

Instructions for Completing and Submitting the Online Application for the ENGAGE.EU Joint Certificate in Global Sustainability Management

The application must be completed and submitted online within the deadlines specified in the calls for applications. Once the deadlines have passed, the online application system will close, and submissions will no longer be possible.

Steps to follow:

- Access: <https://www.luiss.edu/students/web-self-service>;
- Enter **your username and password**;
- Once logged in, select from the menu on the left: **INTERNATIONAL MOBILITY – Luiss outgoing students**;
- From the drop-down menu “**Mobility type**”, select **Structured Partnerships**;
- The page displaying the available calls for applications will appear;
- Select **the call of interest**. If the student does not meet the eligibility criteria, the system will not allow further access;
- To start the online application, click **APPLY TO THE CALL**;
- Click REGISTER to proceed;
- Once registered, a **DESTINATION SUMMARY** page will appear, showing a preliminary summary of the entered information;
- Upload **ALL required documents** (as specified in the call) in **PDF format**;
- After uploading all documents, click **CONFIRM APPLICATION AND FINAL PRINT**.
- A **Confirm** button will appear. Once confirmed, the application is complete and the entered data can no longer be modified.
- It is strongly recommended to save the generated PDF as proof of submission, as no confirmation email will be sent by the system.
- Once these steps are completed, the student is officially registered for the call.

Note: All documents must be submitted in PDF format. Attachments must be legible, scanned (not photographed), and uploaded according to the instructions provided here and the requirements specified in each call.

Files must be named as follows: **DOCUMENT_SURNAME_PROGRAM (e.g. PASSPORT_SMITH_GSM)**.

Files that do not comply with these guidelines will not be considered.