Submitting an application form

⚠️ **Take note**

The illustrations in the Application Forms wiki pages are for consultation purpose only and may not always reflect the latest implementation.

There may be minor changes to the screen appearance and layout which are described on the updated page: **How to complete the application form.**

This page explains how to submit an application form for Erasmus+ or European Solidarity Corps and how to handle a resubmission.

Our example below shows how to submit an application using an **Erasmus accreditation for higher education mobility consortia (KA130-HED)** form.

ⓘ All content sections of your application form must be completed and all required annexes have to be attached before you can submit your application form.

Steps

1. Submitting an application

1.1. Ensure the application is complete

If all content sections of your application form are marked with a green check and you have attached all required documents, you can submit your form to your National Agency.
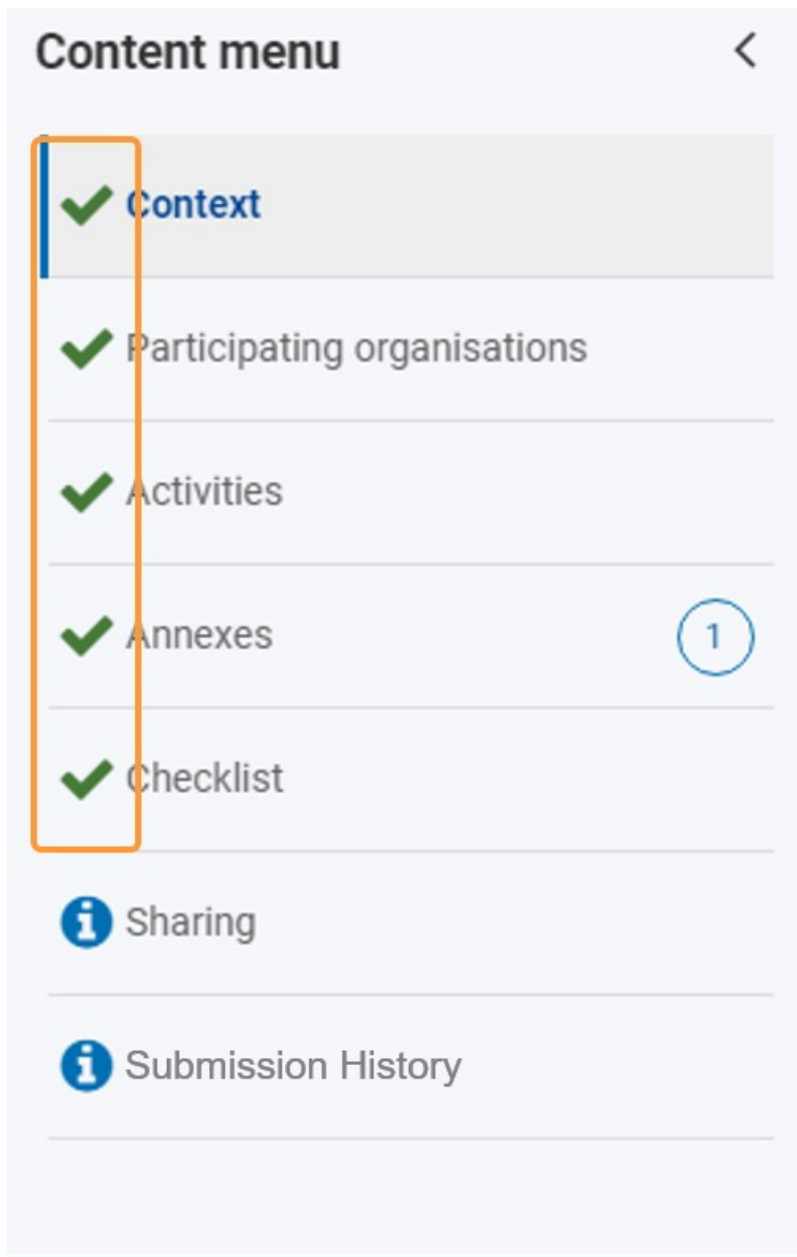
1.2. Click "Submit"

To submit the application, click the **Submit** button in the top right corner of your screen. This button is activated only when all required sections of the application are filled in, required documents are attached and all tasks in the checklist confirmed.

> ⚠ Depending on the Application Form you are trying to submit, the required sections will vary. The shown screenshots are from a KA131-HED form.
>
> - Sharing is not required
> - History is not required

1.3. Confirm submission

A pop-up message will display, confirming the submission. Click **OK** to close the window.

webgate.acceptance.ec.europa.eu says

Submission Successful

OK

Once submitted, the application form will close and you will be redirected to the **My Applications** screen. In **My applications** you can now find your submitted application with status **SUBMITTED**.

1.4. Confirmation notification

A confirmation email is sent to the preferred contact persons and legal representative of the participating organisations (applicant, partners excl. hosting partners, consortium members, institutions and non-academic partners of partner countries) after successful submission.

Here is an example of the e-mail notification sent:

Submission of an application

Translation provided in English

2. Submitting the application more than once (Resubmission)

2.1. Access "My Applications"

If you need to make changes to an already submitted application before the submission deadline, you can reopen the form and resubmit it after the adjustments are made.

This is only possible within the application period and not after submission deadline.

> ⚠️ **Remember to resubmit your changes.**
>
> **If you reopen an application but do not resubmit it with changes before the deadline, the last submitted version will automatically be processed at the submission deadline.**
> **Any updates you have performed on the draft reopened application form will then be deleted.**

From the Erasmus+ and European Solidarity Corps platform access the **APPLICATIONS** and then **My Applications**. You can use the **Search** functionality to quickly find the application you want to modify and resubmit.

2.2. Reopen the application form

To reopen the application form for resubmission, click on the **Actions** button for the form you want to resubmit, and select **Reopen**.
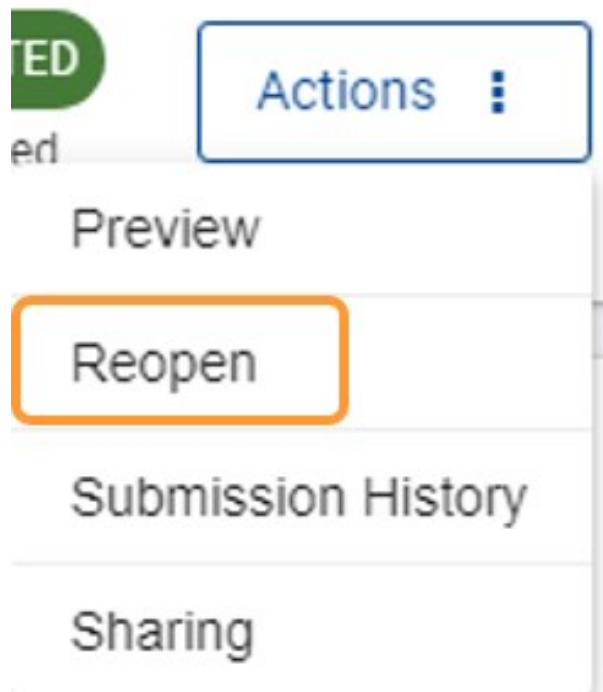
2.3. Confirm Reopening of form

Click **Yes** to confirm the request to reopen the form.
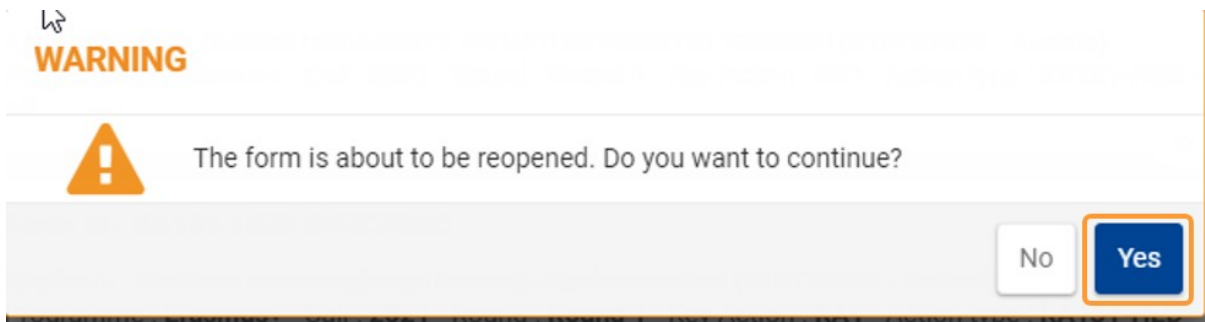
A message confirming the successful reopening is displayed in the bottom right corner.
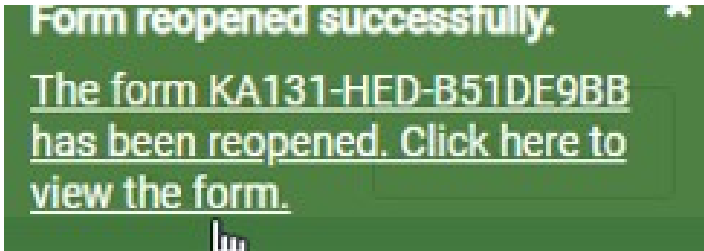
2.4. Update and resubmit the updated form

The application form reopens in status **DRAFT**, including all already submitted details.

Make the required changes in the form. Once the changes are made, resubmit the application by clicking on the **Submit** button. If you do not finalise the submission, the changes are only stored in the application form but not submitted to your National Agency.

As with the initial application, the **Submit** button will only be active if all sections in the form are completed and valid and marked with a green check.

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3. Late submission of an application

Applications for Erasmus+ and European Solidarity Corps have a set deadline, visible on the home screen and in the header of the form. If the deadline expires, applicants will not be able to submit their applications.

An exception is made if the applicant can prove that they tried to apply before the official application deadline and were not able to do so for technical reasons. In such case the applicant must contact their **National Agency**.

The late application may still be considered for late submission if the following three conditions are met:

1. The date and time of the last submission attempt as mentioned in the electronic application form **History** section are before the applicable official application deadline.
2. The applicant has informed the National Agency **within 24 hours** after the application deadline (Brussels time). After this time, the request can no longer be considered.
3. The applicant has sent to the National Agency within 24 hours after the application deadline (Brussels time), by email, a complete application form unmodified after their submission attempt (in pdf form). See how to **print the form** for details.

The National Agency will then decide whether to accept the late submission or not. If it is accepted, the National Agency will reopen the application and give the applicant permission to either only submit or make changes to the application before submitting it.

The new deadline for submission will be communicated by the National Agency, and the number of days left for late submission is also displayed in the **My applications** tab. The original call/round deadline remains displayed inside the form.

After the application is reopened, submit it in the same way as described under **Submitting an application.**

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4. Submission History

Every time you submit (or try to submit) your application, the submission is recorded in the **History** section. Each submission of an application is identified by a **Version** and a **Submission ID.**

See Submission History in applications for more details.

5. Cancel a submitted application form

As of Call 2024, applicants can withdraw submitted applications which they do not want to be sent for assessment. This can be done by using the **Cancel** feature in the application form.

Only an application that has been submitted at least once can be cancelled.

An application can be cancelled by the applicant as long as the submission deadline has not been reached. Should you need to cancel a submitted application after the deadline, please contact your National Agency.

The cancellation feature is particularly useful in situations where the number of applications for a specific action type has been reached, in accordance with the capping rules which have been introduced in Call 2024.
It can also be used by applicants who wish to replace a submitted application with a more valuable one.

An application can be cancelled even if the form has been submitted and reopened. All previous submissions will then also be withdrawn, and the application remains visible in My applications in read-only mode and no further changes are allowed.

> ⊘ **Important**
>
> A cancelled application cannot be reopened or resubmitted.

For more details see Cancel an Application form.

Related Articles

- Add organisations to an application
- Annexes in applications
- Apply for grant or accreditation
- Associated Persons in applications
- Checklist in applications
- Context in applications
- Export your application form as a PDF file
- How to complete the application form
- My Applications
- My Contacts
- Opportunities
- Participating Organisations in applications
- Sharing an application form
- Submission History in applications
- Submitting an application form