EASY WORKFLOW
Student workflow: the basics

1. Apply for exchange
2. Fill in application form
3. Add documents and media files
4. Edit the data
5. Submit the application
6. Confirm final decision
There are different ways...

This is Bill. Bill submits his applications through EASY.

This is Bob. Bob needs to submit his applications by post.
Let’s do it my way!
Become an applicant

AEC ONLINE APPLICATION SYSTEM - EASY
for mobility among higher music education institutions

Get started now!

Starting your application for exchange studies is easier than ever!

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
6 Dec 2017
Please find below the list of Institutions who joined EASY in the academic year 2017-18
Read more...

Pilot Project of a European Online Application System (EASY) for mobility among higher music education institutions
6 Dec 2017
The International Relations Coordinators of AEC member institutions have been suggesting for some years that
Create your account

Home › Sign up

Please fill in the following fields to create your applicant account. If you already have an account, please click here.

Your given name(s) ✤

E.g. John

Your family name ✤

E.g. Smith

Please write your name exactly as shown in your passport.

Your e-mail ✤

E.g. name@example.org

Please double-check that your email is correct.

Your Skype name (optional)

Your mobile phone (optional)

+372 123456789

Your citizenship ✤

Estonia

I have a reference code:
Write down your applicant code

This is your unique applicant access code:

VMFQC3DW5

Please make a note of this code and keep it secure. This code gives you access to your account on this website and allows you to modify and submit your application(s).

I wrote it down, continue

You will also receive an email with the code!
Choose your home institution

If you cannot find your institution in the list, please contact the international relations coordinator of your institution to clarify the correct name of the institution and existence of online mobilities.

Type your home institution name or location

Or choose from a list of countries: choose

Choose your home institution

"George Enescu" National University of Arts from Iasi 🇷🇴
Romania, Iasi
RO IASI01

Braunschweig University of Art 🇩🇪
Germany, Braunschweig
D BRAUNSC02

Aalborg University 🇩🇰
Denmark, Aalborg
DK ALBORG01

Aalto University 🇫🇮
Finland, Espoo
SF ESPOO12

Académie Royale des Beaux-Arts 🇧🇪
Belgium, Brussels
B BRUXEL05
Choose your destination institution

If you cannot find your institution in the list, please contact the international relations coordinator of your institution to clarify the correct name of the institution and existence of online mobilities.

<table>
<thead>
<tr>
<th>“George Enescu” National University of Arts from Iasi</th>
<th>Romania, Iasi</th>
<th>RO IASI01</th>
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<tr>
<td>Braunschweig University of Art</td>
<td>Germany, Braunschweig</td>
<td>D BRAUNSGO2</td>
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<tr>
<td>Aalborg University</td>
<td>Denmark, Aalborg</td>
<td>DK ALBORG01</td>
</tr>
<tr>
<td>Academy of Arts In Banska Bystrica</td>
<td>Slovakia, Banska Bystrica</td>
<td>SK BANSKA02</td>
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<tr>
<td>Academy of Arts, Architecture and Design (UMPRUM)</td>
<td>Czech Republic, Prague</td>
<td>CZ PRAHA05</td>
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Apply for the mobility

Choose the type and level during your mobility:

- Erasmus+ BA
- Erasmus+ MA
- Erasmus+ PhD
- Nordplus
- Bilateral

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**Erasmus+ student mobility (BA)**

Music and performing arts

- Erasmus+ BA, exchange
- Study language: combined English/Italian

**Conservatoire of Music Licinio Refice - Frosinone**

Italy, Frosinone

Available for applicants from:

- Estonian Academy of Music and Theatre
  Estonia, Tallinn

Apply now! Fall semester 2018/19

- Application deadline: May 15, 2018, 23:59 UTC time
- Application period has ended

Apply now! Spring semester 2018/19

- Application deadline: Oct 15, 2018, 23:59 UTC time

Apply now! Academic year 2018/19

- Application deadline: May 15, 2018, 23:59 UTC time
  - Application period has ended
Fill in your application

You can find information on our application procedure at [www.conservatorio-frosinone.it/international/incoming-students.aspx](http://www.conservatorio-frosinone.it/international/incoming-students.aspx). You can find there the list of documents you need to upload.


Please refer to our curricula when filling in your Study plan.

**Erasmus+ student mobility (MA)**

- I FROSINO02 - Fall semester  
  - Erasmus+ MA, exchange
  - combined English/Italian
  - Conservatoire of Music Licinio Refice - Frosinone  
  - Estonian Academy of Music and Theatre

[My studyplan](#)

[Add more choices](#)

Don't forget to complete your study plan!
Upload documents and media files

Please upload the required documents below:

- CV
- Transcript of Records
- Letter of motivation.

A recommendation letter is optional.

You will need to scan them into the computer and then upload them below.

No documents have been uploaded
Use the form below to upload the required documents

Click to select documents or simply drop them here

You can only upload files up to 4 MiB in size each from the following types: JPEG, GIF, PNG, PDF. Please make sure that the image is not blurry or distorted and has plenty of contrast. Remember that they should be legible when
Compile your study plan

You can find information on our application procedure at [www.conservatorio-frosinone.it/international/incoming-students.aspx](http://www.conservatorio-frosinone.it/international/incoming-students.aspx). You can find there the list of documents you need to upload.


Please refer to our curricula when filling in your Study plan.

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**Erasmus+ student mobility (MA)**

- I FROSINO02 - Fall semester
- Erasmus+ MA, exchange
- Combined English/Italian
- Conservatoire of Music Licinio Refice - Frosinone + Estonian Academy of Music and Theatre

[My study plan](#)

[Add more choices](#)

Don't forget to complete your study plan!
Add the subjects

You can choose up to 70.0 ECTS credits

You have currently chosen 0 ECTS credits

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject name</th>
<th>Term</th>
<th>ECTS</th>
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</table>

[Add a new subject]
Edit the application

Academic year 2018/19

Estonian Academy of Music and Theatre

The application is being prepared
Deadline: Apr 30, 2018

1 Erasmus+ student mobility (BA)
EE TALLINN03 - Academic year Erasmus+ BA, exchange English Estonian Academy of Music and Theatre SDMK - Danish National Academy of Music

Important! The application is currently not submitted! Please click on the 'Edit application' button to do so.

Conservatoire of Music Licinio Refice - Frosinone

The application is not yet filled
Deadline: May 15, 2018
And finally - submit!
Check inbox/email for notifications

Your final decision  June 1, 2018

We have received your confirmation about accepting the study offer and are glad that you have decided to start your studies at Estonian Academy of Music and Theatre!

We will contact you regarding next steps at the earliest opportunity.

Please review your offers  June 1, 2018

Dear applicant,

Hopefully the applying process has been easy and convenient for you :)

To go forward with your application, we kindly ask you to review the status of your offers and update your current decision status. If you already know where you will be studying, congratulations :) If otherwise, we would like to know more to be able to support you.

Above all, your feedback will help us reduce the risk of delays or issues with your admission process.

NB! Please pay close attention to the offer decision deadlines. The closest decision you have to make is only 10 day(s) as of this moment. If you miss a decision deadline, the offer may not remain valid!

Please go to the link below and follow the instructions carefully:
AEC.dreamapply.com/applicant/offers-review
Review your replies!

Step 1
Review your replies

Step 2
Make your decision or update your status

Step 3
Finish

Please review the information below and make sure that you have fully understood the replies and the conditions.

Okay, continue to step 2

Academic year 2019/20

Erasmus+ student mobility (BA)
- Erasmus+ BA, exchange
- English

DreamApply Demo Institution + Dream Demo institution External

IN: Accepted
Sep 10, 2018
Decision deadline: 20 Sep 2018
Confirm your final decision!

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review your replies</td>
<td>Make your decision or update your status</td>
<td>Finish</td>
</tr>
</tbody>
</table>

Please choose the offer you want to accept as your final decision. If you are not yet ready to make this decision, please let us know by choosing another option.

- I have decided where I will be going to study
- Erasmus+ student mobility (BA)
  - Erasmus+ BA, exchange
  - English
  - DreamApply Demo Institution
  - Dream Demo Institution External
- I haven't decided yet. Please ask me again next week
- Decline all offers that I have received so far
- Some other situation
And it’s done!

Step 1
Review your replies

Step 2
Make your decision or update your status

Step 3
Finish

Please review the information below and make sure that you have fully understood the replies and the conditions.

Okay, continue to step 2

Academic year 2019/20

Erasmus+ student mobility (BA)
- Erasmus+ BA, exchange
- English
- DreamApply Demo Institution + Dream Demo institution External

IN: Accepted
Sep 10, 2018
Your final decision
Now let’s look at it from the other side!

IRC WORKFLOW
Same here...

This is Bill. Bill *receives* applications through EASY.

This is Bob. Bob *receives* applications by post.
Bill’s way – a shortcut
1. Sign up for EASY
2. Set up institutional profile
3. Manage applications
4. Learning Agreement
1. Sign up for EASY

- Call issued after the IRC Forum
- Fill out the form on the AEC website
- Dreamapply will insert your institution in the system
2. Set up institutional profile

- Fill in institutional data
- Set up list of partners/agreements
- Manage your intakes
- Customise the appform
- Assign administrator accounts
3. Manage applications: Outgoing

View the application in the Outgoing section

If needed, contact the student for reviewing the application

Nominate the student
3. Manage applications: Incoming

- Receive an email notification about the application
- Find the application in the Incoming section
- Share the nominated application with the reviewers
- Change the offer status of the application
- Send acceptance/rejection letter to the student

Notify home institution IRC!
4. Learning Agreement

- Export the Learning Agreement
- Review and edit the pre-filled data
- Sign the document
- Share the document for signatures
- In case of changes, repeat
THIS IS BILL
BILL USES EASY
BILL IS SMART
BE LIKE BILL