



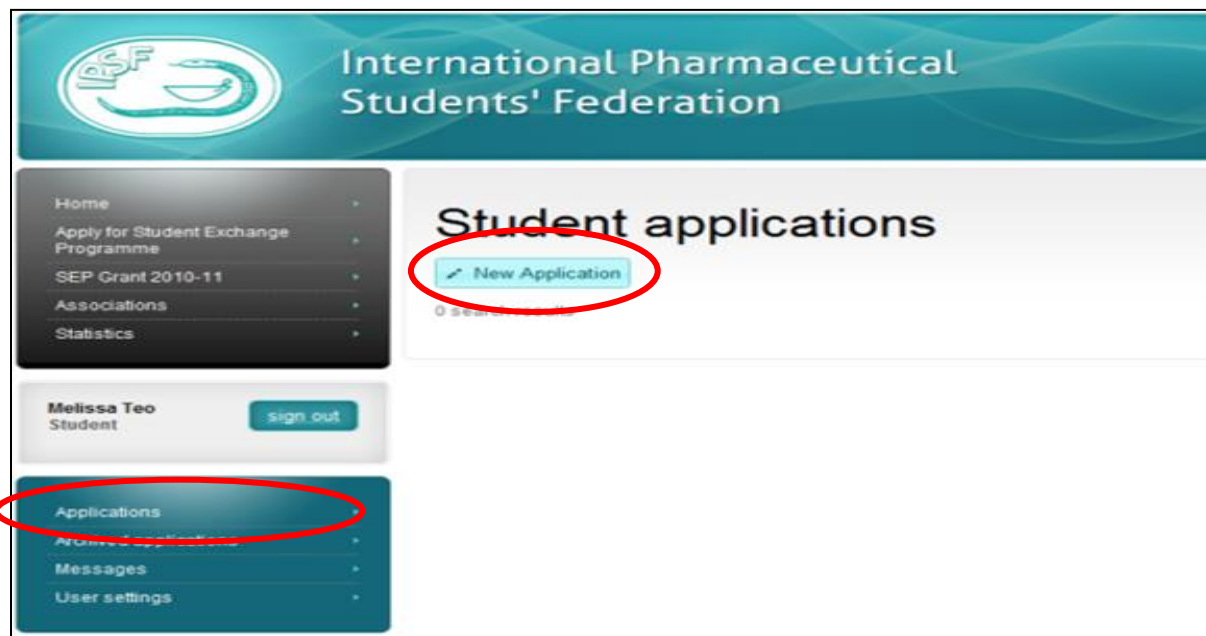
## STUDENT EXCHANGE PROGRAMME (SEP) DATABASE

### For Exchange Student

All exchange students (ES) that participate in SEP have to first create an account, using a user name and password via the 'Apply for SEP' tab. The account needs to be confirmed by SEO before proceeding. Once confirmed, the ES can begin 'New application' under 'Applications' tab.

#### **TIP** 😊

- Do not forget to select the correct home association. If you are not sure do not hesitate to contact your SEO.



Ensure that all information entered to your application form is accurate and true. Otherwise, your application for SEP may not be considered.

### **1, Personal Info**



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Country of residence

Place of birth

Passport number (ID in Europe)

Sex  Male  Female

City of residence

Address line 1.

Address line 2. (optional)

Postal code or ZIP code (optional)

Primary phone number

Secondary phone number (optional)

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## 2. Miscellaneous

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Emergency contact name

Emergency contact relation

Emergency contact country of residence (optional)

Emergency contact city of residence (optional)

Emergency contact state (optional)

Emergency contact address line 1. (optional)

Emergency contact address line 2. (optional)

Emergency contact postal code or ZIP code (optional)

Emergency contact phone number



Universities

University

Year of studies

Total length of studies

Notes

[Remove university](#)  
[Add university](#)

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Spoken languages

Spoken language

Language proficiency level

Language comments

Language is native language

[Remove language](#)  
[Add language](#)

### 3. Documents

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CV  No file chosen  
Allowed file types: odt, docx, doc, rtf, pdf. Please use the EuroPass format if possible.

Motivational letter  No file chosen  
Allowed file types: odt, docx, doc, rtf, pdf.

Picture (optional)  No file chosen  
Allowed file types: jpg, png, gif.

➤ At the moment, only PDF or .rtf format documents can be added to AFs



#### **4. Application**

The screenshot shows the 'Application' tab selected in the top navigation bar. The form contains the following fields:

- Preferred field of work 1: Community pharmacy
- Preferred field of work 2: Hospital pharmacy
- Would you accept another field of work?
- Please describe your preferred field of work (optional): [Text area]
- Year of application: 2011
- Reservation deadline: [Date picker]
- Preferred host association 1: [Dropdown]
- Preferred host association 2 (optional): [Dropdown]
- Preferred host association 3 (optional): [Dropdown]

- There are no fields to indicate your intended exchange dates. Please indicate your preferred start and end of exchange in the comments section.

#### **5. Manage application**



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## Student applications

[New Application](#)

ID	Associations	Year	Deadline	Status	Actions
6	IM BPSA NAPSer	2011	2011-06-01	UNSUB	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Submit</a>

1 search result(s)

## 6. Submit application

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## Submit application

### Main information

Preferred field of work 1.	Community pharmacy
Preferred field of work 2.	Hospital pharmacy
Would you accept another field of work?	Yes
Year of application	2011
Placement deadline	June 1, 2011
CV	uploaded
Motivational letter	uploaded
Picture (optional)	not uploaded
Preferred host association 1	Individual Members
Preferred host association 2 (optional)	BPSA, United Kingdom
Preferred host association 3 (optional)	NAPSer, Serbia

### Personal information

Place of birth	Malaysia
Passport number (ID in Europe)	12345678
City of residence	Adelaide
Address line 1.	10 John St, Georgetown



## International Pharmaceutical Students' Federation

IPSF Secretariat P.O. Box 84200 2508 AE Den Haag The Netherlands  
Tel: +31-70-302 19 92 Fax: +31-70-302 19 99 Email: [ipsf@ipsf.org](mailto:ipsf@ipsf.org)  
Website: <http://www.ipsf.org>; Registered under Dutch Law: 40413709

<i>English</i>	
Language proficiency level	Fluent
Language comments	
Language is native language	No
<i>Chinese (Simplified)</i>	
Language proficiency level	Pre-intermediate
Language comments	
Language is native language	Yes
<input type="checkbox"/> I accept the terms and conditions.	
<input type="button" value="submit"/>	

- After you submit your AF, you cannot change any data entered. Only your SEO can 'unsubmit' your application for modifications.
- When the AF has been approved, the host SEOs will be notified in this way: 1st SEO will be notified immediately, the 2nd SEO a week later than the 1st and the 3rd SEO a week later than the 2<sup>nd</sup> (by the 3rd week of approving the AF, all 3 SEOs would have been notified about the AF).
- Once the exchange has been completed, the student can then complete the Evaluation Form (which is a similar process to the previous database). Information uploaded to this form will appear under the host SEO's Statistics profile.
- If you still have questions regarding applying with SEP, please check the FAQs on the website.