# Managing the Applications

## 4. Managing the Applications

Higher Education Institutions then can manage the students' applications in the Incoming and Outgoing Students sections by using diverse data sorting, searching and filtering tools.

It allows navigating to the individual applications view as well as exporting all applications information - basic academic data as well as all attachments.

Individual Applications allow for diverse actions to be carried out.

**Reject**: Student application is rejected as a whole and they would not be nominated for any of the potential destinations they have selected. Students receive a notification stating the fact.

**Delete**: The whole application data is removed - the student is also informed.

**Waiting List**: Student application is put on the waiting list and can still be accepted or rejected. The student gets a notification.

**Accept**: Home HEI is ready to send the student to a specific location. Student receives a notification with an invitation to confirm their readiness to go to the said location. Only when the student confirms - the Host HEI would see the student information in the Incoming students' section on the Erasmus Dashboard.

> **(i) Important**
>
> The potential Host HEI would only see the basic academic information and only the requirements they themselves have stipulated in the IIAs.

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**Applications For Erasmus+ > Outgoing Students**

| Filters | Name | Academic Year | Academic Term | Status | | |
|---|---|---|---|---|---|---|
| Search name | Obi-Wan Kenobi | 2023/2024 | Second trimester | Accepted By Sending | Open Application | Export documents |
| Search issed | Han Solo | 2021/2022 | First semester (Winter/Autumn) | Accepted By Sending | Open Application | Export documents |
| Search email | Nikolaos Saoulidis | 2022/2023 | First semester (Winter/Autumn) | Cancelled | Open Application | Export documents |
| Select status | George Papadopoulos | 2021/2022 | First semester (Winter/Autumn) | Accepted By Sending | Open Application | Export documents |
| Select eqf levels | Wim Gabriels | 2022/2023 | First semester (Winter/Autumn) | Cancelled | Open Application | Export documents |
| Select academic year | Wim Gabriels | 2022/2023 | First semester (Winter/Autumn) | Accepted By Student | Open Application | Export documents |
| Select academic term | | | | | | |
| Select Erasmus Code | | | | | | |
| Apply Filters | | | | | | |
| Reset Filters | Previous page | Next page | Current Page: 1 | | | |

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**Outgoing Student > Application**

< Go back

**Student Info**

Name: Wim Gabriels
Email: wim.gabriels+z@esn.org
Study Field: Information and Communication Technologies (ICTs)
Study Level: Master's degree
Academic Year: 2022/2023
Academic Term: First semester (Winter/Autumn)
Application submission time: 21/10/2021, 14:49 CEST

**Application Documents**

CV (file): Download File
Motivation Letter (file): Download File
Language Level: Download File

Export all documents

| Waiting List | Reject | Delete |
|---|---|---|

**Destination HEIs (the list is shown by preference)**

**Aristotle University of Thessaloniki**

Faculty of Computer Science

IIA - Requirements ⌄

Accept

Application has been accepted by student.

**EOTVOS LORAND TUDOMANYEGYETEM**

Faculty of Computer Science

IIA - Requirements ⌄

Accept