

### **IF YOU ARE AN APPLICANT:**

To start a new application please click on: create new account, type your username of choice and a valid email address. A blank application will be immediately created and you will receive an email with a password.

With the username and password you can accede to the application's data and edit them until completing the application. CHANGES MADE IN EACH PAGE WILL NOT BE SAVED UNTIL YOU CLICK ON SAVE OPTION, located at the end of each page. You may print a pdf version of your application, by clicking at the above bar on the PDF option.

Once the application is complete, choose Submit Application to finalize and send the application for its evaluation. Once submitted you will be able to access your application data until the deadline for submission. It is recommended that you save a pdf version of your completed application before submitting it for evaluation.

### **IF YOU ARE THE REPRESENTATIVE OF A HOST INSTITUTION:**

Once the applicant has given your email address, you will receive an email with instructions on how to fill the Expression of Interest Form.

### **IN BOTH CASES:**

Please REMEMBER that to complete an application it is required that the Host Institution of choice fills online the Expression of Interest Form and sends to Araid the printed and signed Expression of Interest form. This is further explained at the Expressions of Interest instructions in the application page.

It is also NEEDED that the information you fulfil at the application must be presented in ENGLISH.

If you have doubts or want to communicate any technical problem please contact:  
[convocatorias@araid.es](mailto:convocatorias@araid.es)