form.

I - Nomination

After being nominated by home institution, students have to proceed with online applications.

Students receive an email with password for validation and login in our Portal – MobilidadeNet.

II – Online Application

1. After login validation, the form is open to be completed and the first 5 fields are already fulfilled, including name of receiving School:

application data

receiving institution*	Escola Superior de Comunicação Social	▼
program*	Erasmus+ 2022/27 - Estudos (SMS)	▼
period of study *	1st Call Incoming - 2025-26	▼
period*	Anual / Academic Year	▼
Mobility Format	Long Term	

2. Student has to fill online application and starts with personal data. Be aware that the fields marked with * are all mandatory:
 - Email address should not be changed and is already filled by default because is the one we received in student's nomination information;
 - Have to enclose all required documents .

Online Application Form Guidelines - Incoming Students



All the highlighted documents with asterisks (*) are compulsory.

3. Students receive in his email address notification about his/her Application status; validated, invalidated or rejected

II - Online Learning Agreement (OLA) / Learning Agreement (LA)

1. Online Learning Agreement – OLA – For HEI who are already using EWP OLA:

- a) Student have to filled OLA at home institution to be signed and approved by home Coordinator;
- b) Upload a hard paper LA signed before application submission;
- c) Until be possible to accept OLA notification, receiving Institution ECTS Coordinator could check hard paper LA.

Once home institution sent PLISBOA05 OLA notification, International office will import the information into student process.

2. Learning Agreement (LA) - For HEI who are still using ERASMUS old version – Hard paper documents:

For all partner institutions who have not implemented digital, ISEL accepts students hard paper LA.

- d) Student have to upload a hard paper LA signed before application submission;
- e) Once approved hard paper LA by Receiving Institution ECTS coordinator, student application is approved.
- f) Student have to fill LA by himself/herself in our Portal MobilidadeNet. For that students receive a support LA guideline document, only for students who are not able to fill digital EWP - OLA.

3. Final Comments

Application procedures are the same for all students and documents and information required is compulsory.

Only for Learning agreement the procedures are different according level of EWP Implementation at home institution.