



## Lifelong Learning Courses

How to register









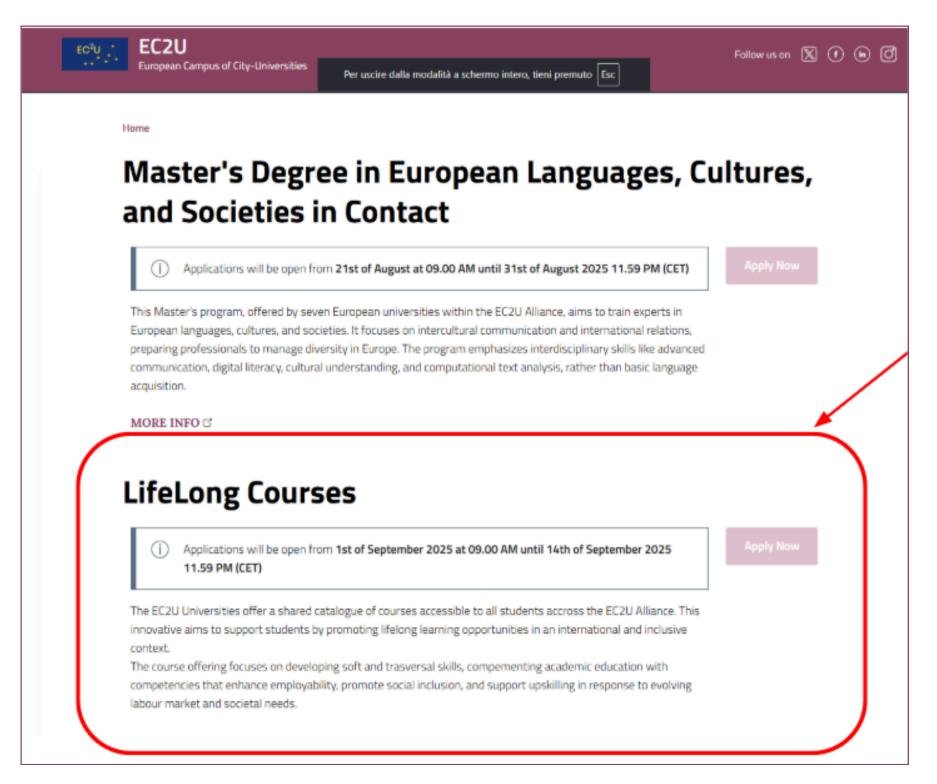




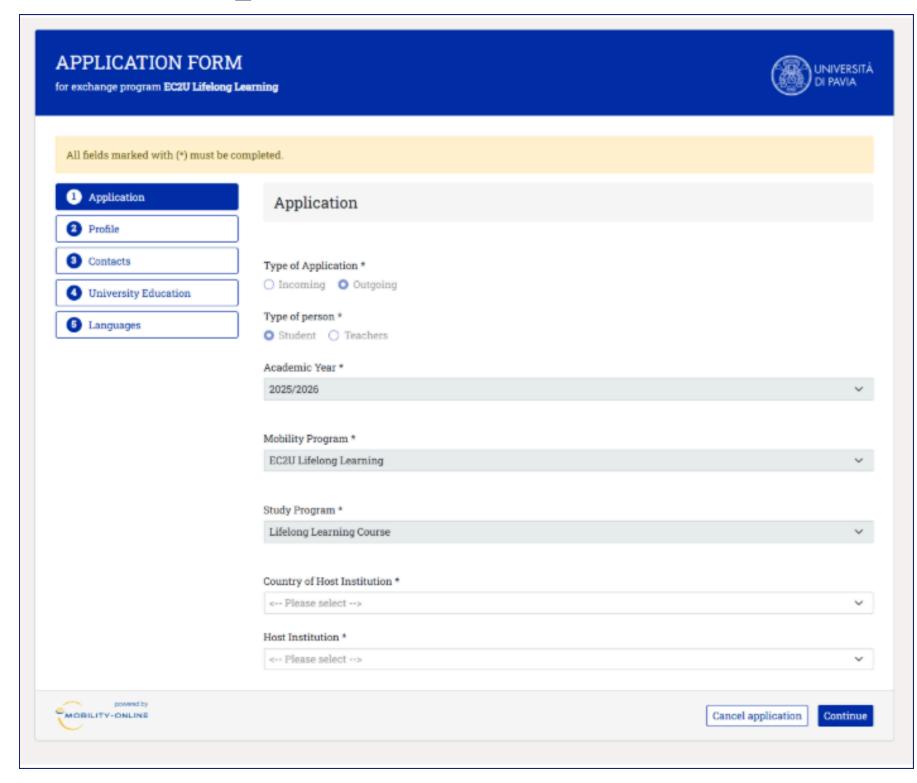






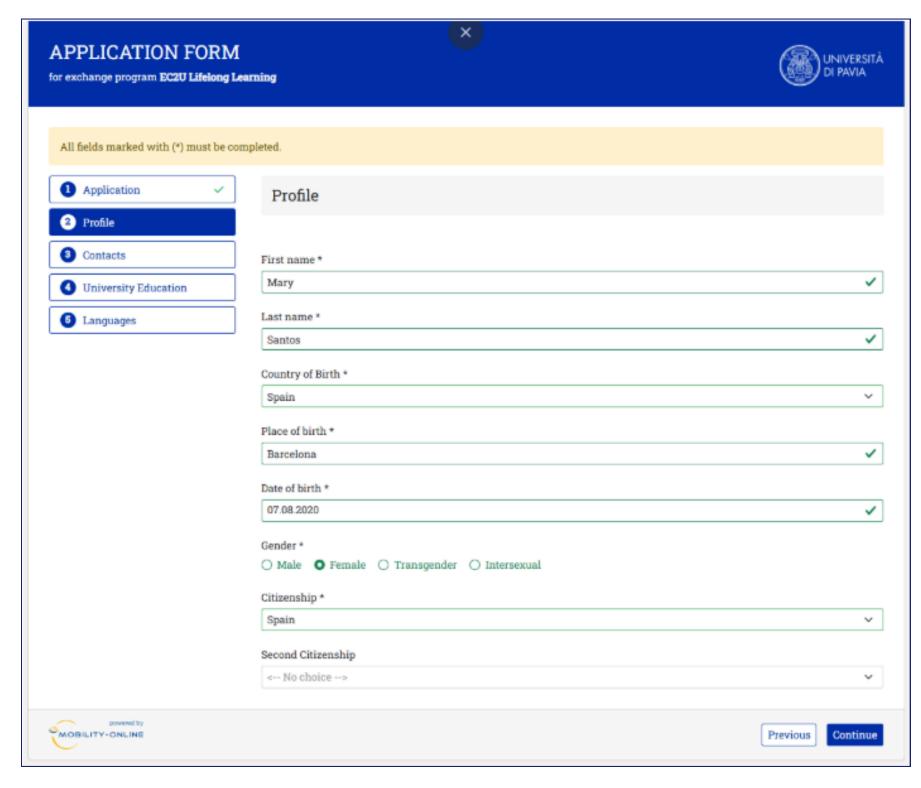


https://apply.ec2u.eu/
you can access
the application form
selecting "Apply Now"
at LifeLong Learning
Courses section

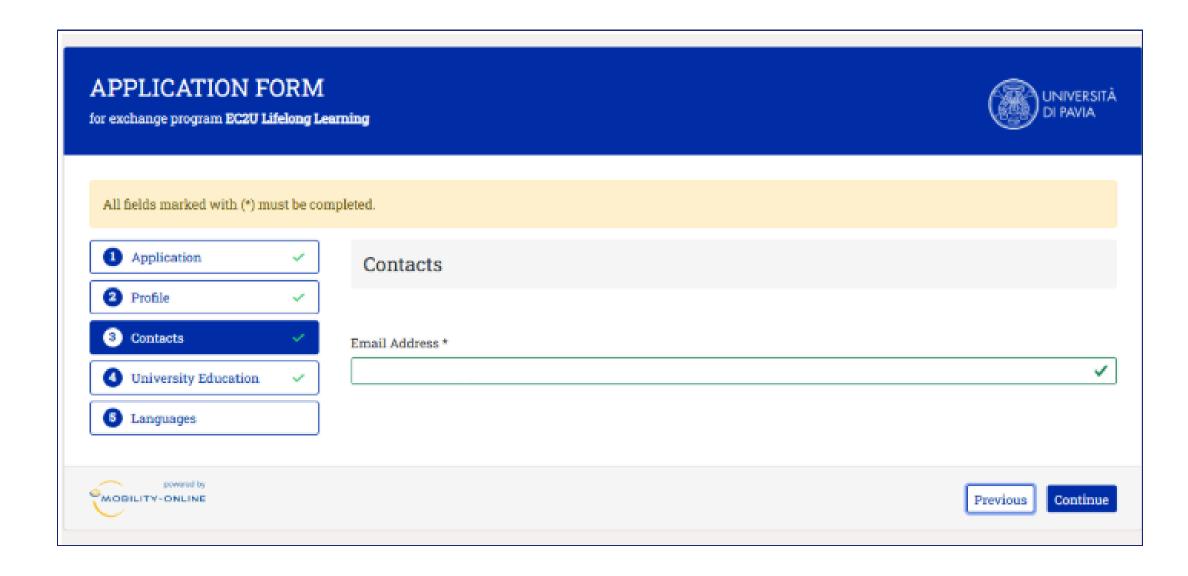


Select the **Host Institution** offering the course(s) you want to attend.

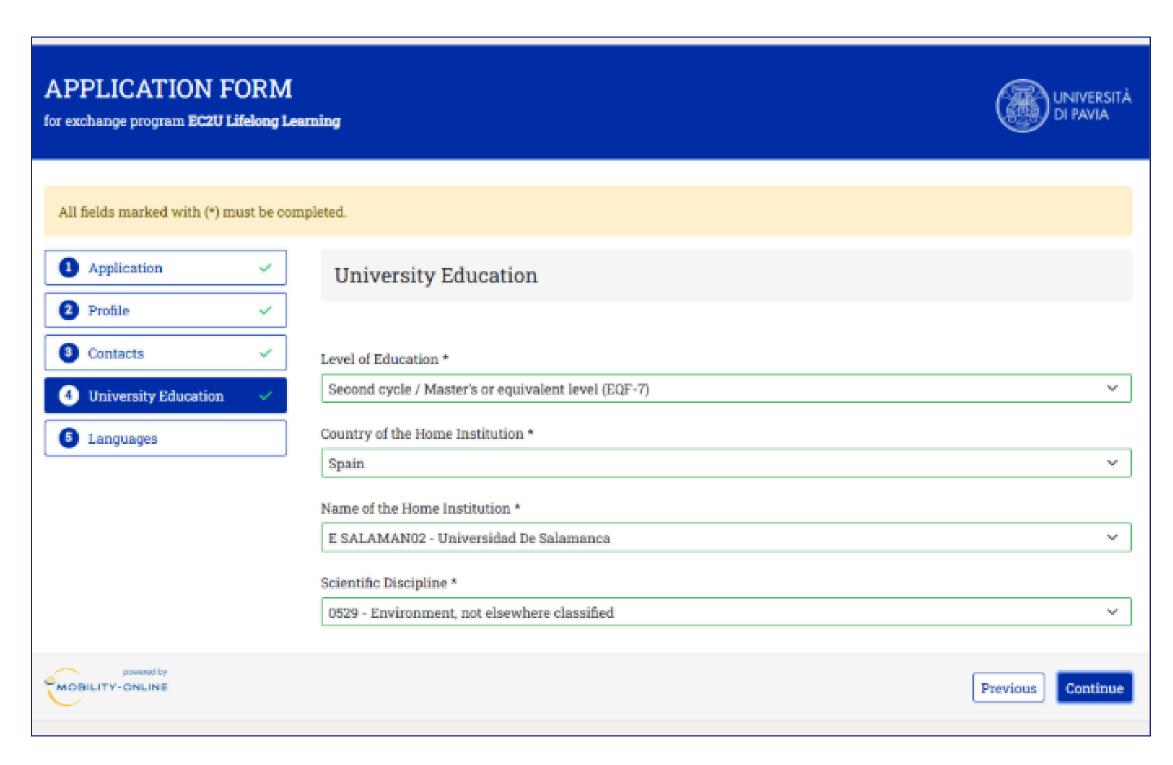
If you want to attend courses offered by **different** Host Institutions, you must submit **more applications** 



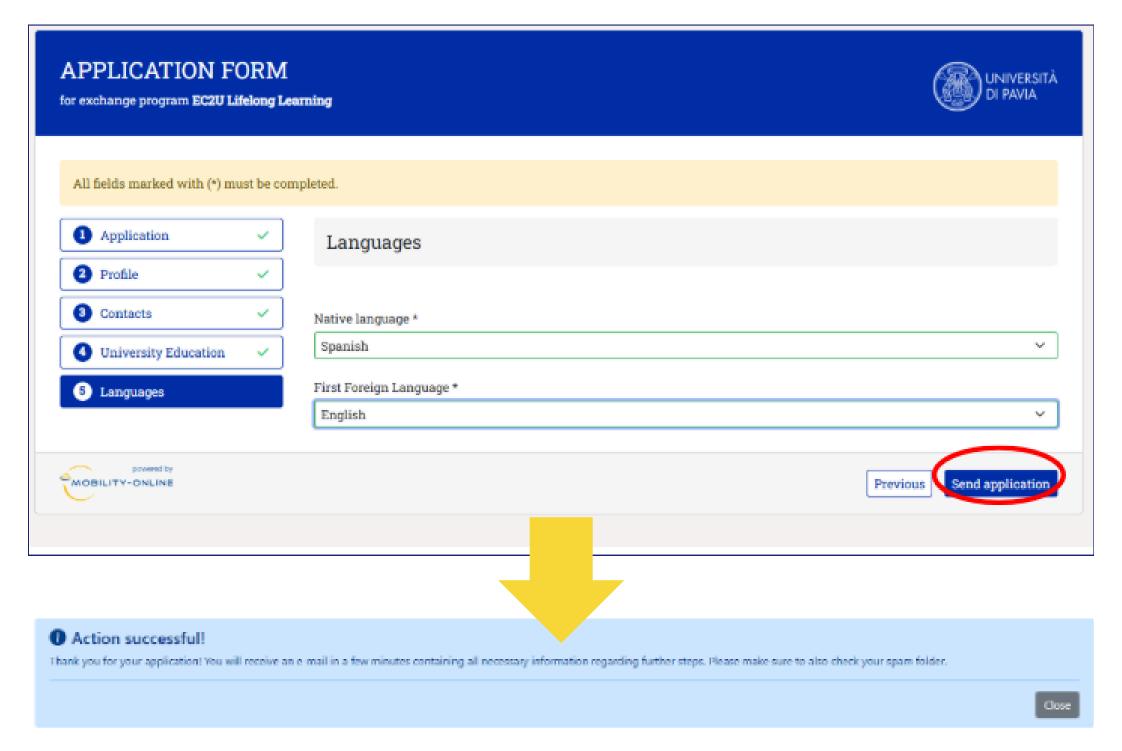
Fill in your **personal data** 



Fill in your e-mail address.
Please use your
home University e-mail



Fill in all required information about your **University Education program** 



Fill in your native and first foreign **language** 

Then send the application and wait for the "Action successful" confirmation

#### Start your application process

noreply@unipv.it noreply@unipv.it tramite service4mobility.com

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Dear Mary Santos.

Thank you for accessing the EC2U LifeLong Courses Application process.

You have now to complete your application following the steps below:

- 1. register on the Portal: create a username and a password (you will receive an email of confirmation)
- 2. login to the Portal
- 3. complete your personal information (ensure that name, surname, and date of birth match with those on your ID or passport)
- 4. upload mandatory documents: your photo; a copy of your ID/Passport; your Home University Enrollment Certificate
- select the courses you wish to attend in each semester
- 6. submit the application (you will receive an email of confirmation)

Please note: on some occasions, to fill in the required files you must click first on "Forward to update" and then "Update" to confirm the entered data.

Make sure to have completed all the above-mentioned steps before submitting the application.

The application must be submitted by 14th of September - 11.59 PM (CET). We therefore invite you not to start filling out the application close to the deadline. Any problems reported on the day of the deadline of the call may not be resolved in time for the submission of the application. If you have any questions regarding the application process, please contact the EC2U LLC Staff: <a href="Ic.ec2u@unipv.it">Ic.ec2u@unipv.it</a>

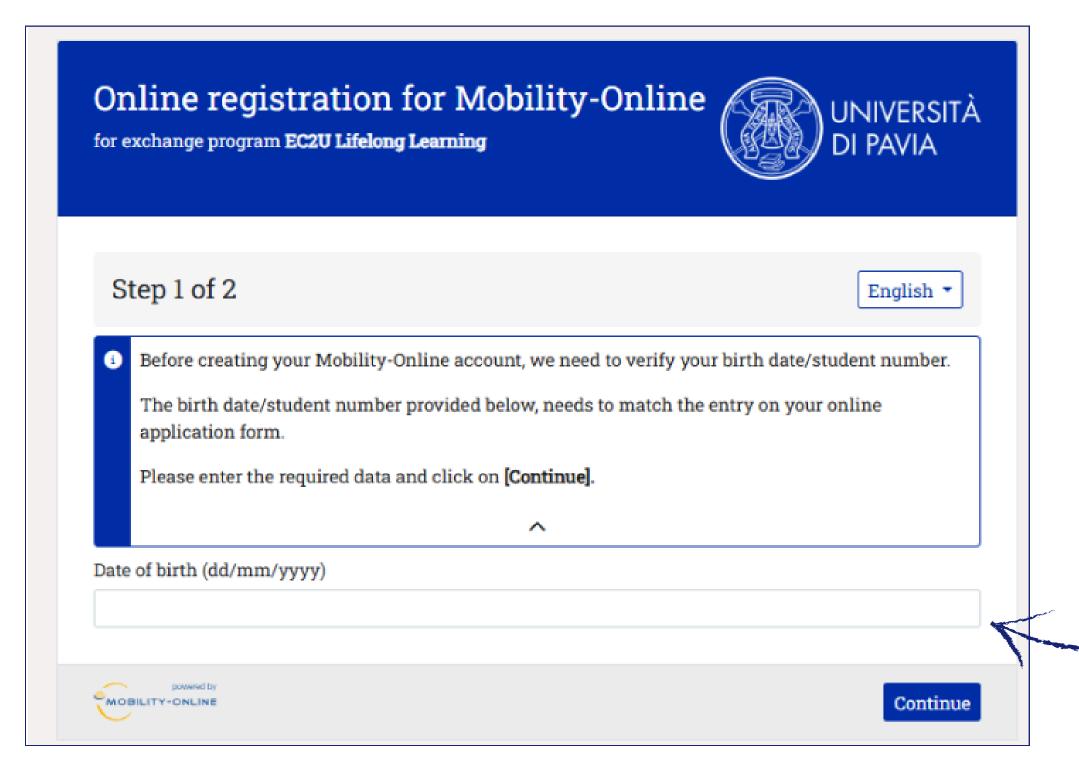
Best regards, EC2U LLC STAFF

To register on Mobility-Online, please click on this link

If your e-mail client does not show the link in the correct way please copy or enter the following address into the address bar of your browser:

https://www.service4mobility.com/europe/RegistServlet?bew\_reg\_nr=2085053198&kz\_bew\_art=OUT&kz\_bew\_pers=S&aust\_prog\_id=10301&spr\_id=579

You will receive a **first e-mail** about the application process, with all the **instructions** and the **link** to proceed with the registration

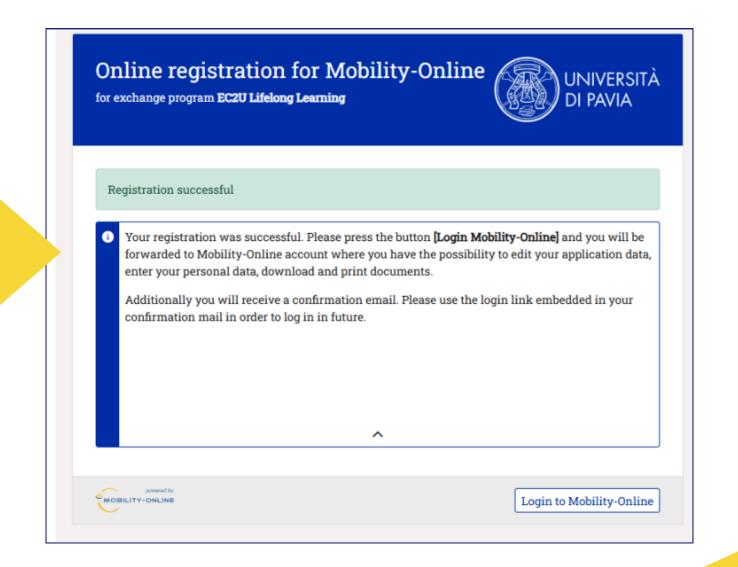


Follow the link in the e-mail to reach this page

Fill in your date of birth

#### Online registration for Mobility-Online for exchange program EC2U Lifelong Learning Step 2 of 2 1 Please proceed to entering your desired user name and password (at least 8 characters, at least one upper-case letter, at least one digit, no special characters). If the desired login name is already in use, you will be prompted to select a different user name. Please repeat your entry in the field "Repeat Password" in order to confirm it. After having finished entering the required data, please click [Continue]. Login Password Repeat password powered by MOBILITY-ONLINE

# Choose your **login credentials** and wait for the "registration successful" message



#### Confirmation of registration



noreply@unipv.it noreply@unipv.it tramite service4mobility.com

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Dear Mary Santos,

Thank you for registering with Mobility-Online.

To conclude your application for the EC2U LifeLong Courses, please Login and complete all the sections required.

Best regards, EC2U LLC STAFF

Login: MARY.SANTOS

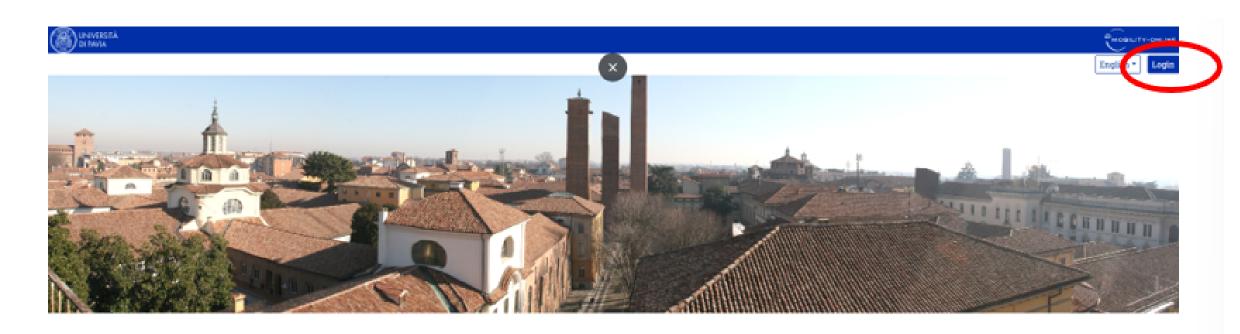
Logir

https://www.service4mobility.com/europe/LoginServlet?sprache=en&identifier=PAVIA01&ben\_login=MARY.SANTOS

You'll receive a second confirmation **e-mail** 

Click on the "Login" link



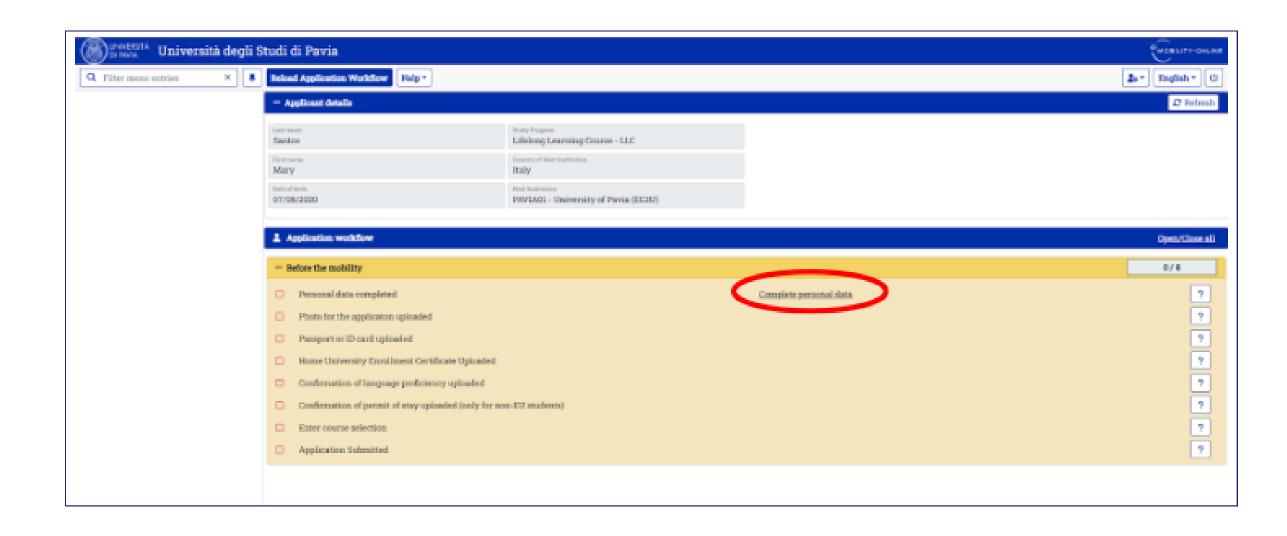


Login in the application platform using your credentials

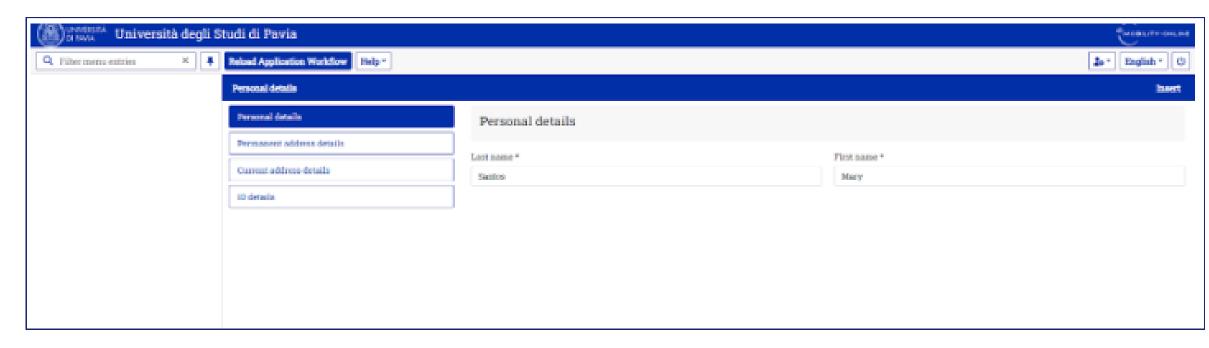


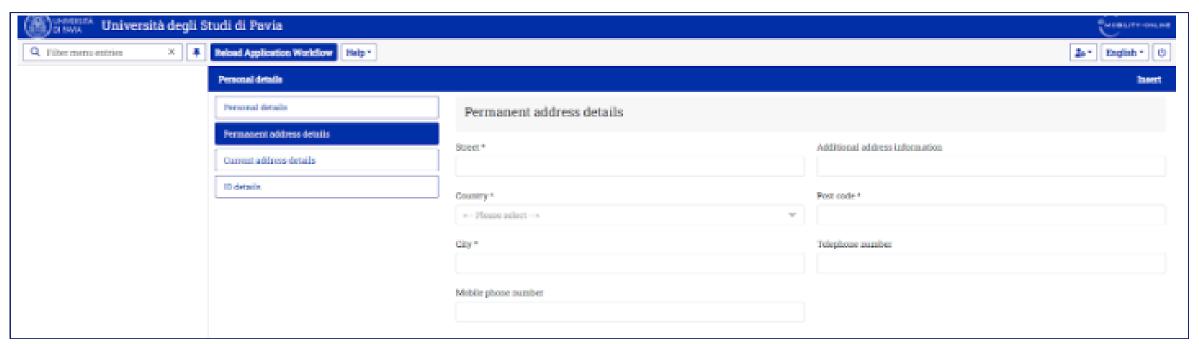
Enter Username and Password to access your personal space



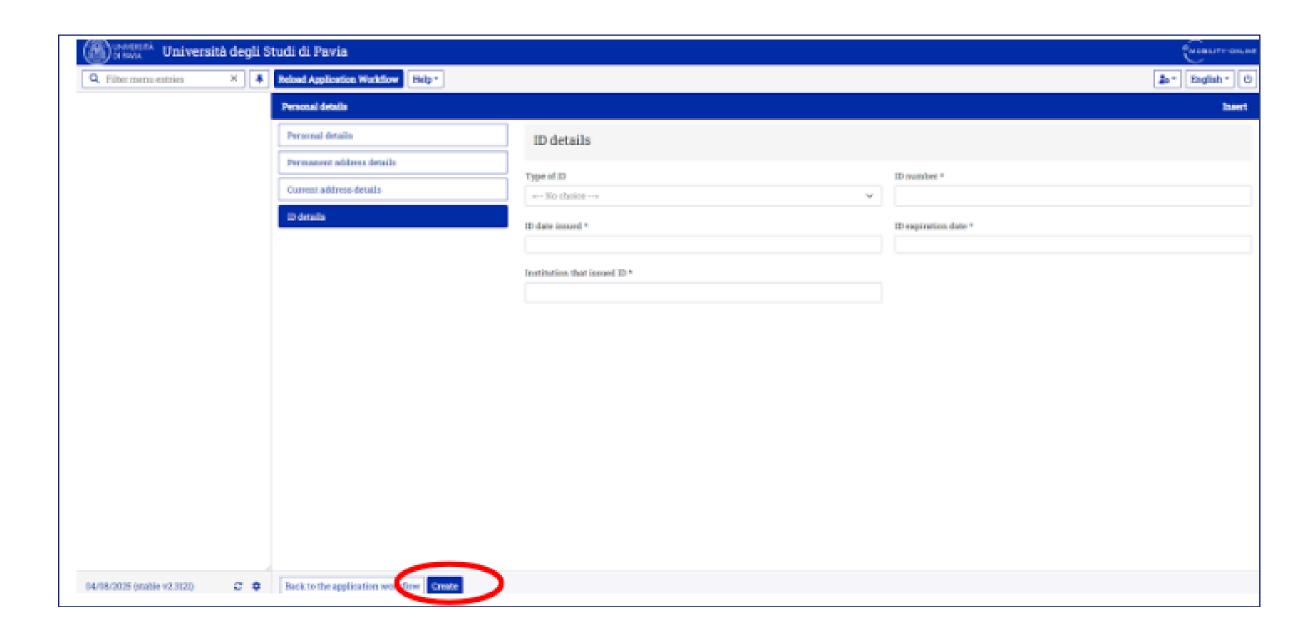


Complete the form with all the requested personal data

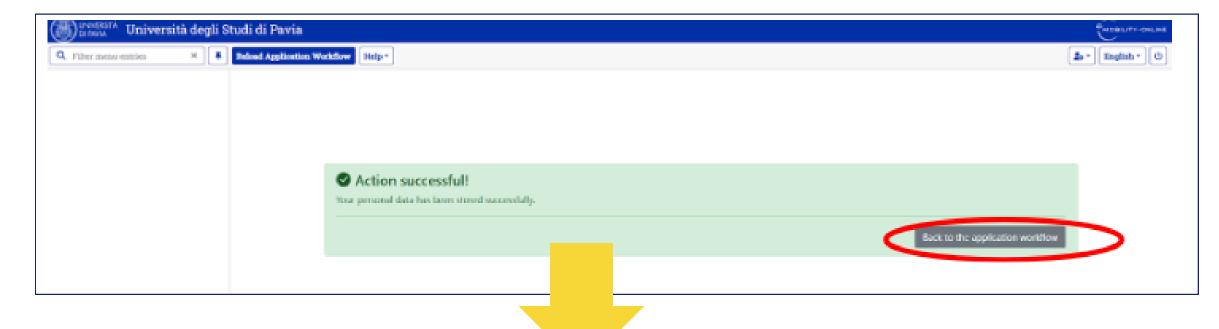




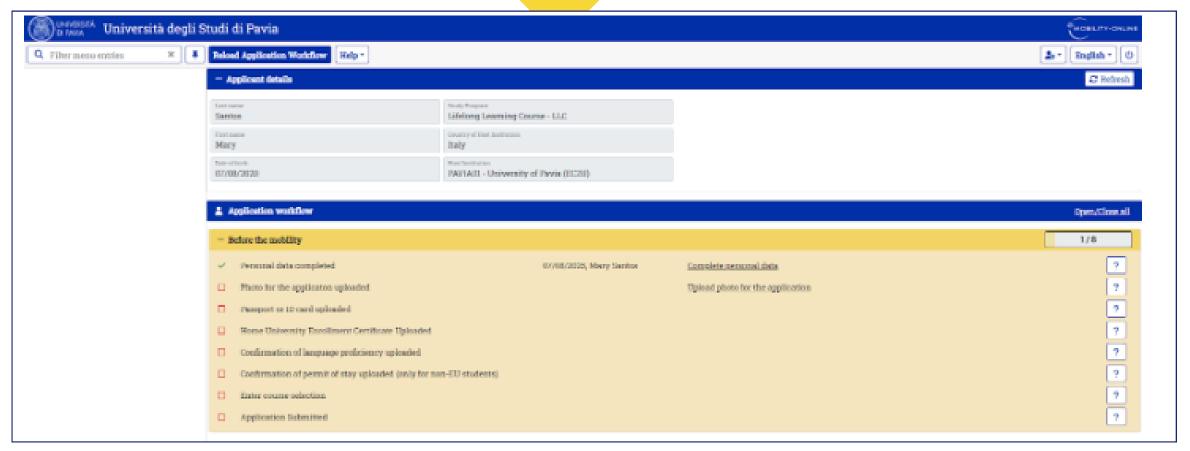
Complete the following sections



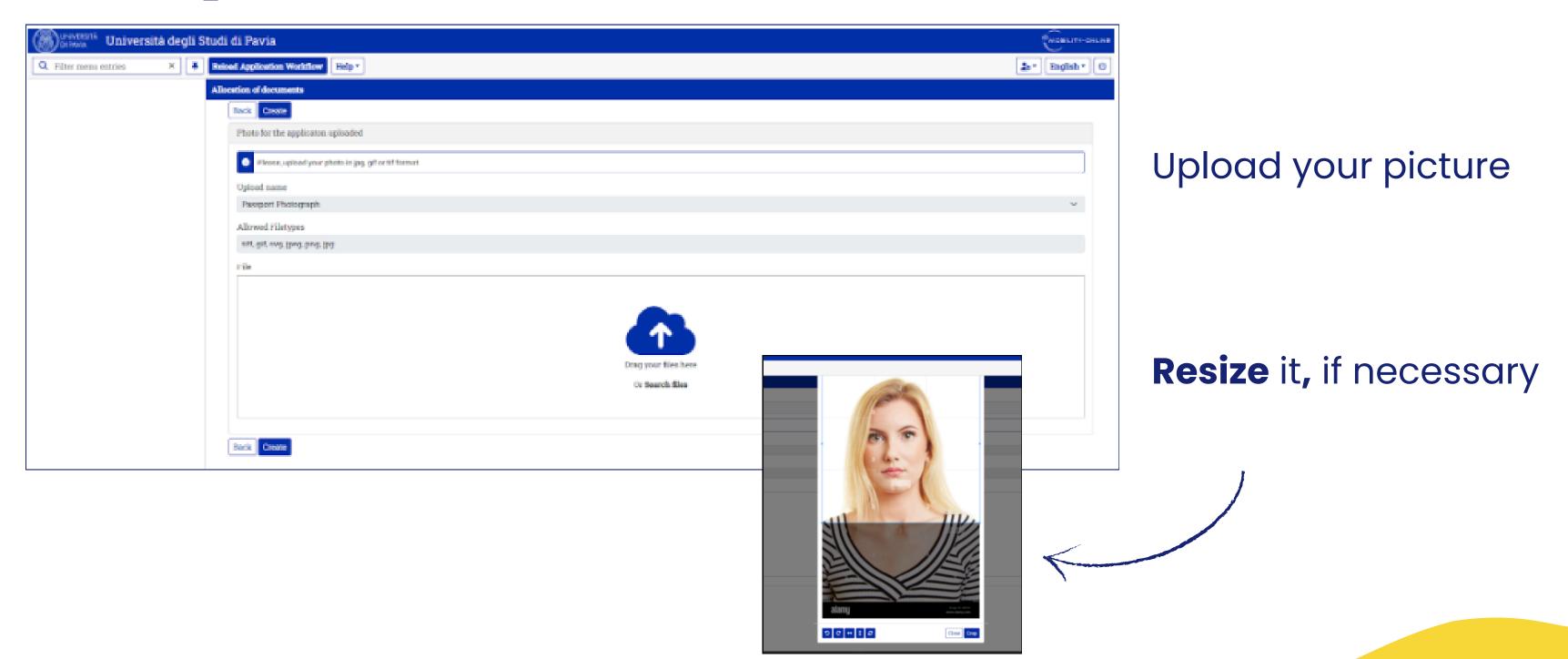
Once filled the last part (ID details) click "Create" on the bottom

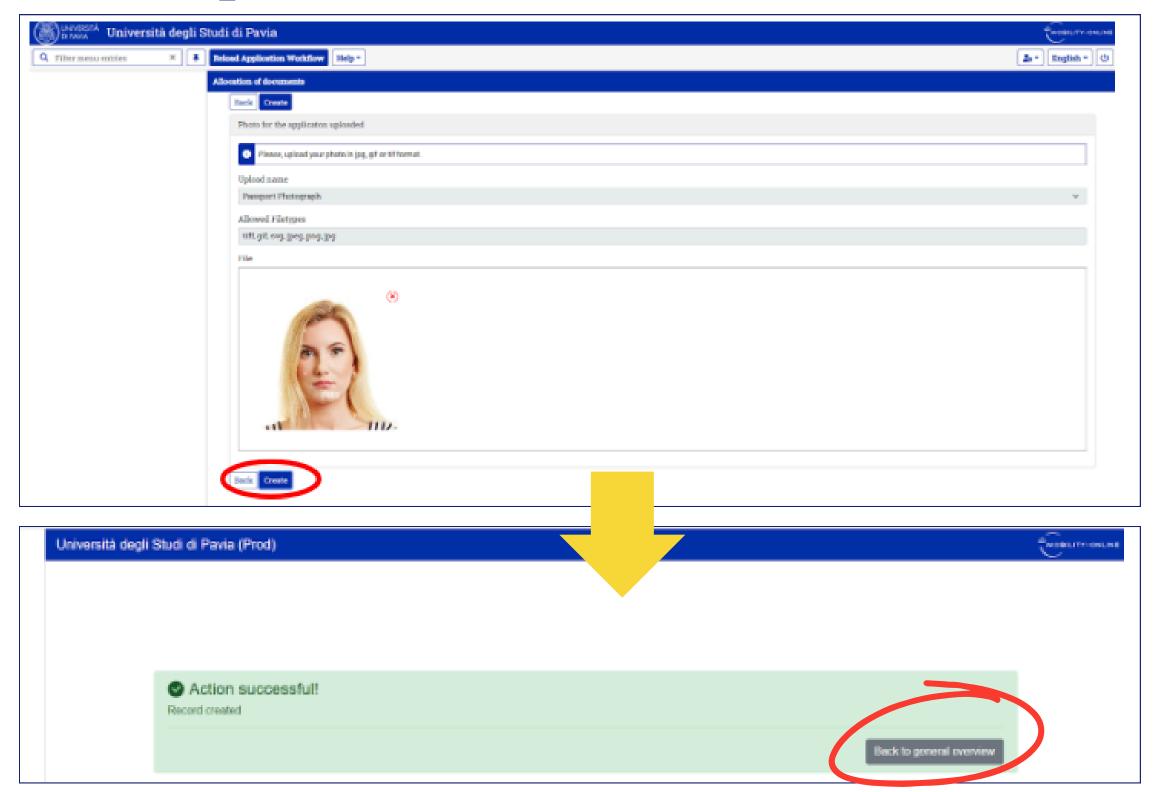


Click "Back to the application workflow" to proceed



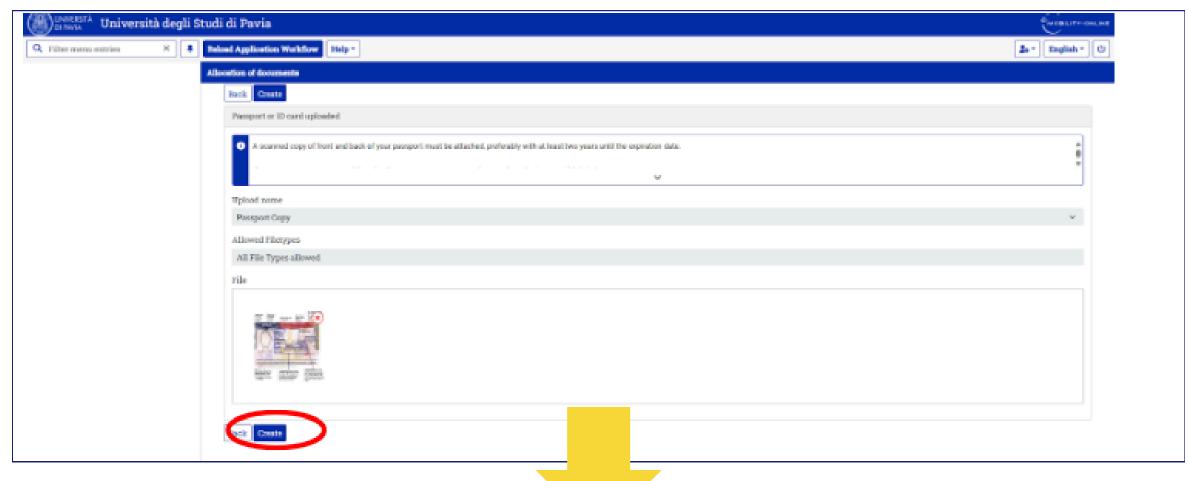
Then complete
the **next sections**as done for the
"Personal Data"





After uploading your picture, click "Create"

Then click "Back to general overview"



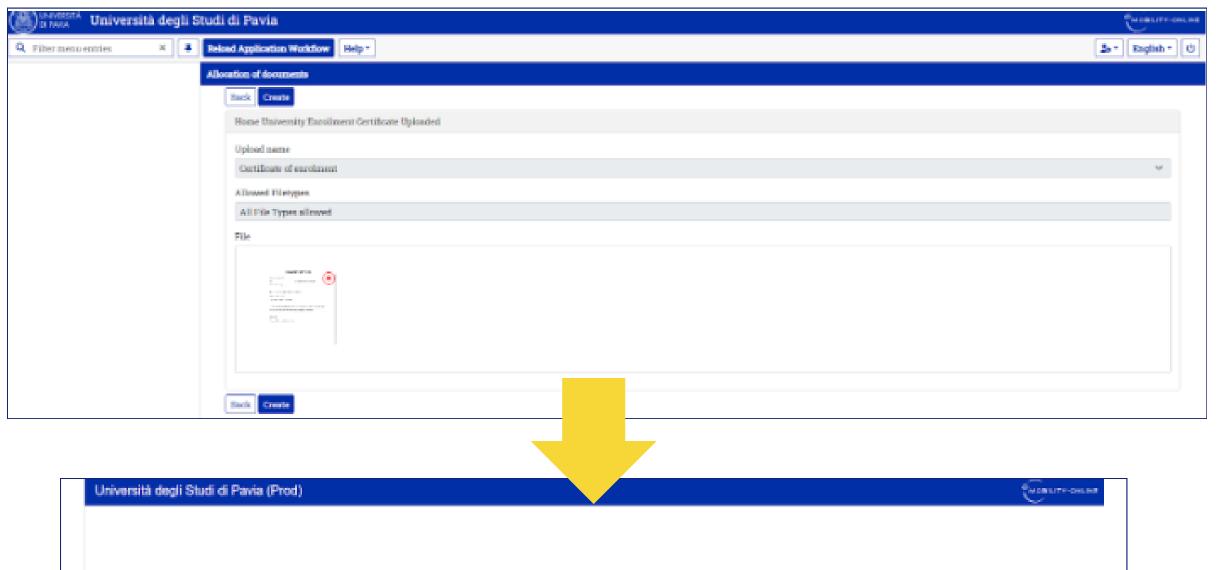
Upload your

Passport

and click "Create"



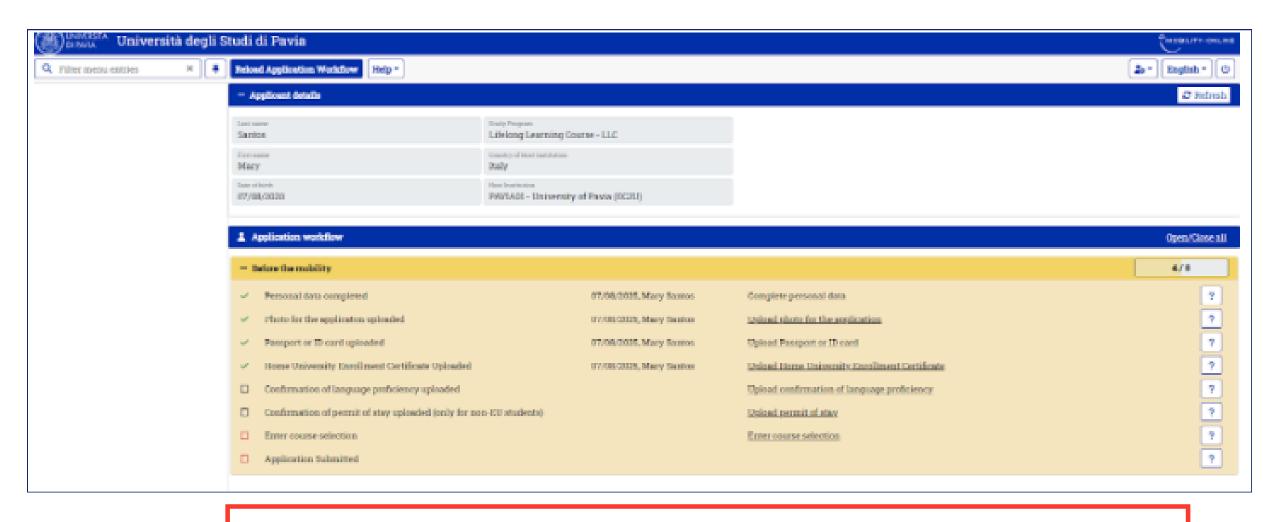
Then click "Back to general overview"



Upload your
Home University
Enrollment Certificate



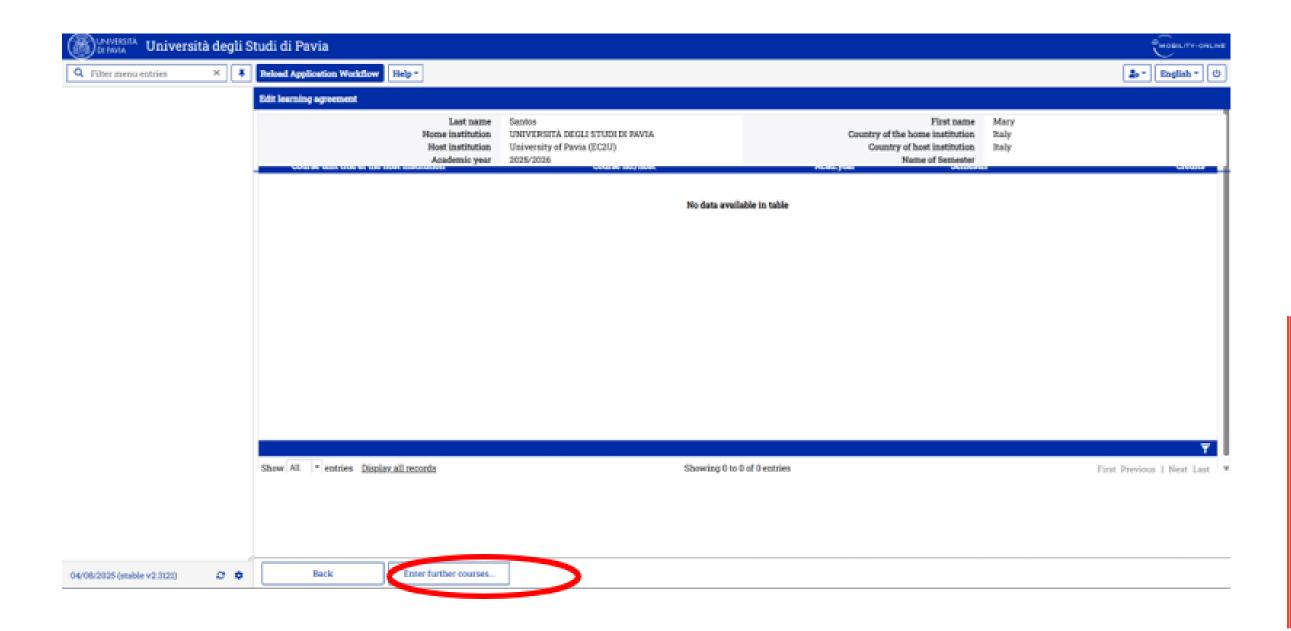
Then click "Back to general overview"



The workflow brings you to the "Enter course" selection

#### **NOTE:**

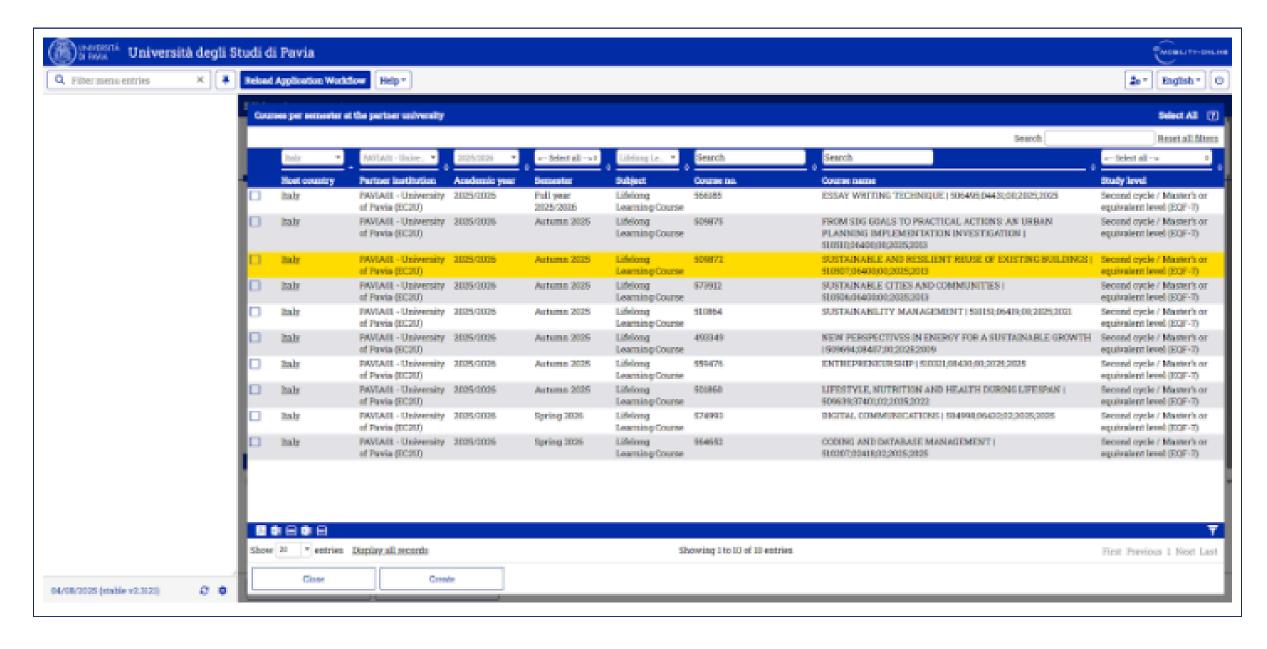
LongLife Learning courses enrollment **doesn't require** any upload of "Confirmation of language proficiency" nor a "Confirmation of permit of stay" (for non-EU students)



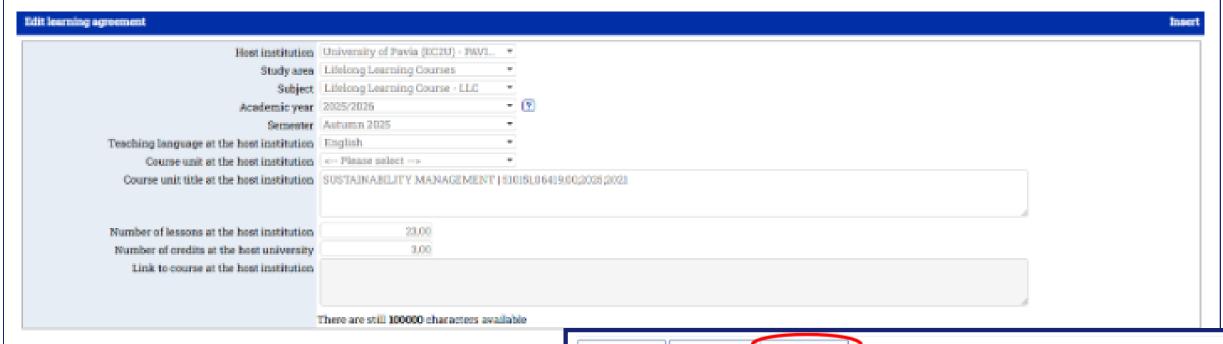
Click on "Enter further courses" to see the list of the Longlife Learning courses offered by the University

#### **NOTE:**

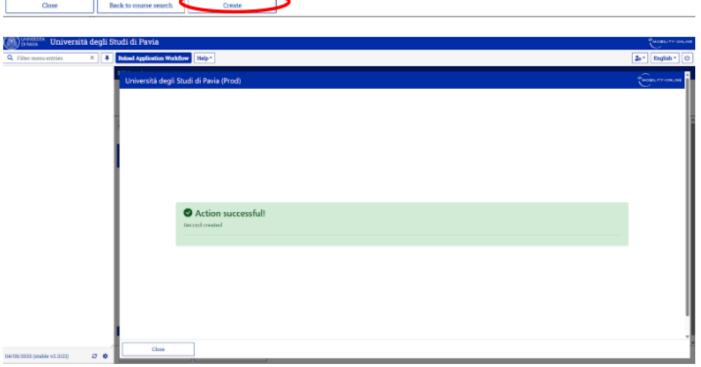
In this pilot phase of the application, do not care about the Home and Host information displayed on the screen at this stage

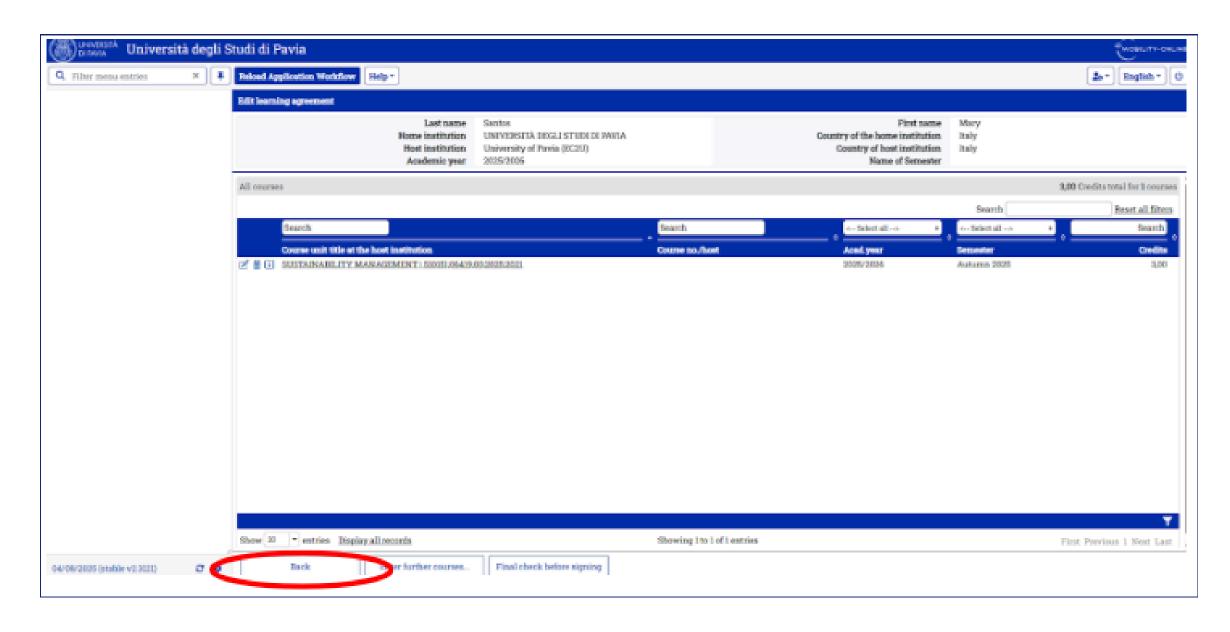


Select one course at a time to see the corresponding information



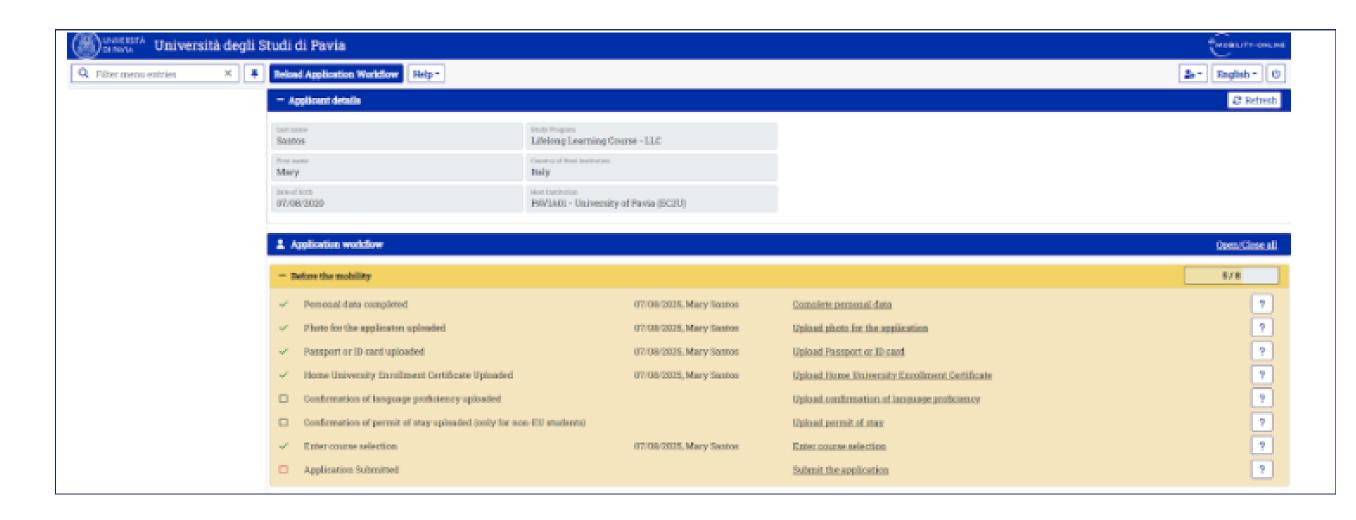
If you are interested in the course, click "Create"



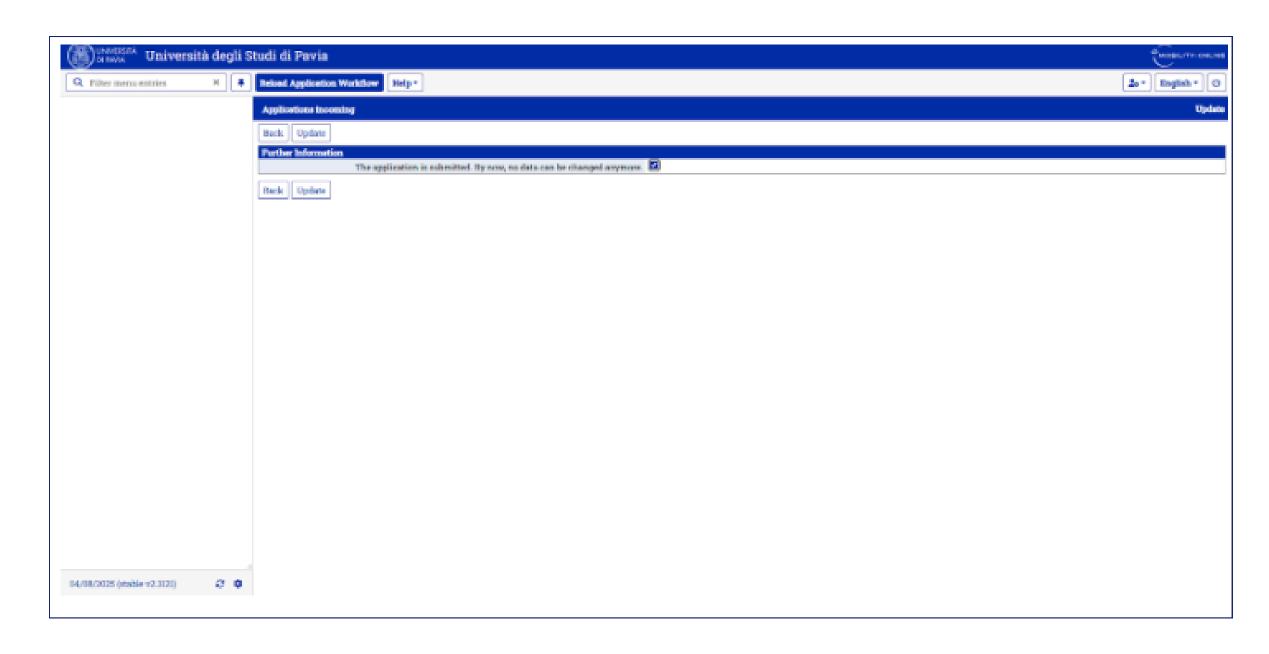


If you want to add more courses, repeat the previous steps

After you have selected all the courses you want to attend, click "Back"



Submit the application



**Tick** the "Further information" checkbox and click "Update"

#### Application received



noreply@unipv.it noreply@unipv.it tramite service4mobility.com

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Dear Mary Santos,

We confirm that we have received your application for the EC2U LifeLong Courses.

We will shortly check the correctness of the data entered and any attached documents.

If your application is correct, you will receive confirmation that it is complete.

If, on the other hand, it is incomplete, you will receive instructions on the next steps to follow.

Best regards,

EC2U LLC STAFF

You will receive a third e-mail

Now the student needs to wait the university staff control.

A response will be provided only after the application ends.

#### Application completed EC2U LLC 2025/26



noreply@unipv.it noreply@unipv.it <u>tramite</u> service4mobility.com a me ▼

Dear Mary Santos,

We confirm that your application for the EC2U LifeLong Courses is completed.

We will start the evaluation process and inform you about the Committee decision.

We inform you that your application ID is: 1916827

For any issue, please contact: <a href="mailto:llc.ec2u@unipv.it">llc.ec2u@unipv.it</a>

Best regards, EC2U LLC STAFF You will receive a **fourth e-mail** confirming that your application procedure has been completed

#### Applicant admitted



noreply@unipv.it noreply@unipv.it tramite service4mobility.com

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Dear Mary Santos,

We are pleased to inform you that following the evaluation of your application by the Committee, you have been ADMITTED to the EC2U LifeLong Courses.

You are kindly requested to accept or reject the study offer within September 18th, 2025 following these steps:

- 1. Login your application (using username and password created during the registration)
- 2. Go to the step: Applicant decision" and click on the link to the right "Accept/Reject Study Offer"
- 3. Flag your decision and click on "Update" to send your answer

If you miss this deadline, the offer will not remain valid.

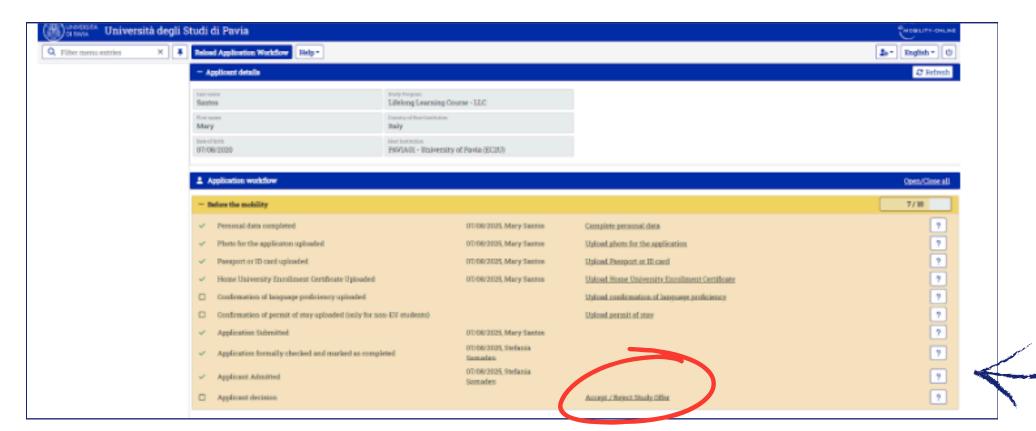
PLEASE NOTE: For details about the courses you selected, you can always consult the details at <a href="https://data.ec2u.eu/">https://data.ec2u.eu/</a>
For any issue, please contact: <a href="https://data.ec2u.eu/">IIc.ec2u@unipv.it</a>

Best regards, EC2U LLC STAFF You will receive a fifth e-mail, asking to either accept or reject the study offer within the specified deadline.

The e-mail includes all the steps that must be followed.

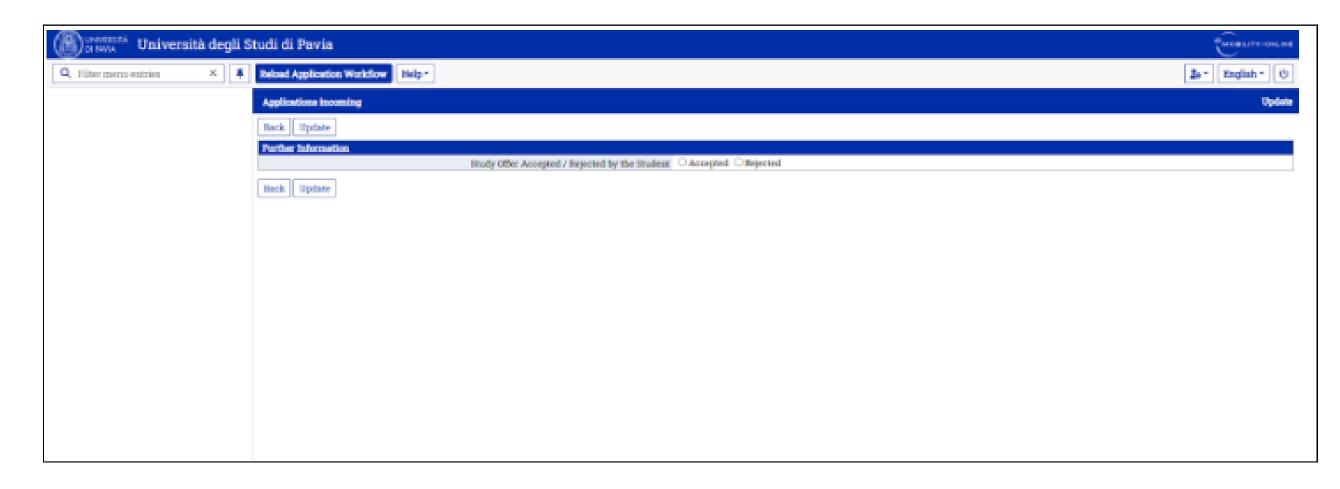


Go back to **Login** on the application platform



Accept the study offer

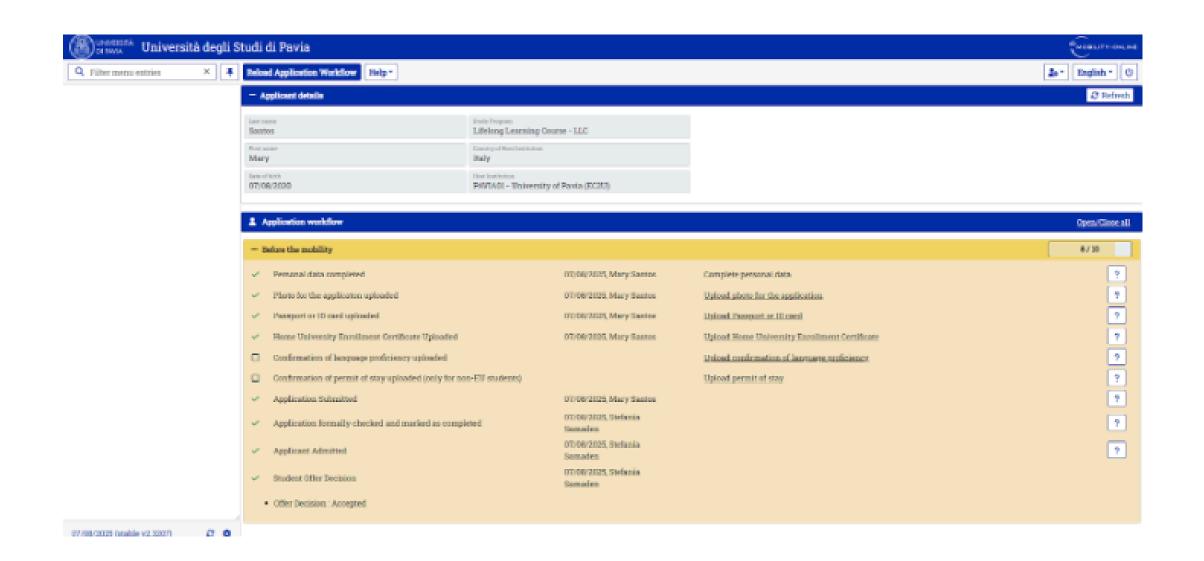




Check "Accept" and click "Update"

Your application is completed!

#### Overview



Your personal space with all data and the list of all selected courses will look like this

#### Last step

#### Offer decision EC2U LLC 2025/26



noreply@unipv.it noreply@unipv.it <u>tramite</u> service4mobility.com a me ▼

Dear Mary Santos,

your reply for the application to the EC2U LifeLong Courses has been registered. Your decision status is: Accepted

If you have accepted the seat, we will contact you soon for the next steps.

For any issue, please contact: <a href="mailto:lc.ec2u@unipv.it">lc.ec2u@unipv.it</a>

Best regards, EC2U LLC STAFF You will receive a **sixth e-mail**, confirming
that your registration
is completed

The University offering the selected courses will contact you to provide further information about the course organization.

If you want to select any other courses offered by another EC2U University, you'll have to **repeat the application procedure** and choose different login credentials.