

Instructions on how to Complete the Online Application Form for Incoming Erasmus Students

- Navigate to <https://community.aubg.bg/exchange-students-online-app>
- Click on the “**Login to start application**” to open the login screen.
- If you are a new user, click on the “**New user registration**” to register in the system.
- Remember your username and the password. The option “**Forgotten password**” exists in case you cannot remember your login credentials.
- After you log in, a table with application forms appears.
- Press “**Start**” to open a blank application form or “**Resume**” to finalize or make correction on a form which you have already begun filing.
- In the first section of the form, fill in your personal data.
- In the second section of the form “Academic Plans” from the drop down menus, please select:
 - Semester you begin studying at AUBG **American University in Bulgaria: Spring 16**
 - Application Type **“Erasmus”**
 - Major **Select on of the available majors which is the same or closest to the major in your home university**
- Note: Please use English alphabet letters only.
- In the “Academic Info” type the exact name of your home university.
- In the “Required documents” attach - **Transcript of Records, Learning Agreement Form and Language Certificate**(optional)
- Complete the information boxes in the other sections of the form.
- Sign the form, review and submit it.
- Once submitted the application form you will be able to check the status of your application by logging into the same web site.