

How do I submit my full application?

To apply for the PoSIG programme, you will need to visit the [Application Platform](#) and create your account.

To create your account you will need an active personal email. After you create your account, you will receive an email confirmation with a link that will allow you to activate your account.

Once you have created and activated the account, you can log in and see the steps for the application.

Once you create your account, familiarize yourself with the system and requirements, you can start to complete the application, you can always save, log out and then log back in again when you are ready to submit.

In Step 1 – you will need to upload your documents as detailed in the home page of the Application Platform.

First, download the Application Form, complete it, sign it and save it as a pdf. file. You will then need to upload this in the platform at the section: Main Document – Application Form Upload as shown below:

- **Main Document - Application form:**



Please upload here the completed application form.

To upload your documents, click add submission and follow the instructions.

To upload your completed application form, click add submission as shown below:

Submission status	
Attempt number	This is attempt 1.
Submission status	No attempt
Evaluation status	No: evaluated
Due date	Sunday, 21 May 2017, 5:55 PM
Time remaining	51 days 11 hours
Last modified	-
Submission comments	» Comments (0)

[Add submission](#)

You can save your application, log out and then when you are ready you can log back in and submit by clicking submit assignment.

File submissions



Then you can add your document by clicking or you can drag and drop the file.

or you

Then, this window opens where you browse your file, and upload it. You can save it with your name and type of document, for example: John_Meyers_Application_Form

The screenshot shows a web interface for file submissions. On the left is a sidebar with navigation options: 'Recent files', 'Upload a file', 'URL downloader', 'Private files', and 'Wikimedia'. The main area contains the following fields:

- Attachment:** A 'Browse...' button followed by the text 'John_Meyers_Application_form.docx'.
- Save as:** A text input field containing 'John Meyers Application Form'.
- Author:** A text input field containing 'Ana Bono'.
- Choose license:** A dropdown menu currently set to 'All rights reserved'.


At the bottom center of the form is a green button labeled 'Upload this file'.

After uploading the document, you will need to click *Save Changes* as shown below

The screenshot shows the 'File submissions' window after a file has been uploaded. It features a sidebar with 'Files' and a main area displaying a document icon for 'John Meyers Application'. At the bottom, there are two green buttons: 'Save changes' and 'Cancel'.

After you click Save Changes this window appears:

Submission status

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Evaluation status	Not evaluated
Due date	Sunday, 21 May 2017, 5:55 PM
Time remaining	51 days 11 hours
Last modified	Friday, 31 March 2017, 6:45 AM
File submissions	 John Meyers Application Form.docx
Submission comments	▶ Comments (0)

[Edit submission](#)

You can save your application, log out and then when you are ready you can log back in and submit by clicking submit assignment.

[Submit assignment](#)

Once this assignment is submitted you will not be able to make any more changes. After you upload your document, please go back to the list of documents to be submitted to continue with the other documents. You can do this by clicking Dashboard, step 1 -Application Form at the top of this page and continue to upload all the other documents. You will receive an email confirmation for each submitted document. You can also see the status of the document at the Submission Status above. Your application is fully submitted when you do not have any pending assignments/documents to submit.

This means that you can edit the document later if you wish to by clicking Edit submission. Otherwise, if you are sure that the document is final and correct, click *Submit Assignment*. Note: Once this assignment is submitted you will not be able to make any more changes.

You need to confirm the data declaration as shown below and click continue to finalise your submission:

🏠 > My application > STEP 1 - Application form > General > Application form upload

Submit assignment

I confirm and guarantee that all the data and information contained in this application form and in all the attachments are accurate and complete.

I agree as applicant and if accepted as selected PoSIG student that my personal data, application and study files are collected within the joint Degree Management System of the EuroPS consortium and shall be available to all coordinators of the EuroPS consortium providing the PoSIG programme. This data will be only used for purposes related to the management of the PoSIG programme and not given to third persons or institutions. If accepted I agree that my name and period of study is published by the EuroPS consortium and the partner Universities attended during my PoSIG studies.

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

[Continue](#) [Cancel](#)

Please note that you will receive an email confirming that your document has been submitted.

You will see this in your screen after you click continue:

My application > STEP 1 - Application form > General > Application form upload

Application form upload

Please upload here the completed application form.
To upload your documents, click add submission and follow the instructions.

PoSIG_Application_Form_March2017.docx

Submission status

Attempt number	This is attempt 1.
Submission status	Submitted for evaluating
Evaluation status	Not evaluated
Due date	Sunday, 21 May 2017, 5:55 PM
Time remaining	51 days 11 hours
Last modified	Friday, 31 March 2017, 6:48 AM
File submissions	John Meyers Application Form.docx
Submission comments	Comments (0)

This shows the status of your document submitted marked in green.

To continue with the rest of the application, the questionnaire and documents, go to **DASHBOARD** or **STUDENT APPLICATION** as marked in yellow below:

Home Dashboard Student Application Log Out

My application > STEP 1 - Application form > General > Application form upload

Application form upload

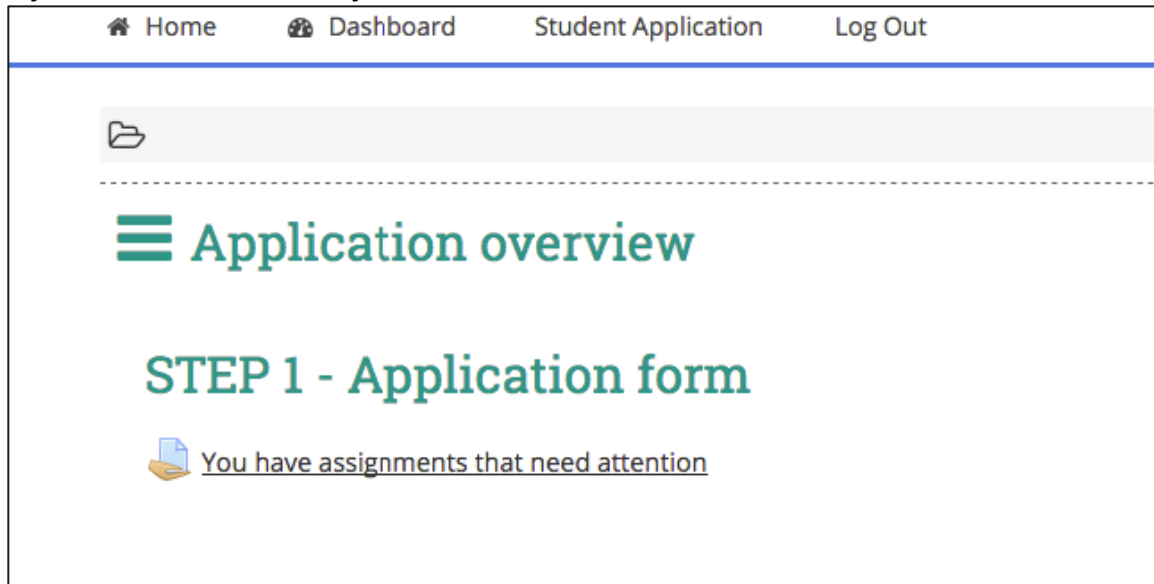
Please upload here the completed application form.
To upload your documents, click add submission and follow the instructions.

PoSIG_Application_Form_March2017.docx

Submission status

Attempt number	This is attempt 1.
Submission status	Submitted for evaluating
Evaluation status	Not evaluated
Due date	Sunday, 21 May 2017, 5:55 PM
Time remaining	51 days 11 hours
Last modified	Friday, 31 March 2017, 6:48 AM
File submissions	John Meyers Application Form.docx
Submission comments	Comments (0)

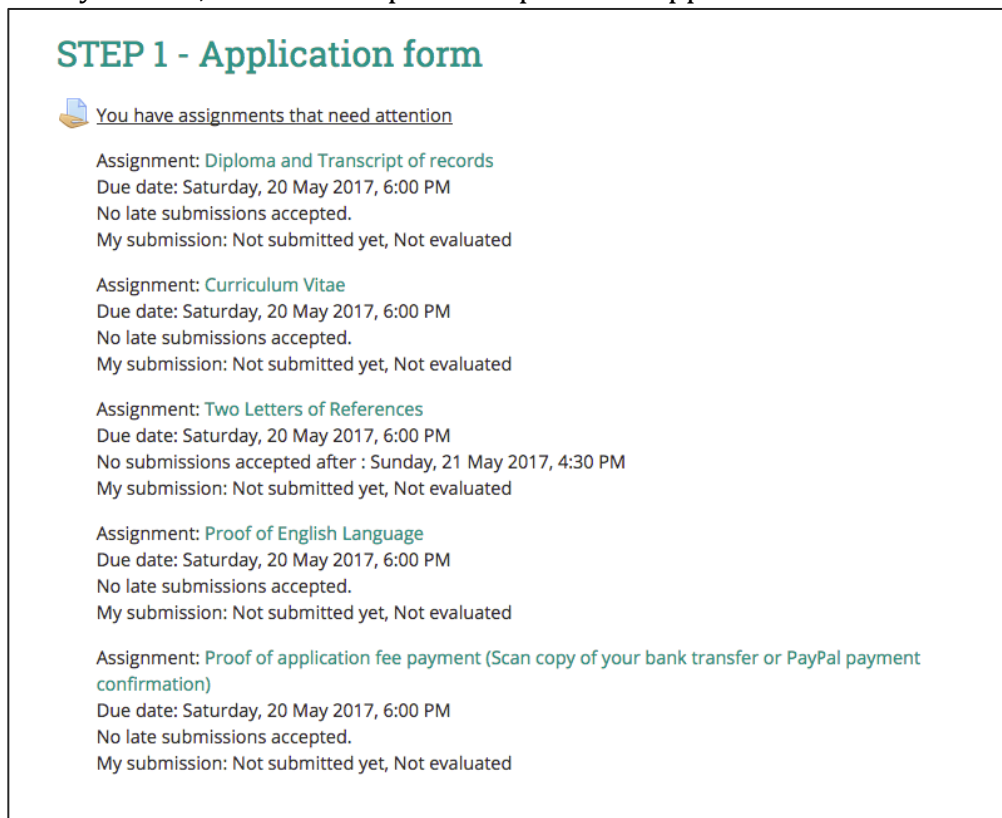
If you click DASHBOARD, you will see this:



The screenshot shows a dashboard with a navigation bar at the top containing links for Home, Dashboard, Student Application, and Log Out. Below the navigation bar is a folder icon. The main content area features a green header with a hamburger menu icon and the text "Application overview". Below this is a large green heading "STEP 1 - Application form". At the bottom of the section, there is a document icon and a link that reads "You have assignments that need attention".

Click on “You have assignments that need attention” and continue to the questionnaire and the other documents to be uploaded and payment via PayPal.

Once you click, the list of steps to complete will appear as shown below:



The screenshot displays the "STEP 1 - Application form" page. At the top, there is a green heading "STEP 1 - Application form" and a link "You have assignments that need attention" with a document icon. Below this, a list of assignments is shown, each with its name, due date, submission status, and the user's submission status.

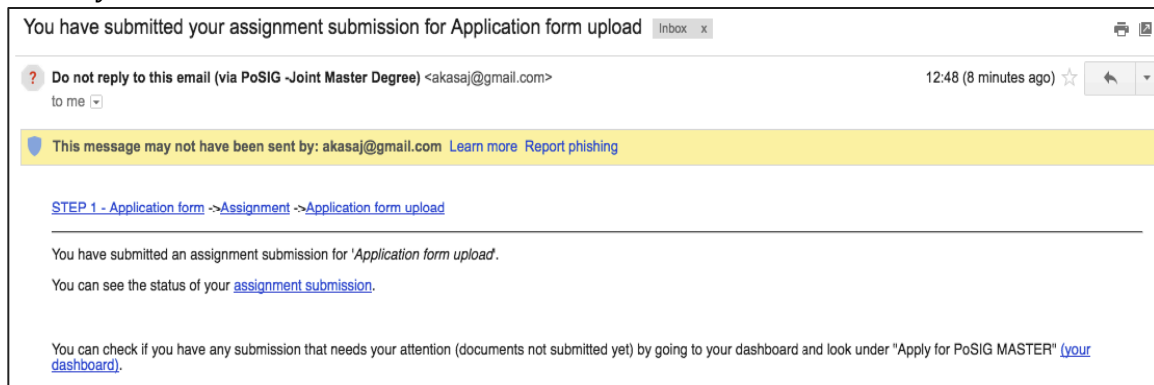
- Assignment: [Diploma and Transcript of records](#)
Due date: Saturday, 20 May 2017, 6:00 PM
No late submissions accepted.
My submission: Not submitted yet, Not evaluated
- Assignment: [Curriculum Vitae](#)
Due date: Saturday, 20 May 2017, 6:00 PM
No late submissions accepted.
My submission: Not submitted yet, Not evaluated
- Assignment: [Two Letters of References](#)
Due date: Saturday, 20 May 2017, 6:00 PM
No submissions accepted after : Sunday, 21 May 2017, 4:30 PM
My submission: Not submitted yet, Not evaluated
- Assignment: [Proof of English Language](#)
Due date: Saturday, 20 May 2017, 6:00 PM
No late submissions accepted.
My submission: Not submitted yet, Not evaluated
- Assignment: [Proof of application fee payment \(Scan copy of your bank transfer or PayPal payment confirmation\)](#)
Due date: Saturday, 20 May 2017, 6:00 PM
No late submissions accepted.
My submission: Not submitted yet, Not evaluated

You can follow the steps one by one as described above. All other documents are submitted in the same way as described above. To see if you have remaining tasks or assignments or documents to submit, always go to your DASHBOARD.

'My submission' indicates the status of your documents. i.e. not submitted, or submitted for evaluation.

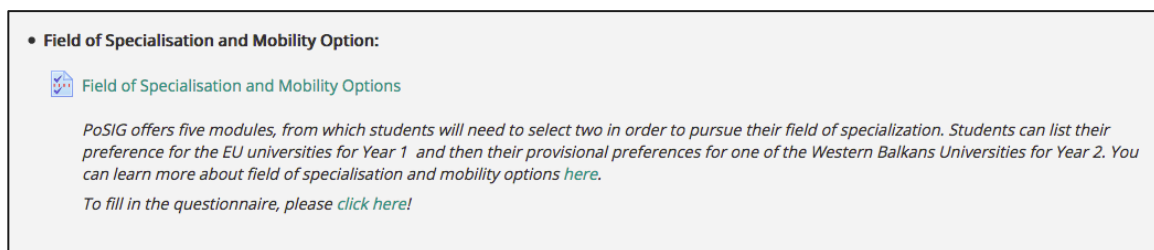
In order for your application to be evaluated, you need to submit all documents.

Please note that after you submit a document you will receive an email confirmation that says:



You can also go to your Dashboard via the email by clicking (your dashboard) as marked in blue in the email.

In addition to the documents, you will need to fill in the questionnaire for the Field of Specialisation and Mobility Options as shown below:



Follow the steps to complete the questionnaire and then click submit questionnaire as shown below as an example:

Field of Specialisation and Mobility Options

 Print Blank

1 * Please select two field of specialization from the five offered by the PoSIG Master.

- Module 1: Political Theory
- Module 2: Comparative Politics
- Module 3: Public Policy and Administration
- Module 4: International Relations
- Module 5: European Integration

You can list your preference for the EU universities for Year 1 per each semester and then your provisional preferences for one of the Western Balkans Universities for Year 2 per each semester.

2 * 1st Semester, Year 1 (Please select your preference):

- University of Ljubljana
- University of Salzburg

3 * 2nd Semester, Year 1 (Please select your preference):

- University of Ljubljana
- University of Salzburg

4 * 3rd Semester, Year II (Please select one of the Western Balkans universities for second year of PoSIG).

- Ss. Cyril and Methodius University (UKIM), Skopje; Macedonia
- European University of Tirana (UET), Tirana, Albania
- Faculty of Social Sciences, University of Tirana (UTIR), Tirana, Albania
- FAMA College (FAMA), Prishtina, Kosovo
- University of Business and Technology (UBT), Prishtina, Kosovo
- University of Sarajevo (UNSA), Sarajevo BiH
- Sarajevo School of Science Technology (SSST), BiH

5 * 4th Semester, Year II (Please select one of the Western Balkans universities for second year of PoSIG).

- Ss. Cyril and Methodius University (UKIM), Skopje; Macedonia
- European University of Tirana (UET), Tirana, Albania
- Faculty of Social Sciences, University of Tirana (UTIR), Tirana, Albania
- FAMA College (FAMA), Prishtina, Kosovo
- University of Business and Technology (UBT), Prishtina, Kosovo
- University of Sarajevo (UNSA), Sarajevo BiH
- Sarajevo School of Science Technology (SSST), BiH

Save

Submit questionnaire

Once you submit the questionnaire, the platform takes you back to the main page where all the steps for the application are listed.

Once you complete the questionnaire, you will receive an email that welcomes you to the application again and reminds you if you still need to do other tasks/assignments, which means if you need to upload other documents:

Welcome to STEP 1 - Application form!






If you have not done so already, you should edit your profile page so that we can learn more about you:

<https://www.posig.uet.edu.al/user/view.php?id=12&course=5>

IMPORTANT NOTE: Your application is fully complete and submitted for evaluation ONLY when you have done all the steps:

- 1- uploaded and submitted application form
- 2- completed the online questionnaire for the Field of Specialisation and Mobility
- 3- upload your additional documents as shown here:

• All additional documents should be uploaded here:

-  Diploma and Transcript of records
-  Curriculum Vitae
-  Two Letters of References
-  Proof of English Language
-  Proof of application fee payment (Scan copy of your bank transfer or PayPal payment confirmation)

4 – Made the application processing fee of 35 Euro either via bank transfer or PayPal.

For each of this step, you will receive an email confirmation for the submission.

Please note that you will not receive an automatic and immediate final SUBMISSION EMAIL.

You will receive an email confirming your submission after 24 hours from your submission of all documents.

For technical problems concerning the above methods of payment, please contact Mr. Agim Kasaj at posig@uet.edu.al)