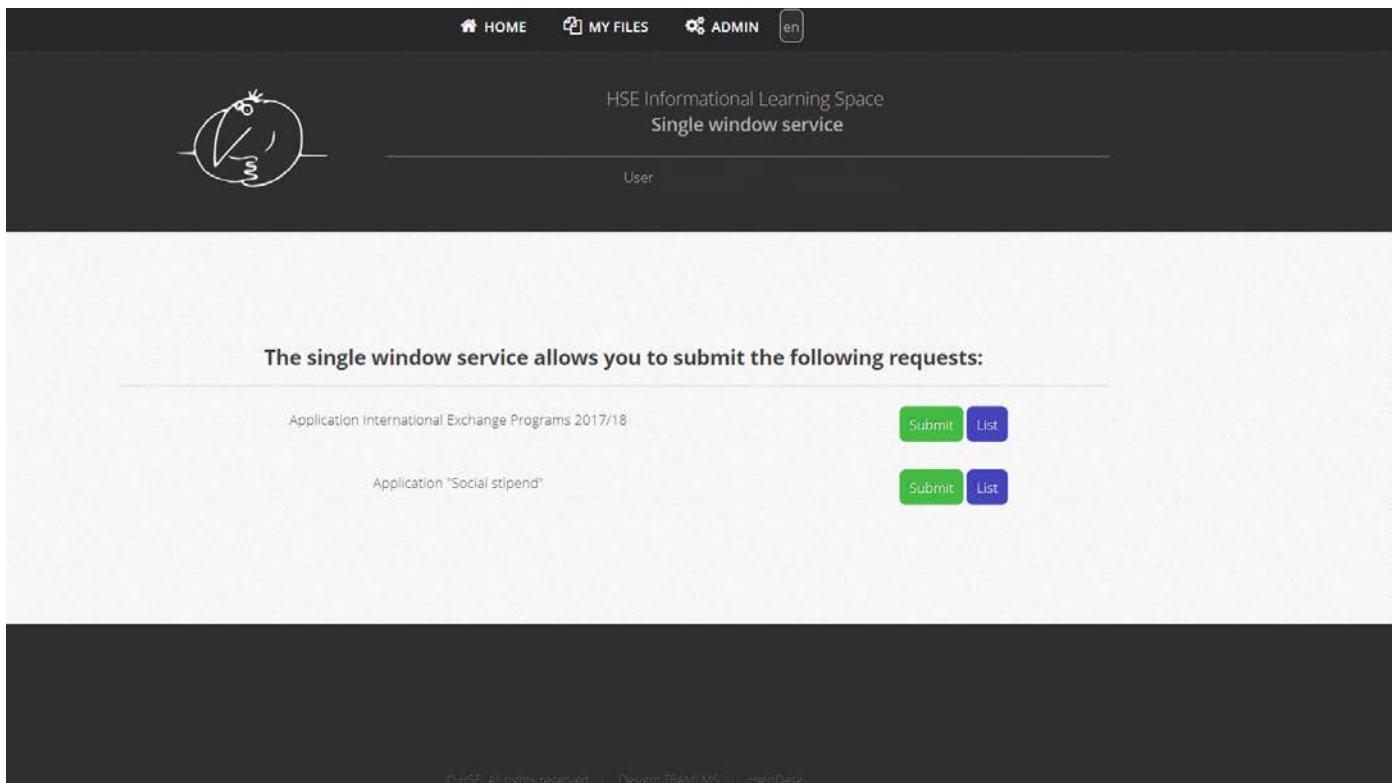


How to fill in the application in Learning Management System (LMS)

Short instruction

After clicking the button **“Apply for an exchange program”** on our website, you will be transferred to the LMS. You need to log in. After that you will see all application forms which are available for you.



Picture #1. Homepage of Single window service.

1. Before you start to fill in the application, please check your personal information and documents for your application. Note please that all documents must be saved as one pdf document. For more information please check [the link](#). To apply for Exchange Programs, click the **“Submit”** button.

HOME MY FILES ADMIN en

Application International Exchange Programs

Please read the requirements carefully before you start your application: [Read](#)

PERSONAL INFORMATION

Last name
The information is taken from LMS

First name
The information is taken from LMS

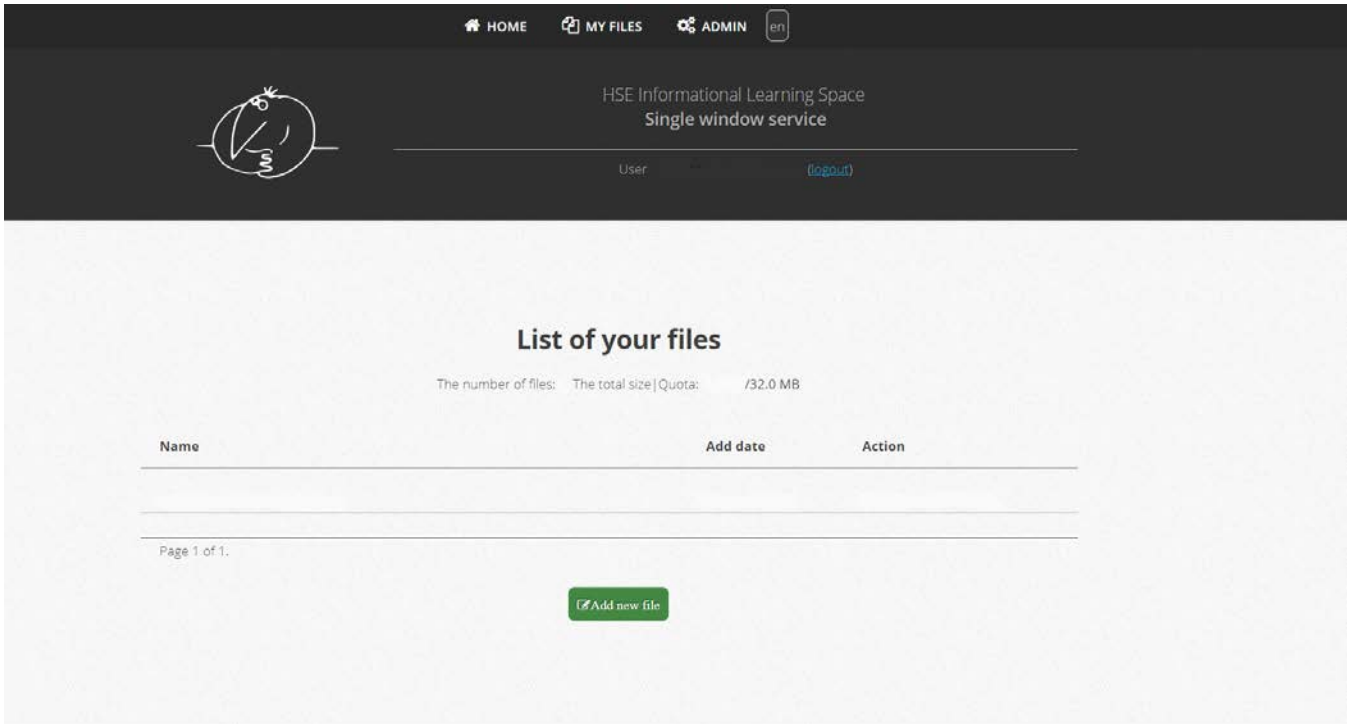
Middle name
The information is taken from LMS

Last name and first name like in your foreign passport *
For example, IVANOV PAVEL

Foreign document expiration date *
Enter the date. Date format: YYYY-MM-DD

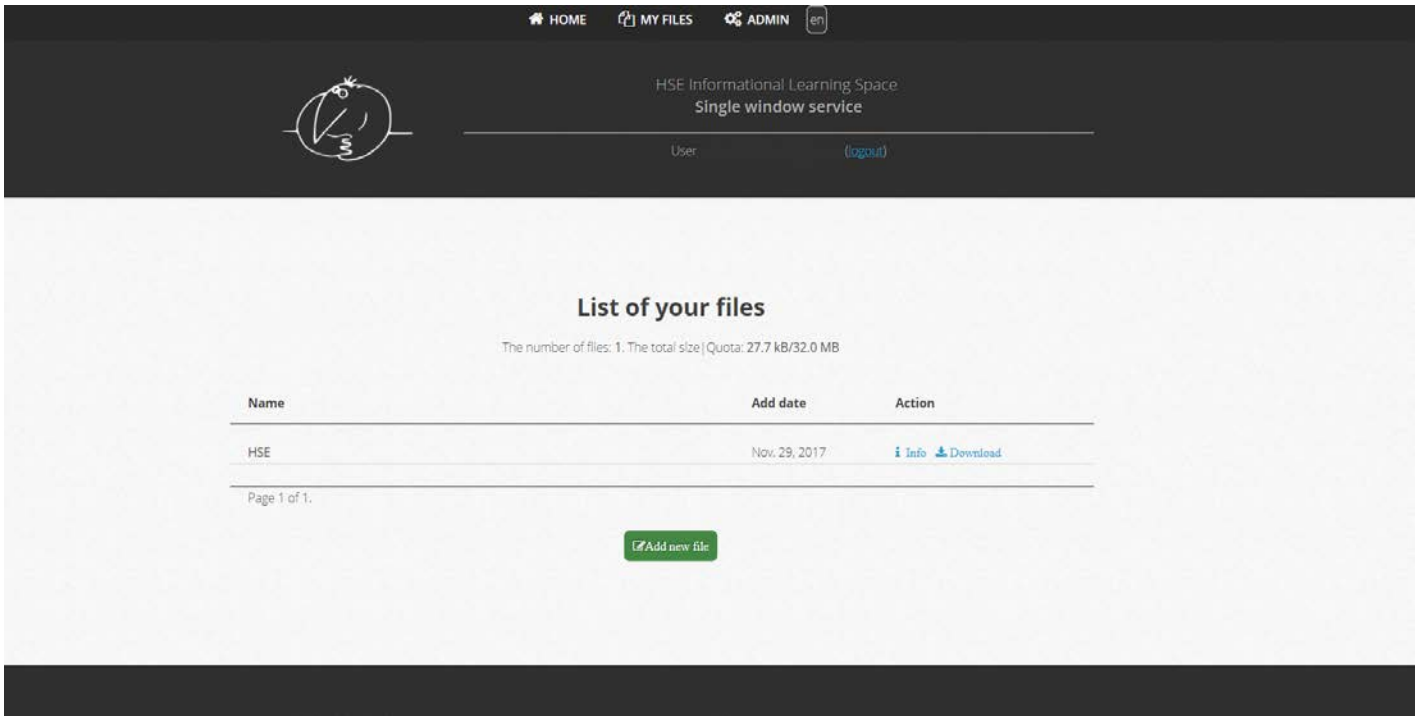
Date of birth *
Enter the date. Date format: YYYY-MM-DD

Picture #2. The Application for International Exchange Programs.



Picture #3. The section “List of your files”.

2. In the beginning, the list is empty. The user should use personal file storage (“My Files” on the top of menu).
 - a. To upload a file click the “My files” button;
 - b. Then – “Add new file”.



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Personal file storage

You can add files according to the following RULES: [View](#)

File is saved under the name * Файл не выбран

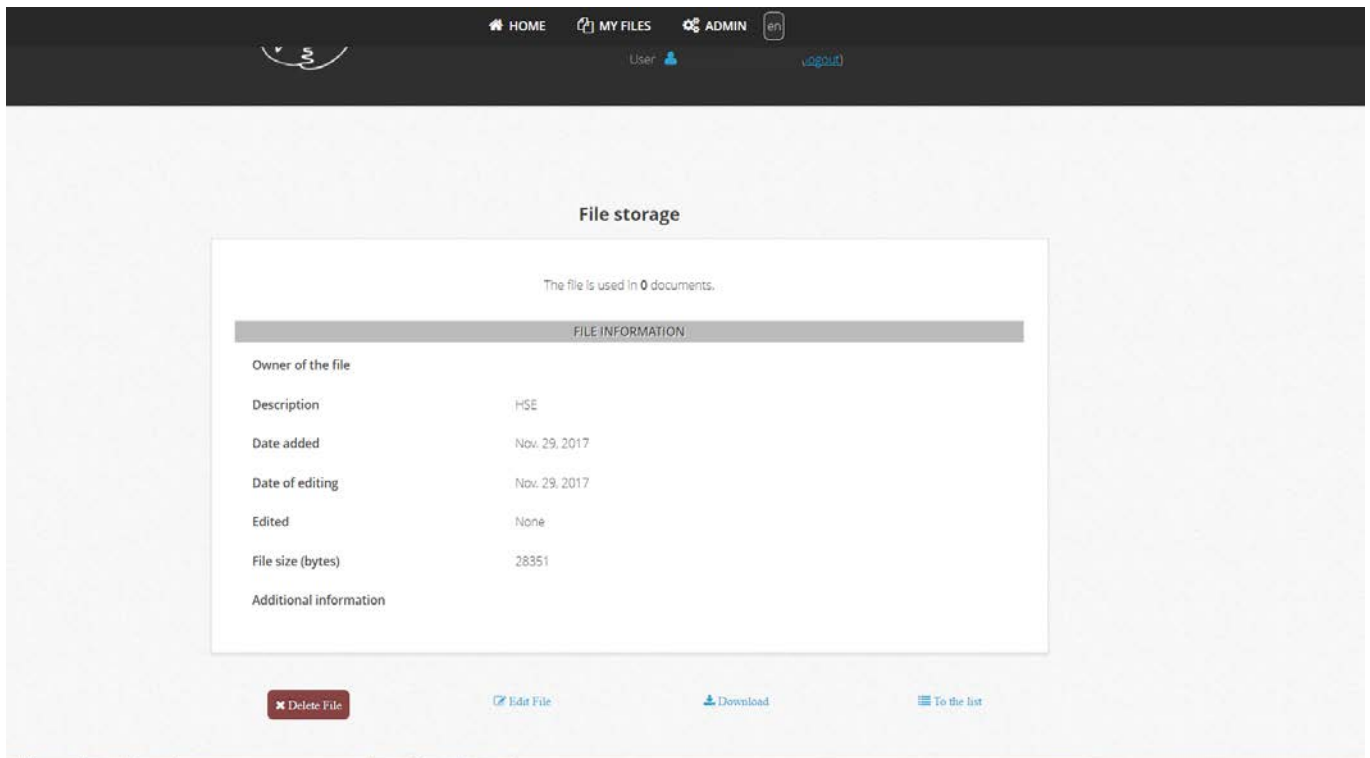
Description *
Field on which you will be able to find the file (no more than 200 characters)

Additional information
Enter additional / explanatory information (example: "Document is valid 5 years")

Before uploading the file check the correctness of the form fields.

Picture #4. The form for adding files.

- c. You need to fill in the form. Pay your attention to the ‘Description’, because the application will be attached to the name, written in this field.
- d. Press the “Upload” button.



Picture #5. Information about the file

- e. After uploading the file User will be transferred to the page with information about the file.
- f. Afterwards, User can edit “Description” and “Additional information” fields by clicking the “Edit file” button.
- g. User can download the file by clicking the “Download” button.
- h. User **cannot** edit the pdf file in this form.
- i. If a file is not used for any of applications User is recommended to delete a file, because the storage size is limited.
- j. In the picture #5 you can see “The file is used in 0 documents” and the button “Delete file” is active.



List of your files

The number of files: 1. The total size | Quota: 27.7 kB/32.0 MB

Name	Add date	Action
HSE	Nov. 29, 2017	Info Download

Page 1 of 1.

[Add new file](#)

Picture #6. List of your files

3. After the documents are uploaded and the application form is filled, User can submit the Application. The process is divided in two parts:
 - a. Fill in the form and save it by clicking the “Save” button.
 - b. Check the filled in information in the saved application, if it is correct – send it by clicking “Submit”.

[HOME](#)
[MY FILES](#)
[ADMIN](#)

Application International Exchange Programs

Status of the request: **Request not submitted**
 Check the correctness of the application and click the 'Send'

PERSONAL INFORMATION

Login

Last name

First name

Middle name

Last name and first name like in your foreign passport

Foreign document expiration date

Date of birth

EXCHANGE PROGRAM

Partner university (Priority 1)

Document Package #1

Total number of courses #1

Total credits #1

Partner university (Priority 2)

Document Package #2

Total number of courses #2

Total credits #2

Partner university (Priority 3)

Document Package #3

Total number of courses #3

Total credits #3

Period of the exchange program

Current ranking

Cumulative ranking

Average current grade

Average cumulative grade

ADDITIONAL INFORMATION

Additional information

Creation date

The filing date

Date of editing

Date of status change

FIELDS FILLED BY THE COORDINATOR

Status

Number of the order in the SDOU

Number of the order by competition in the SDOU

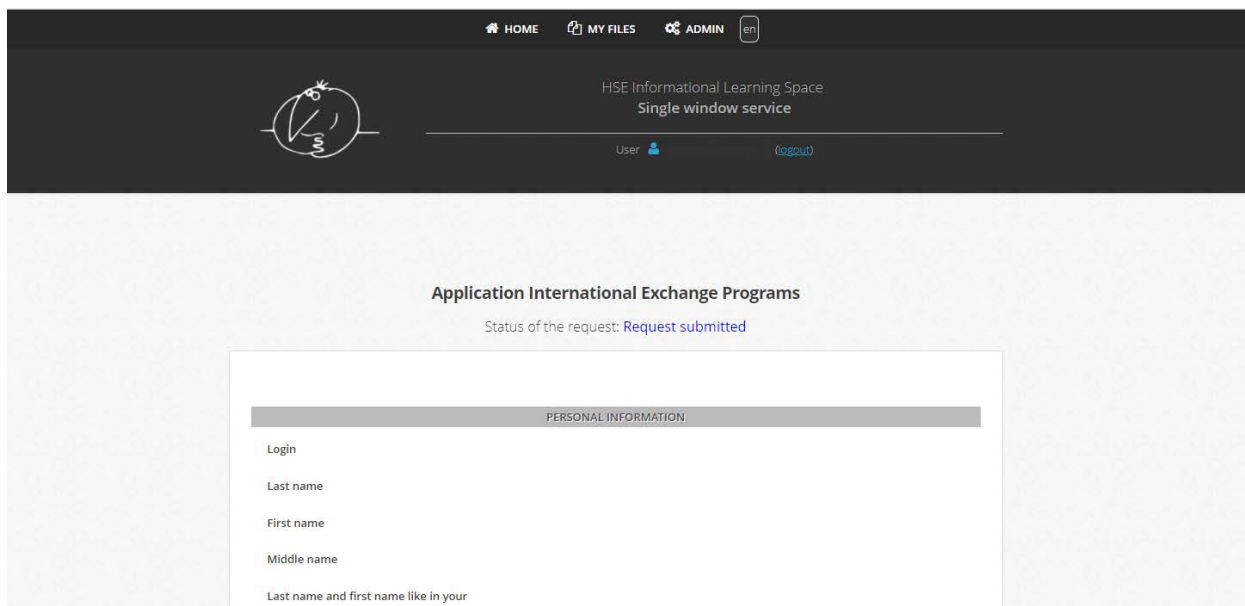
Comment by Coordinator

[To the list](#)
[G E E](#)
[SUBMIT](#)

Picture #7. Information about saved request.

Here you can see the status of your application. It **is not submitted**. Before submitting the application you can edit the information. After clicking the “Submit” button, you cannot edit anything.

4. After clicking the “Submit” button the status of request will be changed into “Request submitted”. The User will be notified about all changes via e-mail.



Picture #8. Changed status.