

# Submitting an Application Form

## Information

The illustrations in the provided Wiki pages are for consultation purpose only and may not always reflect the latest implementation.

### This page is relevant for:

- Erasmus+ Call year 2021
- European Solidarity Corps Call year 2021

This page explains how to submit an application form for Erasmus+ or European Solidarity Corps and how to handle a resubmission.

Our example below shows how to submit an application using an **Erasmus accreditation for higher education mobility consortia (KA130-HED)** form.

## Take note

All content sections of your application form must be completed and all required annexes have to be attached before you can submit your application form.

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- [Detailed Steps](#)
- [Expected Outcome](#)
- [Related Articles](#)

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## Quick Steps

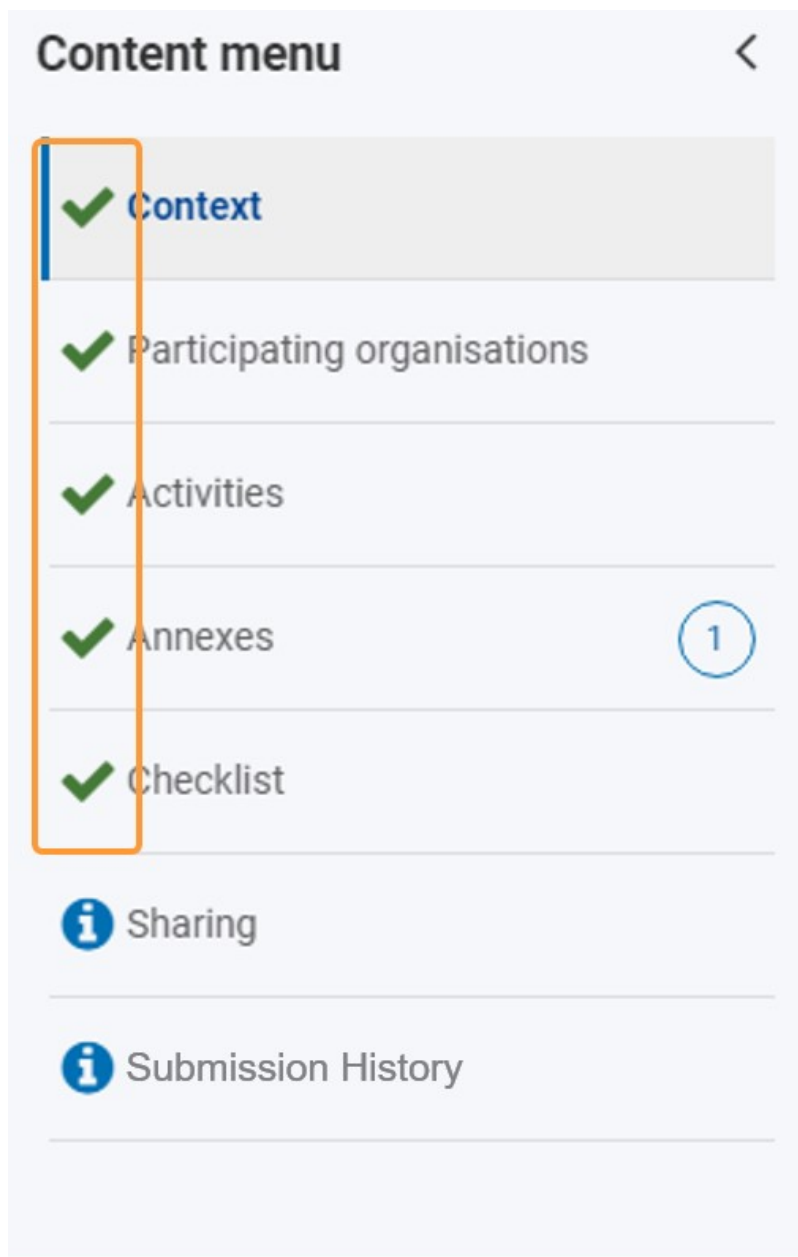
1. Submitting an application
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    - 1.2. Click "Submit"
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# Detailed Steps

## 1. Submitting an application

### 1.1. Ensure the application is complete

If all content sections of your application form are marked with a green check and you have attached all required documents, you can submit your form to your National Agency.



### 1.2. Click "Submit"

To submit the application, click the **Submit** button in the top right corner of your screen. This button is activated only when all required sections of the application are filled in, required documents are attached and all tasks in the checklist confirmed.

#### Take note

Depending on the Application Form you are trying to submit, the required sections will vary. The shown screenshots are from a KA131-HED form.

- Sharing is not required

- History is not required

Application details

Form ID : KA131-HED-B51DE9BB

Applicant : NEW DESIGN UNIVERSITY PRIVATUNIVERSITAT GESMBH ( E10137975 - Austria)  
 Programme : Erasmus+ - Call : 2021 - Round : 1 - Key action : KA1 - Action type : KA131-HED - Mobility of higher education students and staff

26 days left! DRAFT Reopened and draft

Submit PDF Download Form Translations

Content menu

- Context
- Participating organisations
- Activities
- Annexes
- Checklist
- Sharing
- Submission History

Checklist

Checklist

Before submitting your application form to the National Agency, please make sure that:

- It fulfills the eligibility criteria listed in the Programme Guide.
- All relevant fields in the application form have been completed.
- You have chosen the correct National Agency of the country in which your organisation is established. Currently selected NA is: AT01 OeAD – OeAD (Österreichische Austauschdienst)-GmbH
- I agree with the specific privacy statement on data protection

Please also keep in mind the following:

You may submit only one application form for all your activities as an individual higher education institution. If you submit more than one as an individual higher education institution, please note that only the last one sent within the deadline will be processed.

The documents proving the legal status of the applicant must be uploaded in the ORS (for more details, see the Programme Guide - "Information for applicants").

### 1.3. Confirm of submission

A pop-up message will display, confirming the submission. Click **OK** to close the window.



Once submitted, the application form will close and you will be redirected to the **My Applications** screen. In **My applications** you can now find your submitted application with status **SUBMITTED**.

My Applications

Search and filter

Search results  
65 items found

Selected criteria: All programmes All calls All Rounds KA131-HED

Form Id : KA131-HED-B51DE9BB

Applicant : NEW DESIGN UNIVERSITY PRIVATUNIVERSITAT GESMBH (E10174226 - Austria)  
 Programme : Erasmus+ - Call : 2021 - Round : Round 1 - Key Action : KA1 - Action type : KA131-HED - Mobility of higher education students and staff

25 days left! SUBMITTED Submitted Actions

Form Id : KA131-HED-DFEC7D6C

Applicant : Centrum Innowacyjnego Rozwoju Społeczeństwa (E10174226 - Poland)  
 Programme : Erasmus+ - Call : 2021 - Round : Round 1 - Key Action : KA1 - Action type : KA131-HED - Mobility of higher education students and staff

25 days left! DRAFT Draft Actions

Form Id : KA131-HED-9D6530E9

Applicant : NEW DESIGN UNIVERSITY PRIVATUNIVERSITAT GESMBH (E10137975 - Austria)  
 Programme : Erasmus+ - Call : 2021 - Round : Round 1 - Key Action : KA1 - Action type : KA131-HED - Mobility of higher education students and staff

25 days left! DRAFT Draft Actions

Form Id : KA131-HED-A50EEF14

Applicant : (E10107870 - )  
 Programme : Erasmus+ - Call : 2021 - Round : Round 1 - Key Action : KA1 - Action type : KA131-HED - Mobility of higher education students and staff

25 days left! DRAFT Draft Actions

### 1.4. Confirmation notification.

A confirmation email is sent to the preferred contact persons and legal representative of the participating organisations (applicant, partners excluding hosting partners, consortium members, institutions and non-academic partners of partner countries) after submission. The email contains the following information regarding your application:

- Project information:

- Project Title: visible only if project title is available
  - Action: Action type, for example Mobility for learners and staff of accredited organisations in vocational education and training (KA121-VET)
  - Call for proposals: call year
  - National Agency: Full name of your NA and NA code
  - Organisation information:
    - Legal name: Applicant organisation legal name
    - Organisation ID: Applicant OID number
    - Role of organisation in the application: Applicant or consortium member or partner
  - Submission information:
    - Form ID: FormID of the submitted form
    - Submission ID: Submission ID
    - Submission date (dd/mm/yyyy): Submission date in format dd/mm/yyyy
    - Submission time (Brussels, Belgium time): Submission time in format hh24:mm:ss
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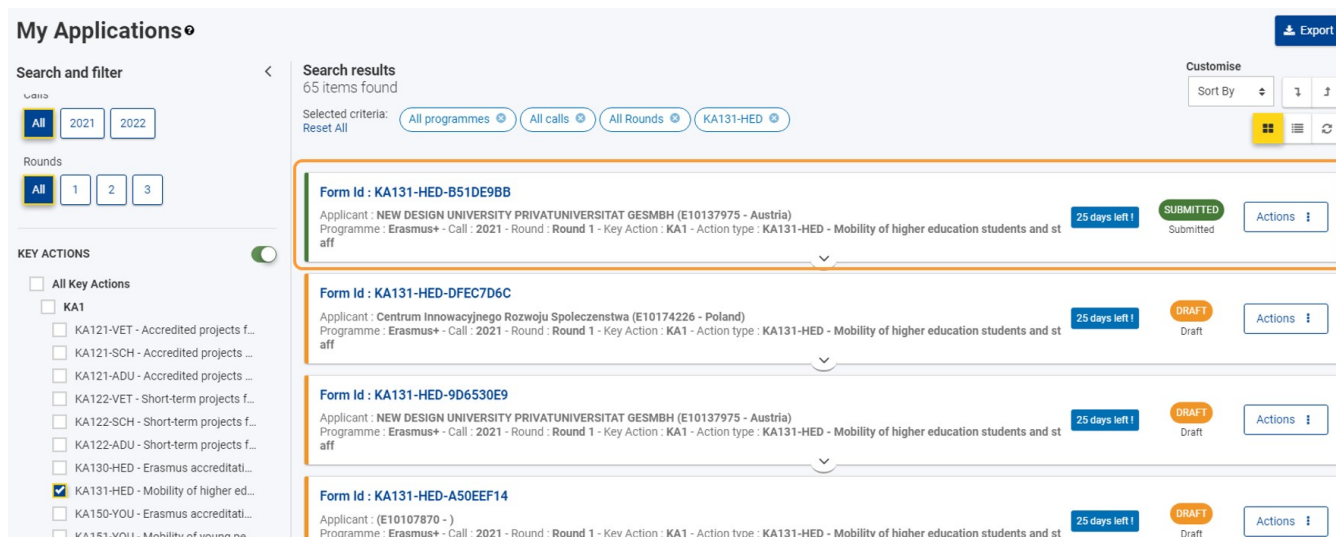
## 2. Submitting the application more than once (Resubmission)

### 2.1. Access "My Applications"

If you need to make changes to an already submitted application before the submission deadline, you can reopen the form and resubmit it after the adjustments are made.

This is only possible within the application period and not after submission deadline.

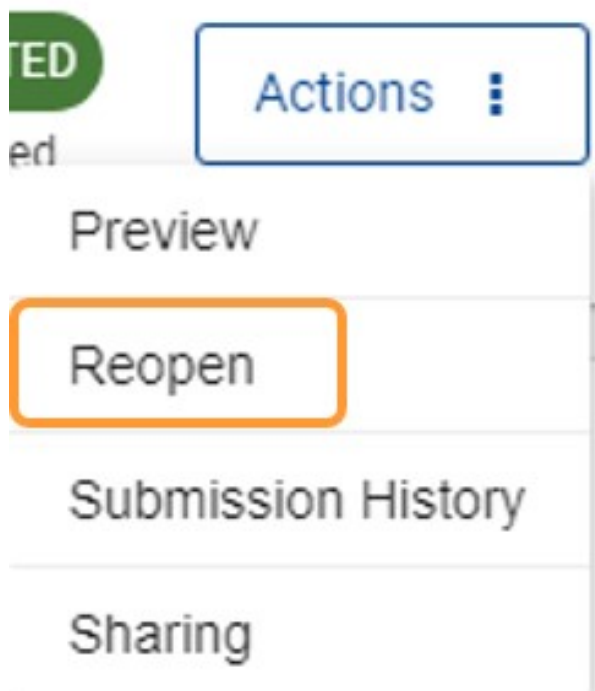
From the Erasmus+ and European Solidarity Corps platform access the **APPLICATIONS** and then **My Applications**. You can use the **Search** functionality to quickly find the application you want to modify and resubmit.



The screenshot shows the 'My Applications' page. On the left, there are filters for years (2021, 2022) and rounds (1, 2, 3). Below that are 'KEY ACTIONS' with a list of checkboxes for various project types, where 'KA131-HED - Mobility of higher education students and staff' is selected. The main area shows a list of applications. The first application is highlighted with an orange border. It has Form ID KA131-HED-B51DE9BB, is submitted, and has 25 days left. The other three applications are in draft status and also have 25 days left. Each application entry includes an 'Actions' button.

### 2.2. Reopen the application form

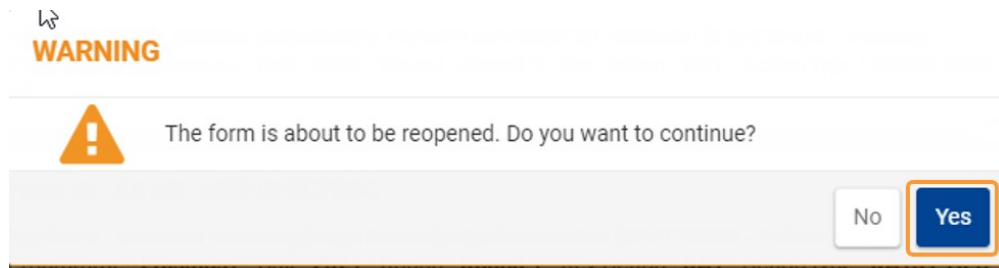
To reopen the application form for resubmission, click on the **Actions** button for the form you want to resubmit, and select **Reopen**.



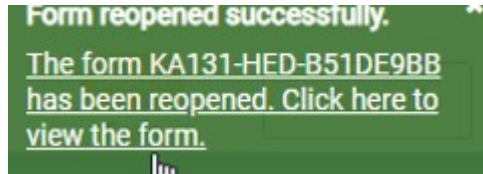
This image shows a close-up of the 'Actions' button from the application list. The button is labeled 'Actions' with a vertical ellipsis icon. A dropdown menu is open, showing several options: 'Preview', 'Reopen' (which is highlighted with an orange border), 'Submission History', and 'Sharing'.

### 2.3. Confirm Reopening of form

Click **Yes** to confirm the request to reopen the form.



A message confirming the successful reopening is displayed in the bottom right corner.



## 2.4. Update and resubmit the updated form

The application form reopens in status **DRAFT**, including all already submitted details.

A screenshot of the "Application details" page. The page has a light blue header with "Application details" and a mouse cursor icon. On the right side of the header are buttons for "Submit", "PDF", and "Download Form Translations". Below the header, the form ID "KA131-HED-B51DE9BB" is displayed. Below the form ID, there is a "25 days left!" timer and a "DRAFT Reopened and draft" status indicator. The main content area is divided into a "Content menu" on the left and a "Context" section on the right. The "Context" section contains several input fields: "Project Start Date (dd/mm/yyyy)" with the value "01/06/2021", "Project Total Duration" with the value "26 months", and "Project End Date (dd/mm/yyyy)" with the value "31/07/2023". There are also dropdown menus for "National Agency of the Applicant Organisation" (value: "AT01 OeAD - OeAD (Österreichische Austauschdienst)-GmbH") and "Language used to fill in the form" (value: "Estonian"). Below these fields is an information icon and a link: "For further details about the available Erasmus+ National Agencies, please consult the following page: <https://ec.europa.eu/programmes/erasmus-plus/contact>". At the bottom of the form, there is a "Protection of Personal Data" section with a link to the privacy statement: "Please read our privacy statement to understand how we process and protect your personal data".

Make the required changes in the form. Once the changes are made, resubmit the application by clicking on the **Submit** button. If you do not finalise the submission, the changes are only stored in the application form but not submitted to your National Agency.

As with the initial application, the **Submit** button will only be active if all sections in the form are completed and valid and marked with a green check.

### 3. Late submission of an application

Applications for Erasmus+ and European Solidarity Corps have a set deadline, visible on the home screen and in the header of the form. If the deadline expires, applicants will not be able to submit their applications.

An exception is made if the applicant can prove that they tried to apply before the official application deadline and were not able to do so for technical reasons. In such case the applicant must contact their [National Agency](#).

The late application may still be considered for late submission if the following three conditions are met:

1. The date and time of the last submission attempt as mentioned in the electronic application form [History](#) section are before the applicable official application deadline.
2. The applicant has informed the National Agency **within 24 hours** after the application deadline (Brussels time). After this time, the request can no longer be considered.
3. The applicant has sent to the National Agency within 24 hours after the application deadline (Brussels time), by email, a complete application form unmodified after their submission attempt (in pdf form). See how to [print the form](#) for details.

The National Agency will then decide whether to accept the late submission or not. If it is accepted, the National Agency will reopen the application and give the applicant permission to either only submit or make changes to the application before submitting it.

The new deadline for submission will be communicated by the National Agency, and the number of days left for late submission is also displayed in the **My applications** tab. The original call/round deadline remains displayed inside the form.

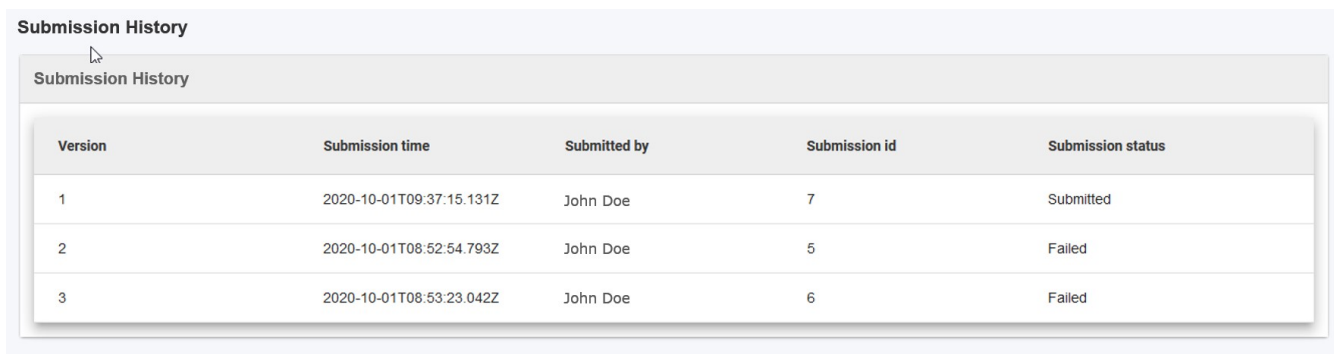
After the application is reopened, submit it in the same way as described under [Submitting an application](#).

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### 4. Submission History

Every time you submit (or try to submit) your application, the submission is recorded in the **History** section. Each submission of an application is identified by a **Version** and a **Submission ID**.

See [Submission History](#) for more details.



Version	Submission time	Submitted by	Submission id	Submission status
1	2020-10-01T09:37:15.131Z	John Doe	7	Submitted
2	2020-10-01T08:52:54.793Z	John Doe	5	Failed
3	2020-10-01T08:53:23.042Z	John Doe	6	Failed

### Expected Outcome

- The application form is marked as **Submitted**.
  - The application is available from **My Applications**.
  - The submission of the application is listed in the **History** section of the form.
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## Related Articles

- [Add organisations to an application](#)
- [All Applications](#)
- [Annexes](#)
- [Apply for grant or accreditation](#)
- [Associated Persons](#)
- [Checklist in Application Form](#)
- [Context](#)
- [Higher Education Mobility Handbook](#)
- [How to complete the application form](#)
- [My Applications](#)
- [My Contacts](#)
- [Opportunities](#)
- [Participating Organisations](#)
- [PDF Functionalities](#)
- [Sharing an Application Form](#)
- [Submission History](#)
- [Submitting an Application Form](#)