

Agris mundus on-line application

Technical recommendations

1. Uploading documentation :

When you register, you can upload the documentation required in several times. Each time you connect, save your changes by using the “save” button on the bottom of the page. You can then reconnect after a few days and find your application as you left it when you saved.

Only once you are fully ready, use the “submit” button in the bottom of the page. Beware! Once you have submitted, you cannot change the content of your application!

2. Identification and password

In the online application system, your identification name is automatically the email address that you have registered (for example john.wayne@gmail.com). To be able to reconnect, remember which address you use!

An automatic password is sent to you by the system when you register for the first time. If you have any difficulty to access to your file, copy & paste your password, instead of typing it (maybe you make errors about Capital letters /Low case letters /Numbers).

3. Use of Internet explorer as a browser

Preferably use Mozilla Thunderbird as a browser, you should then have no problem to register in the on-line application system.

With Internet Explorer, it is necessary to unblock cookies otherwise it stops you from connecting. To do that, you have to go to the '**Tools**' menu of your Internet Explorer, then click on **internet options** and **allow/accept all cookies**

4. Filling information

You can save the information that you fill at any moment (using the save/validation button at the bottom of the page). You can then come back later and find it again for update or complete. At the end only, once you are sure you have filled everything and uploaded all documents, press the submit button. Be careful, once you have submitted, you cannot change anything any longer!

5. Information on your referees

Choose two referees who can send a letter of recommendation to the secretariat. Inform them, and write their email address in the appropriate boxes. The secretariat will directly contact them and send them instructions to follow.

6. Format of the documents uploaded

The supporting documents, like the last diploma, the transcript of records, etc... have to be uploaded in one of the following formats only: .doc, .rtf, .pdf, .jpg. As much as it is possible, we recommend the pdf format which generates lighter documents than the others.

The total size of the documents uploaded for one candidate should not be more than 2 MB. If your total exceeds this size, please reduce the quality of your scans to decrease the size.

Selected candidates will have to send the original documents to the secretariat to have their selection confirmed. If these original documents are not presented, the registration will be cancelled.

Apply now...!