AEC ONLINE APPLICATION SYSTEM - EASY

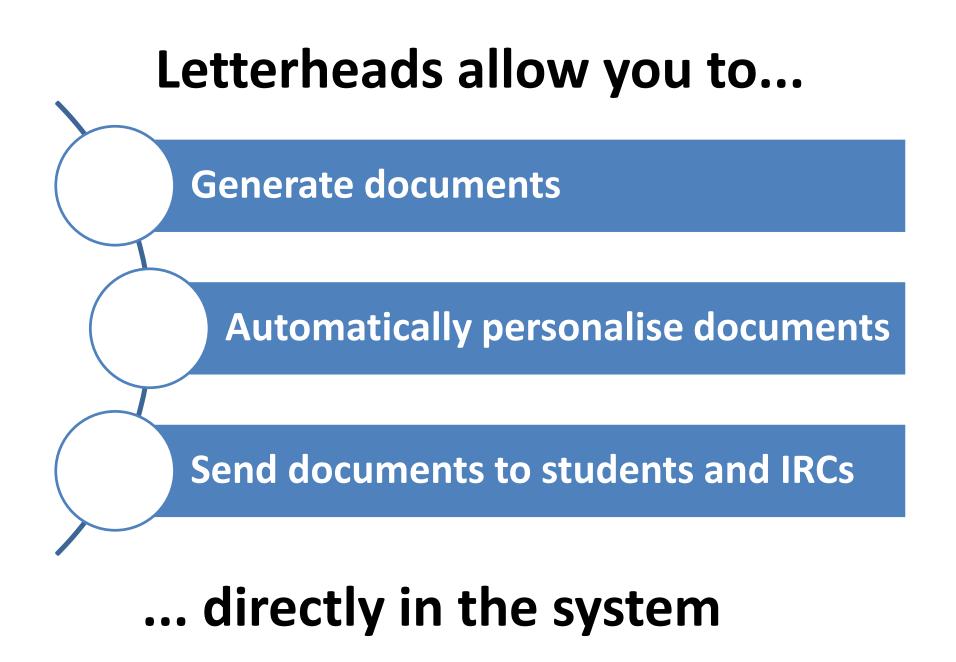
Become an applicant

Sign In

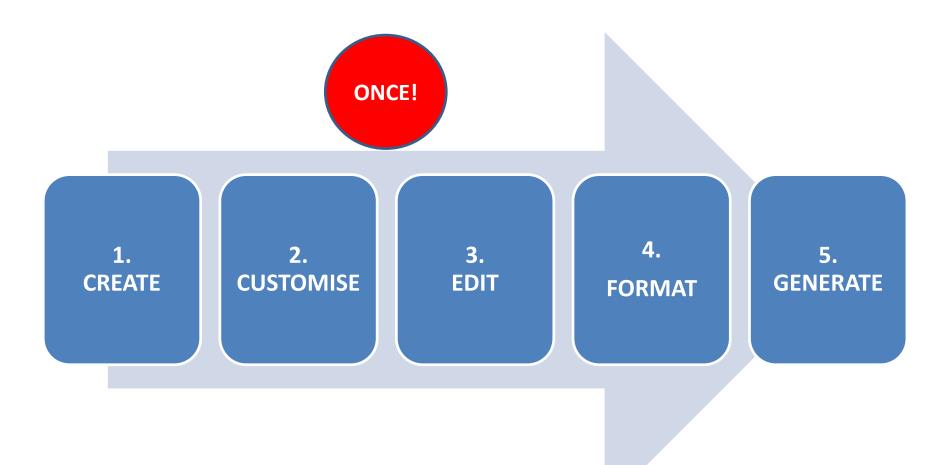
for mobility among higher music education institutions



GENERATING LETTER TEMPLATES



Walk the walk: New letterhead



Let's create a Letterhead!

European Online Application System

AEC ONLINE APPLICATION SYSTEM

for mobility among higher music education institutions

Get started now!

and the second second

D. O. I.S.

Outgoing

Incoming

Search

Tables

institutions

nstitutions

Agreement

Intakes

Appforms

Import

Import subjects

System

Administrators



Simply follow these steps:

1. Start by clicking "Get started now!"

- 2. Search for the university you are from and click "This is my home institution"
- 3. Search for the university that you want to go to study in during your
- exchange and click "I want to study here"
- 4. Choose the type and level during your mobility
- 5. Choose the study period you wish to apply for by clicking on the

corresponding "Apply now!" button

FULL LIST of Institutions taking part in EASY in Year 2 and Deadlines

Please find below the list of Institutions who joined EASY in the academic year 2017-18

Read more

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Customise your letterhead

Letterhead name

Unnamed

This will be used as the name of the resulting PDF file, as well as organizing the letterheads.

Institution

Estonian Academy of Music a...

Please select which institution this letterhead will be used for.

Language

Choose a language

This will be used for the template as well as any content markers. Leave empty to use the locale of the applicant.

Page size

A4 (ISO 216)

Text size and spacing

Normal	•	Normal	•

Header style:

No header

Instance logo and colour

Custom image (i)

Footer style:

- No footer
- Instance logo and colour
- Custom image (§)

🖌 Preview

🕜 Content template

Preview in PDF

Tallim, 2017

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Link to Dream Apply

This is bold

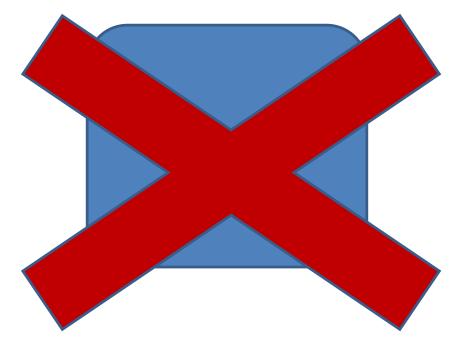
This is italic

Some built points:

- One
- Two
- Three

1. Letterhead Name

Option 1 Bad choice!



Option 2



2. Header & Footer

You can upload custom images (JPG, GIF, PNG)

Ideal dimensions: 1600 pixels (w) x 400 pixels (h). Minimum height: 300 pixels.

You might need to edit the image file before uploading!





Edit the content

🖌 Preview

🖋 Content template <

Preview in PDF

Tallinn, 2017

LOREM IPSUM

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Link to Dream Apply

This is bold

This is italic

Some bullet points:

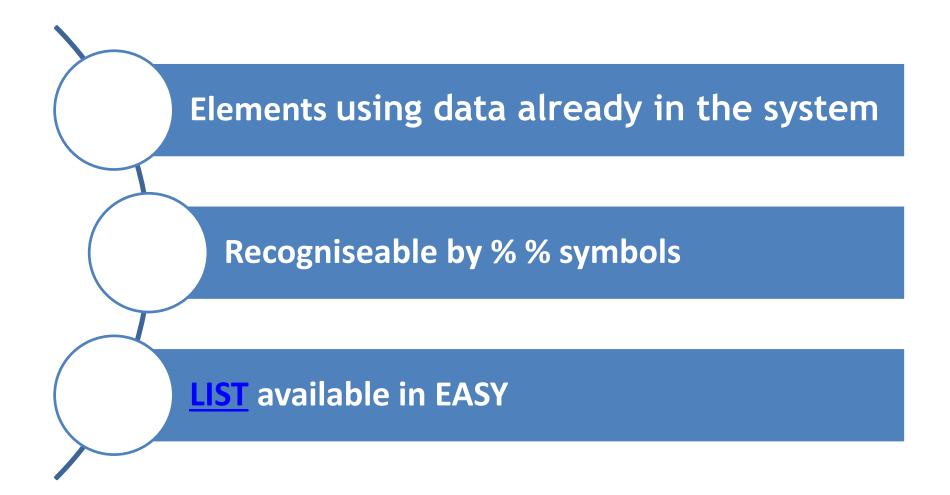
Edit the content

Insert the relevant text

Locate the case-specific data (name, date, study period)

Replace that data with content markers

Content markers ABC



NB! Use the right content markers without typos!





Dear Hanneleen Pihlak,

Your application has been accepted for Student Mobility at the Estonian Academy of Music and Theatre for Fall semester 2018/19 Dear %applicant-Name,

Your application has been accepted for Student Mobility at the Estonian Academy of Music and Theatre for %aplicationacademicTerm%.

Format the letterhead

🖌 Preview

Content template

Preview in PDF

h2=. Acceptance letter

p>. Tallinn, %date-dayMonthYear%

Dear %applicant-Name%,

Your application has been accepted for Student Mobility at the Estonian Academy of Music and Theatre for %application-academicTerm%.

Please be so kind and send me a confirmation whether you will accept the study place or not by 1st of June the latest.

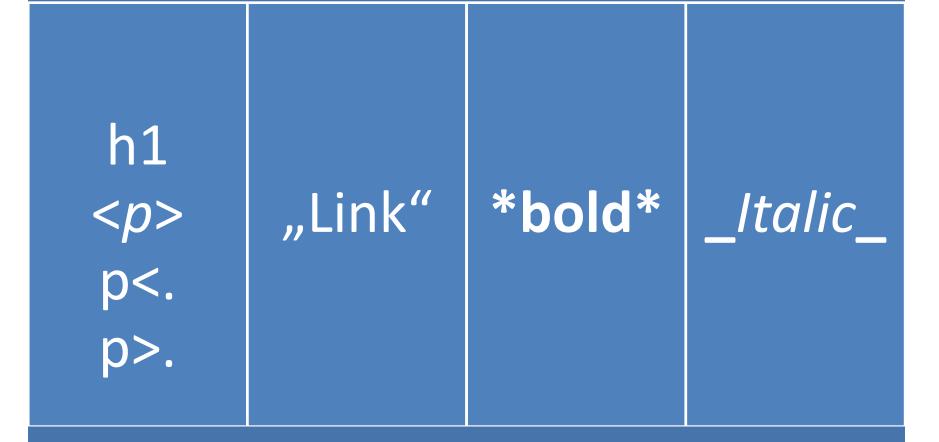
Please send the confirmation to my e-mail address, erasmus@ema.edu.ee. Please also confirm in the EASY application system. Also, don't forget to inform the Erasmus Coordinator of your home institution about your decision!

More information will later be sent to students who accept their exchange places.

We are looking forward to having you study at the EAMT!

"Link to EAMT website":http://www.ema.edu.ee/en/

Formatting options



Preview in PDF

🖌 Preview

Content template

Preview in PDF

h2=. Acceptance letter

p>. Tallinn, %date-dayMonthYear%

Dear %applicant-Name%,

Your application has been accepted for Student Mobility at the Estonian Academy of Music and Theatre for %application-academicTerm%.

Please be so kind and send me a confirmation whether you will accept the study place or not by 1st of June the latest.

Please send the confirmation to my e-mail address, erasmus@ema.edu.ee. Please also confirm in the EASY application system. Also, don't forget to inform the Erasmus Coordinator of your home institution about your decision!

More information will later be sent to students who accept their exchange places.

We are looking forward to having you study at the EAMT!

"Link to EAMT website":http://www.ema.edu.ee/en/

Don't forget

Save and preview

Let's generate a letter!

	Submitted Fall semester 2018/19 -	🖹 View 🎤
_	Offers Tasks Exports 1	
	Erasmus+ student mobility (MA) 1	IN: Accepted
	Type to add a flag.	J€

Click on Attachments

- External was notified
-) 🏮 IN: Feedback
- IN: Sent to committee
- IN: Waitlisted
- IN: Accepted
- 🔵 🗕 IN: Rejected
- IN: Not considered
- ? Why are some statuses hidden?

Freeze application data:

When offer is confirmed



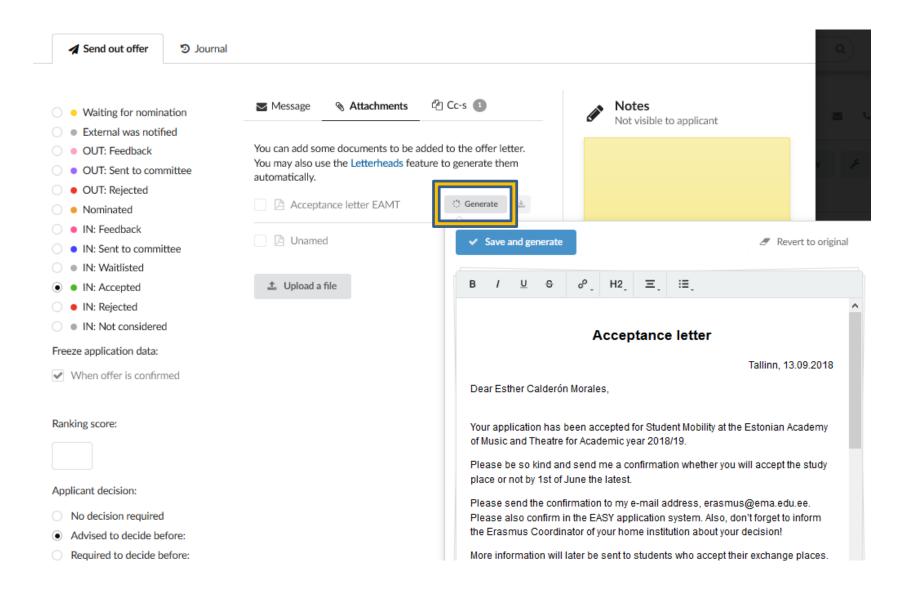
Subject

Reply [IN: Accepted] from European Online Applicati

Congratulations! Your application has been Accepted for Erasmus+ student mobility (MA) in Estonian Academy of Music and Theatre.

Please be so kind and send me a confirmation whether you will accept the study place or not by 31st May the latest. Please send the confirmation to my e-mail address erasmus@ema.edu.ee and also confirm your choice in the EASY application system. And do not forget to inform the Erasmus Coordinator of your home institution about your decision!

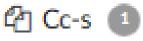
Generate – edit – Save and generate



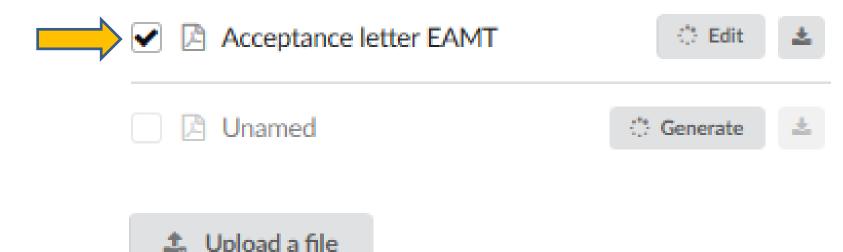
The personalised letter is generated



🗞 Attachments 🔳



You can add some documents to be added to the offer letter. You may also use the Letterheads feature to generate them automatically.



Now just cc home institution IRC...

Attachments 1 街 Cc-s 🔳 Message Waiting for nomination External was notified Please tick the people that need to get a verbatim copy of the OUT: Feedback offer letter when it is sent out to the applicant: OUT: Sent to committee OUT: Rejected Outgoing email <easy@aec-music.eu> Nominated Myself <hanneleen@ema.edu.ee> IN: Feedback IN: Sent to committee Home institution <erasmus.rcsmgranada@gmail.com> ~ IN: Waitlisted IN: Accepted debonoa@unimelb.edu.au IN: Rejected mijanovicivana86@gmail.com IN: Not considered Freeze application data: seres.beata@pte.hu When offer is confirmed javier.herher.8@educa.jcyl.es

... and send out!

🗞 Attachments 🕕 🙆 Cc-s 📵 Message Waiting for nomination External was notified You can add some documents to be added to the offer letter. You OUT: Feedback may also use the Letterheads feature to generate them OUT: Sent to committee automatically. OUT: Rejected Acceptance letter EAMT 🔅 Edit ***** Nominated IN: Feedback C Unamed Generate IN: Sent to committee IN: Waitlisted Upload a file IN: Accepted • IN: Rejected IN: Not considered Ranking visibility: Not visible Only ranking is visible Both ranking and score are visible

Hogwarts is reconsidering their communication system...

