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

Get started now!

GENERATING LETTER TEMPLATES
Letterheads allow you to...

- Generate documents
- Automatically personalise documents
- Send documents to students and IRCs

... directly in the system
Walk the walk: New letterhead

1. CREATE
2. CUSTOMISE
3. EDIT
4. FORMAT
5. GENERATE

ONCE!
Let’s create a Letterhead!

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
Acceptance letter

Dear [Applicant's Name],

Your application has been accepted for the Master's Programme in the Estonian Academy of Music and Theatre (EAMT).

Please let us know by 31st March whether you will accept the study place by completing the online registration process.

More information will be sent to students who accept their study places by end of March.

We are looking forward to meeting you in the EAMT.

Christine Jönson
Estonian Academy of Music and Theatre
Tel +372 667 7366
Email christinejonson@eamt.ee

*Note: The letterhead and text content are placeholders. Please replace with actual content.*
Customise your letterhead

Letterhead name
- Unnamed

Institution
- Estonian Academy of Music...

Language
- Choose a language

Page size
- A4 (ISO 216)

Text size and spacing
- Normal

Header style:
- No header
- Instance logo and colour
- Custom image

Footer style:
- No footer
- Instance logo and colour
- Custom image

Lorem ipsum
1. Letterhead Name

Option 1
Bad choice!

Option 2
EAMT Acceptance letter
2. Header & Footer

You can upload custom images (JPG, GIF, PNG)

Ideal dimensions: 1600 pixels (w) x 400 pixels (h). Minimum height: 300 pixels.

You might need to edit the image file before uploading!
EESTI MUUSIKA-JA TEATRIAKADEEMIA
Edit the content
Edit the content

Insert the relevant text

Locate the **case-specific data** (name, date, study period)

Replace that data with **content markers**
Content markers ABC

- Elements using data already in the system
- Recogniseable by %% symbols
- LIST available in EASY
Dear Hanneleen Pihlak,
Your application has been accepted for Student Mobility at the Estonian Academy of Music and Theatre for Fall semester 2018/19.

Dear %applicant-Name,
Your application has been accepted for Student Mobility at the Estonian Academy of Music and Theatre for %application-academicTerm%.
h2. Acceptance letter

p. Tallinn, %date-dayMonthYear%

Dear %applicant-Name%,

Your application has been accepted for Student Mobility at the Estonian Academy of Music and Theatre for %application-academicTerm%.

Please be so kind and send me a confirmation whether you will accept the study place or not by 1st of June the latest.

Please send the confirmation to my e-mail address, erasmus@ema.edu.ee. Please also confirm in the EASY application system. Also, don't forget to inform the Erasmus Coordinator of your home institution about your decision!

More information will later be sent to students who accept their exchange places.

We are looking forward to having you study at the EAMT!

"Link to EAMT website": http://www.ema.edu.ee/en/
<table>
<thead>
<tr>
<th>Formatting options</th>
</tr>
</thead>
<tbody>
<tr>
<td>h1</td>
</tr>
<tr>
<td><code>&lt;p&gt;</code></td>
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<tr>
<td>p&lt;.</td>
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<tr>
<td>p&gt;.</td>
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<tr>
<td>„Link“</td>
</tr>
<tr>
<td><em>bold</em></td>
</tr>
<tr>
<td><em>Italic</em></td>
</tr>
</tbody>
</table>
h2. Acceptance letter

p. Tallinn, %date-dayMonthYear%

Dear %applicant-Name%,

Your application has been accepted for Student Mobility at the Estonian Academy of Music and Theatre for %application-academicTerm%.

Please be so kind and send me a confirmation whether you will accept the study place or not by 1st of June the latest.

Please send the confirmation to my e-mail address, erasmus@ema.edu.ee. Please also confirm in the EASY application system. Also, don't forget to inform the Erasmus Coordinator of your home institution about your decision!

More information will later be sent to students who accept their exchange places.

We are looking forward to having you study at the EAMT!

"Link to EAMT website":http://www.ema.edu.ee/en/
Don't forget
Let’s generate a letter!

<table>
<thead>
<tr>
<th>Offers</th>
<th>Tasks</th>
<th>Exports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus+ student mobility (MA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>EE TALLINNO3 - Fall semester</td>
<td>Erasmus+ MA, exchange, English</td>
</tr>
<tr>
<td></td>
<td>Estonian Academy of Music and Theatre</td>
<td>Lithuanian Academy of Music and Theatre</td>
</tr>
</tbody>
</table>

IN: Accepted
Export
Congratulations! Your application has been Accepted for Erasmus+ student mobility (MA) in Estonian Academy of Music and Theatre.

Please be so kind and send me a confirmation whether you will accept the study place or not by 31st May the latest. Please send the confirmation to my e-mail address erasmus@ema.edu.ee and also confirm your choice in the EASY application system. And do not forget to inform the Erasmus Coordinator of your home institution about your decision!
Generate – edit – Save and generate

Acceptance letter

Tallinn, 13.09.2018

Dear Esther Calderón Moraico,

Your application has been accepted for Student Mobility at the Estonian Academy of Music and Theatre for Academic year 2018/19.

Please be so kind and send me a confirmation whether you will accept the study place or not by 1st of June the latest.

Please send the confirmation to my e-mail address, erasmus@ema.edu.ee. Please also confirm in the EASY application system. Also, don’t forget to inform the Erasmus Coordinator of your home institution about your decision!

More information will later be sent to students who accept their exchange places.
The personalised letter is generated

You can add some documents to be added to the offer letter. You may also use the Letterheads feature to generate them automatically.

- Acceptance letter EAMT
- Unnamed
Now just cc home institution IRC...
... and send out!
Hogwarts is reconsidering their communication system...