Completing the application web form

Introduction

When applying for Erasmus+ funding under the 2019 Call, it is compulsory that you complete the web application form.

You can access the form through the European Commission's [Erasmus+ web portal](). We recommend completing it on a computer, and using one of the following browsers:

- Internet Explorer
- Firefox
- Google Chrome

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In order to complete the application form, **you must be online** as it cannot be accessed offline.

If you are a new applicant, you must first create an EU Login account before accessing the application forms. You can find more information by visiting the [EU Login guide]().

When completing the application form, there is a maximum limit of 5,000 characters for text boxes. This includes special characters, such as spaces.

In order to avoid losing progress, remember to continually save your application. Allow plenty of time to complete your application, in case of any technical issues that may arise.

For further guidance on completing the application form, please visit [the European Commission's technical guidelines]().
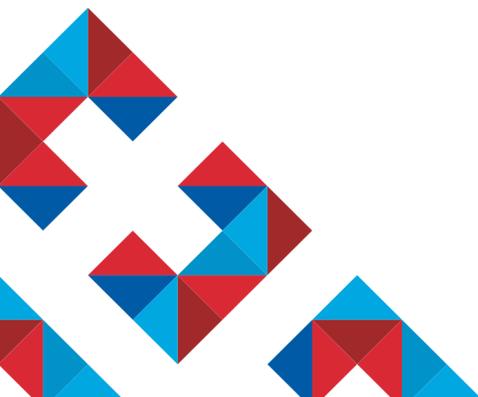
Tips on navigating the application form

As you progress through your application, familiarise yourself with the core functions of the form.

The form automatically saves every two seconds. You can access it at any time before the deadline under the 'My Applications' tab on the homepage.

The form's default language is set to English. To change this, click on the language icon at the right hand side of your screen and select the required language from the drop down list.

You must fill in the mandatory fields, which are marked in red. Once these have been filled in and checked with validation rules, sections will be marked to show there is information missing or not complying with the rules. Individual questions will be marked to help you identify and fix the issue.

If you are unsure about a question, hover your cursor over the '?' symbol next to it for more information.

Many sections of the form contain interactive tables. On the right hand side of these tables, click the button to gain access to additional options to complete these sections.

In order to log out, you will need to shut down the browser you are working on completely.

Further guidance

For more information and guidance on applying for Erasmus+ funding, please visit the 'Application Resources' webpage.