



AEC ONLINE APPLICATION SYSTEM - EASY

for mobility among higher music education institutions

Get started now!

GENERATING LETTER TEMPLATES

Letterheads allow you to...



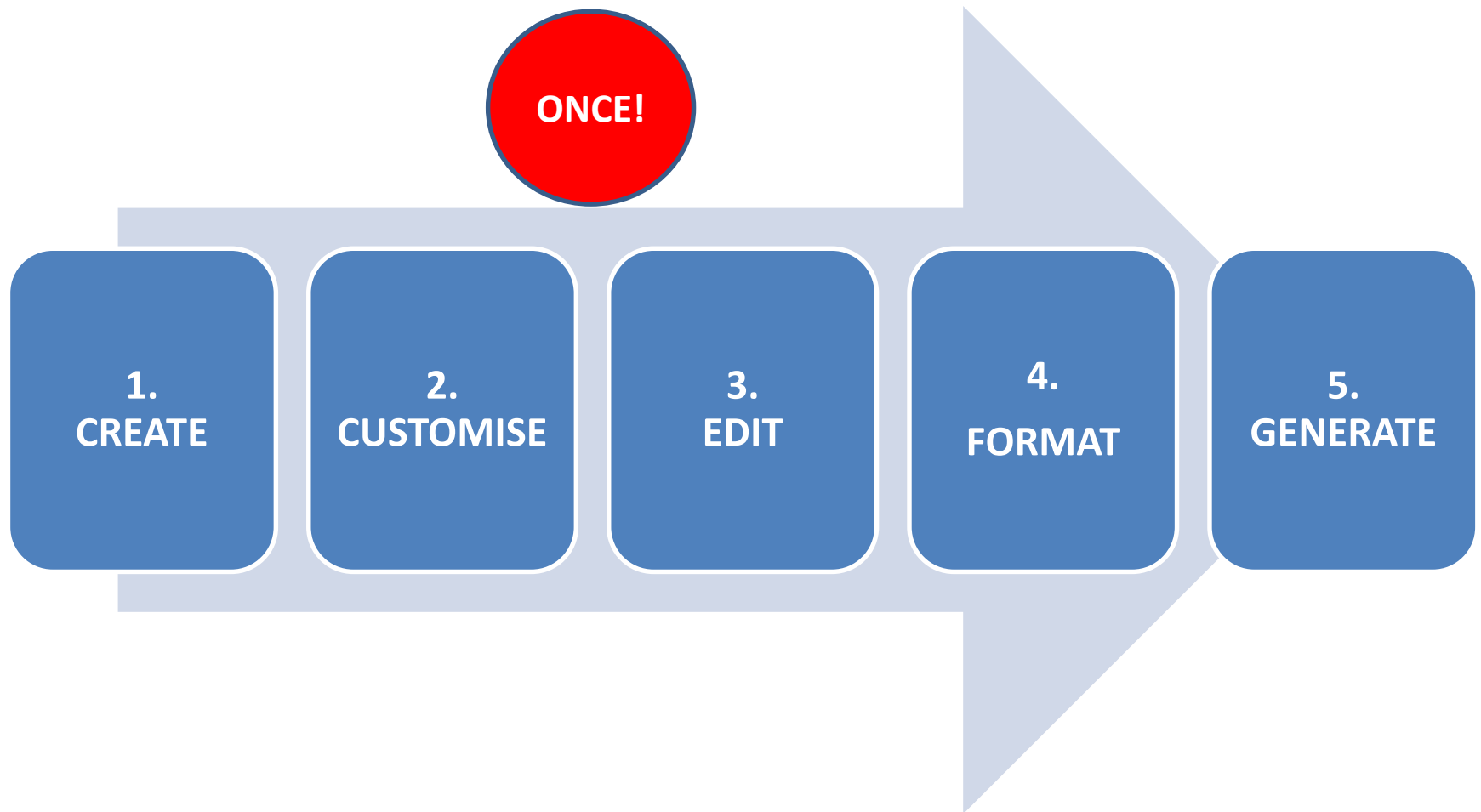
Generate documents

Automatically personalise documents

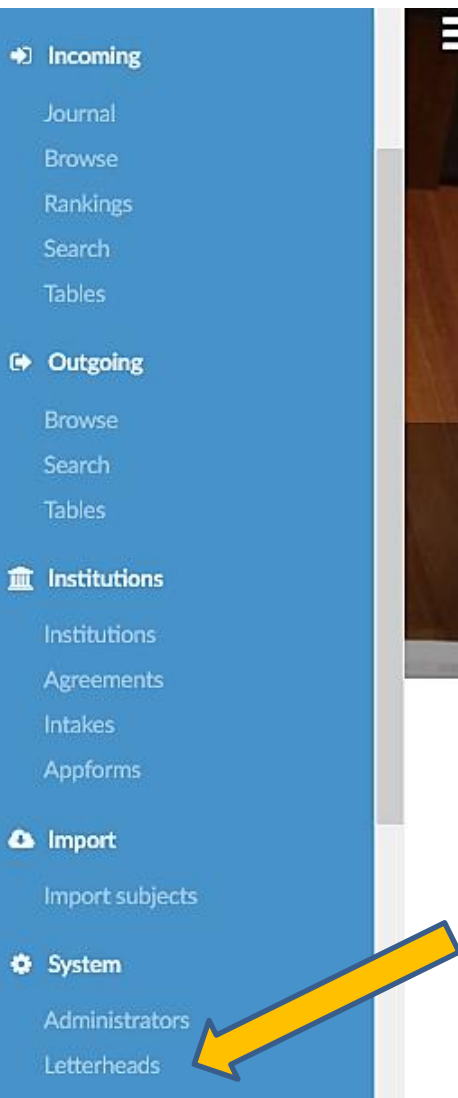
Send documents to students and IRCs

... directly in the system

Walk the walk: New letterhead



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

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...](#)

Customise your letterhead


1

Letterhead name

Unnamed

This will be used as the name of the resulting PDF file, as well as organizing the letterheads.

Institution

 Estonian Academy of Music a...

Please select which institution this letterhead will be used for.

Language

Choose a language

This will be used for the template as well as any content markers. Leave empty to use the locale of the applicant.

Page size

A4 (ISO 216)

Text size and spacing

Normal

Normal


Header style:


- ☒ No header
- ☐ Instance logo and colour
- ☐ Custom image


Footer style:

- ☒ No footer
- ☐ Instance logo and colour
- ☐ Custom image

2

 Preview

 Content template

 Preview in PDF

Tallinn, 2017

LOREM IP SUM

Lorem ipsum dolor sit amet,

consectetur adipiscing elit. Fusce et mauris neque. Cras interdum ac nunc et mattis. Vestibulum sodales risus urna, quis efficitur ante condimentum a. Nunc sodales felis felis. Etiam at nisl hendrerit lectus aliquam congue. Aliquam eu lectus massa. Nam tristique vestibulum placerat. Morbi feugiat ante at euctor volutpat. Vestibulum ipsum nunc, hendrerit id metus sagittis, malesuada lobortis sem. Duis vehicula aliquam elit, in rhoncus tortor scelerisque id. Nulla lacus eros, commodo nec vehicula eu, dapibus sit amet risus. Sed non tristique lacus. Integer ut quam et odio rutrum blandit.

Phasellus ut tricies pulvinar pharetra. Donec malesuada elit nec velit lobortis, sit amet facilisis metus placerat. Aliquam nulla risus, scelerisque a magna ac, lobortis consequat erat. Fusce nec nisl vel augue dignissim finibus. Fusce molestie luctus diam sed convallis. Nunc consectetur enim sapien, eu porttitor neque dapibus non. Mauris lacus risus odio, eu vulputate nisl fringilla sit amet. Integer pharetra faucibus lectus. Curabitur sollicitudin augue quis lorem ultrices convallis. Donec in tristique mauris, sit amet ultrices libero. Nullam mattis ligula vitae nulla porttitor sagittis.

Aliquam a hendrerit purus. Nunc quis mauris lectus, venenatis elit a, aliquet magna. Quisque lobortis vulputate risus, vel bibendum risus dapibus a. In varius vel erat vitae gravida. Maecenas libero est, fermentum eu massa in, fringilla molestie libero. Quisque quis mattis velit. Donec ultrices purus non tempor interdum. Vestibulum suscipit ligula ac enim vehicula, ut mollis libero venenatis.

[Link to Dream Apply](#)

This is bold

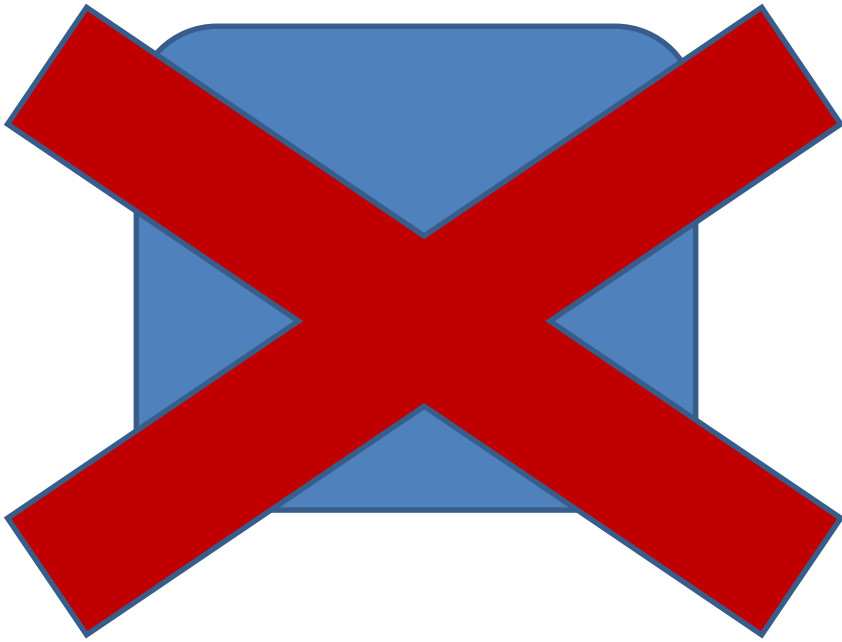
This is italic

Some bullet points:

- One
- Two
- Three

1. Letterhead Name

Option 1
Bad choice!



Option 2



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



EESTI MUUSIKA-
JA TEATRIAKADEEMIA

Edit the content

 Preview

 Content template



 Preview in PDF

Tallinn, 2017

LOREM IPSUM

Lorem ipsum dolor sit amet,

consectetur adipisicing elit. Fusce et mauris neque. Cras interdum a conunc et mattis. Vestibulum sodales risus urna, quis efficitur ante condimentum a. Nunc sodales felis felis. Etiam at nisl hendrerit lectus aliquam congue. Aliquam eu lacinia massa. Nam tristique vestibulum placerat. Morbi feugiat ante at auctor volutpat. Vestibulum ipsum nunc, hendrerit id metus sagittis, malesuada laoreet sem. Duis vehicula aliquam elit, in rhoncus tortor scelerisque id. Nulla lacus eros, commodo nec vehicula eu, dapibus sita metrisus. Sed non tristique lacus. Integer ut quam et odio rutrum blandit.

Phasellus ultricies pulvinar pharetra. Donec malesuada elit nec velit lobortis, sita met facilis metus placerat. Aliquam nulla risus, scelerisque a magna a, laoreet consequat erat. Fusce nec nisl vel augue dignissim finibus. Fusce molestie luctus diam sed convallis. Nunc consectetur enim sapien, eu porttitor neque dapibus non. Mauris iaculis risus odio, eu vulputate nisi fringilla sita met. Integer pharetra faucibus lacinia. Curabitur sollicitudin augue quis lorem ultrices convallis. Donec in fncidunt mauris, sita met ultricies libero. Nullam mattis ligula vitae nulla porttitor sagittis.

Aliquam a hendrerit purus. Nunc quis mauris lacinia, venenatis elit a, aliquet magna. Quisque lobortis volutpat risus, vel bibendum risus dapibus a. In varius vel erat vitae gravida. Maecenas libero est, fermentum eu massa in, fringilla molestie libero. Quisque quis mattis velit. Donec ultricies purus non tempor interdum. Vestibulum suscipit ligula a enim vehicula, ut mollis libero venenatis.

[Link to Dream Apply](#)

This is bold

This is italic

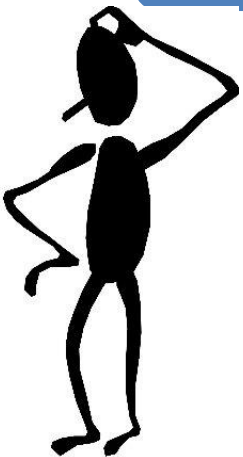
Some bullet points:

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

Recognisable by % % symbols

LIST available in EASY

NB! Use the right content markers without typos!





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 %aplication-
academicTerm%.

Format the letterhead

 Preview

 Content template

 Preview in PDF

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/>

Formatting options


h1
<p>
p<.
p>.


„Link“


bold

italic

Preview in PDF

 Preview

 Content template

 Preview in PDF



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/>



✓ Save and preview

Let's generate a letter!

Submitted

Fall semester 2018/19 ▾

View

Offers

Tasks

Exports

1

1

Erasmus+ student mobility (MA)

EE TALLINN03 - Fall semester

Erasmus+ MA, exchange

English

Estonian Academy of Music and Theatre

Lithuanian Academy of Music and Theatre

IN: Accepted

Export ▾

Type to add a flag..

Click on **Attachments**



- ☐ ● External was notified
- ☐ ● IN: Feedback
- ☐ ● IN: Sent to committee
- ☐ ● IN: Waitlisted
- ☒ ● IN: Accepted
- ☐ ● IN: Rejected
- ☐ ● IN: Not considered

? Why are some statuses hidden?

Freeze application data:

- ☒ When offer is confirmed

 **Message**

 **Attachments**

 Cc-s **1**

Subject

Reply [IN: Accepted] from European Online Applicati

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

Send out offer

Journal

Waiting for nomination

External was notified

OUT: Feedback

OUT: Sent to committee

OUT: Rejected

Nominated

IN: Feedback

IN: Sent to committee

IN: Waitlisted

IN: Accepted

IN: Rejected

IN: Not considered

Freeze application data:

When offer is confirmed

Ranking score:

Applicant decision:

No decision required

Advised to decide before:

Required to decide before:

Message

Attachments

Cc-s 1

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

Generate

Unnamed

Upload a file

Notes

Not visible to applicant

Save and generate

Revert to original

B

/

H2

Acceptance letter

Tallinn, 13.09.2018

Dear Esther Calderón Morales,

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



Message



Attachments 1



Cc-s 1

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

Edit



Unnamed

Generate



Upload a file

Now just cc home institution IRC...

- ☐ ● Waiting for nomination
- ☐ ● External was notified
- ☐ ● OUT: Feedback
- ☐ ● OUT: Sent to committee
- ☐ ● OUT: Rejected
- ☐ ● Nominated
- ☐ ● IN: Feedback
- ☐ ● IN: Sent to committee
- ☐ ● IN: Waitlisted
- ☒ ● IN: Accepted
- ☐ ● IN: Rejected
- ☐ ● IN: Not considered

Freeze application data:

- ☒ When offer is confirmed

Message

Attachments 1

Cc-s 1

Please tick the people that need to get a verbatim copy of the offer letter when it is sent out to the applicant:

☐ Outgoing email <easy@aec-music.eu>

☐ Myself <hanneleen@ema.edu.ee>

☒ Home institution <erasmus.rcsmgranada@gmail.com>

☐ debonoa@unimelb.edu.au

☐ mijanovicivana86@gmail.com

☐ seres.beata@pte.hu

☐ javier.herher.8@educa.jcyl.es

... and send out!

- ☐ ● Waiting for nomination
- ☐ ● External was notified
- ☐ ● OUT: Feedback
- ☐ ● OUT: Sent to committee
- ☐ ● OUT: Rejected
- ☐ ● Nominated
- ☐ ● IN: Feedback
- ☐ ● IN: Sent to committee
- ☐ ● IN: Waitlisted
- ☒ ● IN: Accepted
- ☐ ● IN: Rejected
- ☐ ● IN: Not considered

Ranking visibility:

- ☒ Not visible
- ☐ Only ranking is visible
- ☐ Both ranking and score are visible

✉ Message

📎 Attachments 1

📧 Cc-s 1

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

✎ Edit



☐ 📎 Unnamed

🔄 Generate



📎 Upload a file



Save

✉ Confirm & re-send

**Hogwarts is reconsidering their
communication system...**

