**CEEPUS network application:**

* **HOW TO add a new contact person for a Participating Unit (PPU)**
* **HOW TO generate CEEPUS documents (LoI, LoE)**

Each Participating Unit in a CEEPUS network needs a main contact person.

The main contact Person of a PPU has to forward all mobility applications concerning this unit.

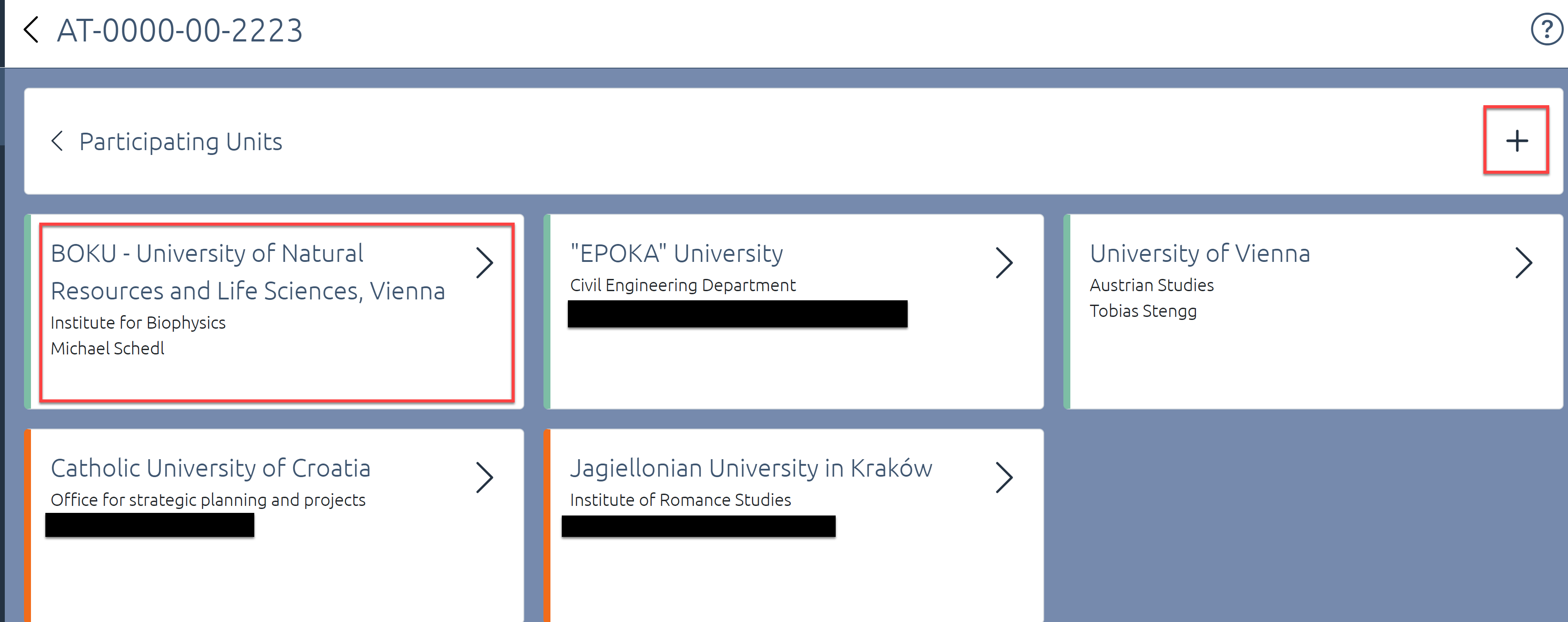
If you want to change the main contact person for a participating unit in your network application, the person has to register under My CEEPUS for managing a CEEPUS network first.

See our Guideline “How to register” for further information:

During a running academic year only the technical support can change a contact person.

Coordinators can change a contact person in the new application form before submitting.

Choose a unit from the prolonged network application or add a new one by pressing +:



Make sure that you choose the correct unit:

If the unit is not on the list, the registration of your new contact person was not done properly. Get In contact with the National CEEPUS Office for further advise.

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Automatisch generierte Beschreibung

Choose a person from the list of registered contact persons: Press the green “+”

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Automatisch generierte Beschreibung

Activate the E-Mail to receive E-Mails for this unit:

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Automatisch generierte Beschreibung

You can assign Network Rights and mobility rights to each contact person:

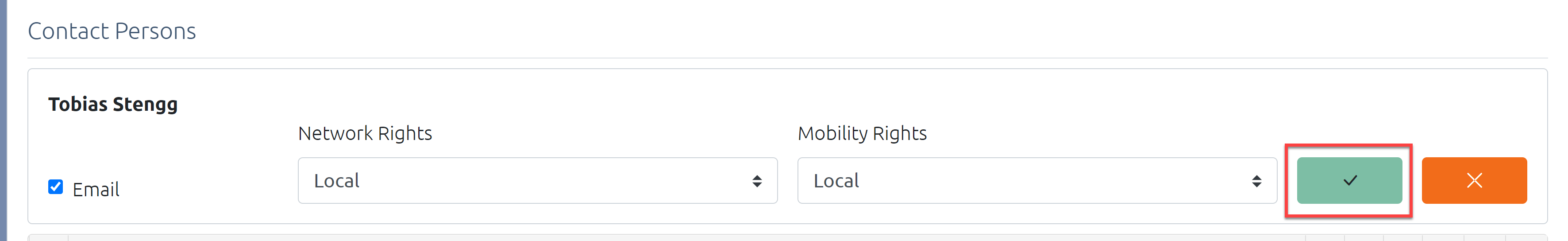
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Automatisch generierte Beschreibung

Only coordinators can get full network rights

Partner Units can only get local rights.

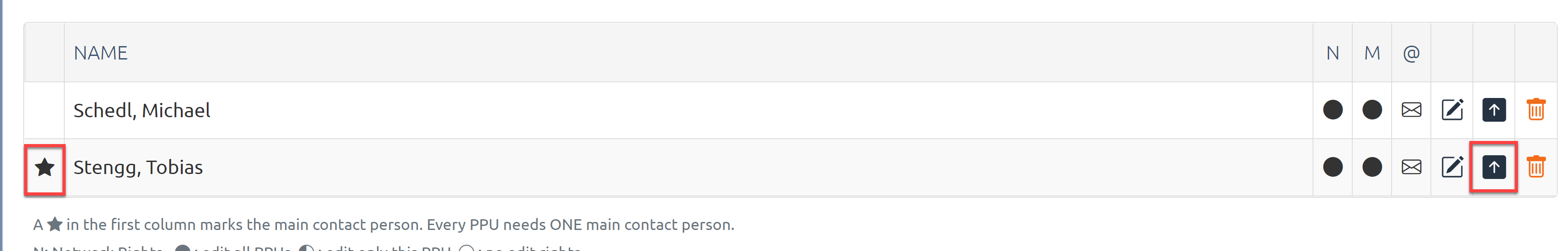
Confirm your setting:



The person is now on your list.

The star indicates your main contact person for this unit

Use the arrow to change the main contact:



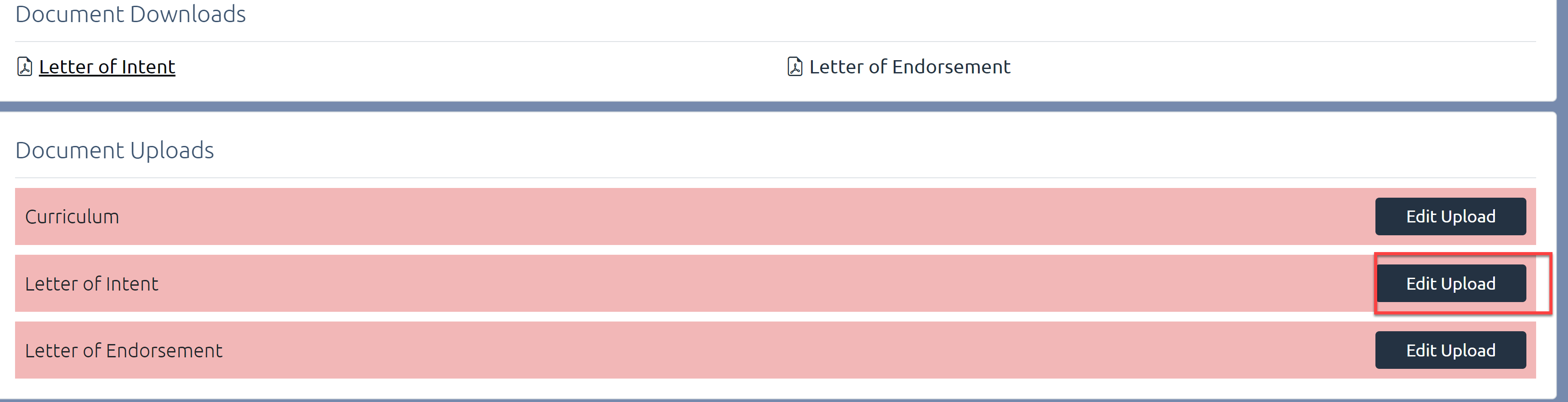
You can now generate new CEEPUS documents for the main contact person:

Letter of Intent and Letter of Endorsement

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Automatisch generierte Beschreibung

Print out the documents, have them signed, scan and upload them again:



Get in contact with your National CEEPUS Office for further help.