Instructions for submitting an application for the Meal Benefit provided to Erasmus Students via the University of Piraeus' Welfare Office

## 1) Visit <u>https://sitisi.unipi.gr</u>

You will first need to have been fully registered as an Erasmus Student by your receiving Department's Registry Office and you will also need to have created an institutional account via the <a href="https://uregister.unipi.gr">https://uregister.unipi.gr</a> application.

## 2) Upon login with your institutional account credentials, you will land on the following webpage. Select the UK Flag to switch to English.

	THMIO ΠΕΙΡΑΙΩΣ SITY OF PIRAEUS	Εφαρμογή	Φοιτητικής Μέριμνας		
📌 Αρχική	Οι Αιτήσεις μου 👻	Ανακοινώσεις	Εγχειρίδιο Χρήσης	Είστε συνδεδεμένος ως : pld9701	Αποσύνδεση 📜 🗮 🖊
Καλώς Ή Καλώς ήλθατ Μπορείτε να την αίτησή σα Μπορείτε να	Ιλθατε! ε στη διαδικτυακή πι συνδεθείτε στην εφα ας. δείτε οδηγίες εδώ.	ύλη υποβολής τωι	αιτήσεων και των δικαιολογητικών σας για σίτιση - στέγαση του Πανεπιστημίου ς σύνδεση και χρησιμοποιώντας τα διαπιστευτήρια που σας έχει δώσει το Πανεπι	Πειραιά. στήμιο. Στη συνέχεια θα μπορείτε να δημιουργι	ήσετε και υποβάλετε
			<b>Εφαρμογή Μέριμνας</b> Πανεπιστήμιο Πειραιώς Μ. Καραολή & Α. Δημητρίου 80, 18534 Πειραιάς Τηλέφωνο: 2104142088, 2104142089, 2104142065 E-mail:foitmer@unipi.gr		
					Powered By ILYDA

3) Select "My Applications" from the menu. The page needs a few seconds to get populated.



	Choose t	he Welfare for which you wish to submit an app	blication		
	Choose	Nelfare * Αίτηση	για Δωρεάν Σίτιση Erasmus	· ·	
🕇 Home 🛛 My Appl	ications +			Create Return S	: pld9701 Logout 📱
			0		
	tions				+ Create new Applic
Academic year : 20	22 - 2023				
Application Code	Protocol Number	Welfare Type	Application Status	Submit Range	Actions
2022/01416	1252_2022	Housing Application	Re-submit	25/08/2022 - 22/09/2022	۲
2022/00002	187_2022	Students' Meal Benefit Application Form	Rejected	11/01/2023 - 13/01/2023	•
Academic year : 20	21 - 2022				
Application Code	Protocol Number	Welfare Type	Application Status	Submit Range	Actions
2021/03719	3326_2021	Students' Meal Benefit Application Form	Rejected	30/08/2021 - 16/02/2022	•
2021/03757		Housing Application	Draft	22/11/2021 - 23/12/2021	۲
Academic year : 20	20 - 2021				
Application Code	Protocol Number	Welfare Type	Application Status	Submit Range	Actions
2020/01169	1301_2020	Students' Meal Benefit Application Form	Rejected	25/08/2020 - 25/06/2021	•
Academic year : 20	19 - 2020				
Application Code	Protocol Number	Welfare Type	Application Status	Submit Range	Actions
2019/03482	244_2020	Erasmus Students' Meal Benefit Application Form	Submitted	22/07/2020 - 22/07/2020	•

4) Select "Create New Application" and then from the "Choose Welfare" option, choose the one mentioning "Erasmus" on the title

## 5) Accept the GDPR Consent Statement

		European General	Data Protection Regulation (GDPR)	×	×	
Choc	Acc 25 Sto pro neo Sei	cordingly with the new European General May 2018, establishes a uniform legal f ites. In this context, we would like to ocedure for evaluating nutrition applic cessary supporting documents as well rvices deems necessary.	l Data Protection Regulation (GDPR), w ramework for the protection of personal inform you that according the applic ations; the necessary services of the as any additional supporting documen	hich came into force on data in all EU Member able legislation on the Institution provide the nts that the Institution	• um s:p	
	Th	e University maintains and processes the	supporting documents for evaluating nu	trition applications.		
	I h pei	ereby certify that I have been informed a rsonal data for all of the mentioned proce	nd consent to the above and to the storagesing purposes.	ge and processing of my		
			Return	accept Terms & onditions 🗹		
umbe	er	Welfare Type	Application Status	Submit Range		Actions
		Housing Application	Re-submit			۲

6) The application you just created will appear in a few seconds under the "My Applications" section (please be patient as the website needs about five seconds to display the newly created application. When the new application appears, select on the green "Pencil" icon to edit it.

					+ Create new Application
Academic year : 20	23 - 2024				
Application Code	Protocol Number	Welfare Type	Application Status	Submit Range	Actions

7) On the "Student Information" page of your application, please review your data and check the two checkboxes. If any of the displayed data is erroneous, please contact your receiving department's Registry Office to make the necessary corrections.

Attention! To submit your applicat <ul> <li>Not all mandatory student in</li> <li>The application does not con</li> </ul>	tion you must attend to the following: formation have been filled tain all the required documents.	
Student Information	Contact Information	
Attached Files	Email * Notifications regarding your application will be sent to t	the email provided here.
	Student Information	
	Personal Data	
	Birth Name *	Million of Control of
	Surname * 🔁	attained
	ID or Passport Number *	A000704
	Contact Information	
	E-Mail * 🔀 Mobile Phone No. 🏵	analiana e
	Additional Information	ß
	Registration Number * 🖲 Department & Course the student is enrolled in * 🔊	Davids Davids Davidsonia - Promisian against to base
	Studies Level * • I hereby certify that I am informed and consent to the storage and processing of my personal data with the aim of evaluating the nutrition application *	
	Admission Details * 0	EXCLUSION AND A CONTRACT OF A
	Data Validity	
	I confirm that all data submitted is accurate *	
		Save Student information

8) On the "Attached Files" page of your application, please attach a) An ID Document (preferably your Passport), b) The Arrival Form issued to you by the University of Piraeus' Erasmus Office, c) Your acceptance Letter.

Once all data is correct and all necessary files have been attached, please select "Preview Application for Submit".

E Application list		View Application	Preview Application for Submit
Code : 2023/03314			
rotocol Number : -			
itatus : Draft			
Comments : -			
Student Information	Attached Files		
	Attach your files. Files marked with * are required.		
Attached Files	Τίτλος		Files
	1. ID or Passport *         Allowed file types : (.jpg,.pdf,)         Max filesize : 2MB	Add Files Drop your files here.	ID.pdf 🛞
	2. Certificate of arrival at the University of Piraeus * The Certificate of Arrival is provided by the University of Piraeus' Erasmus Office upon your registration Allowed file types : (.jpgpdf.) Max filesize : 2MB	Add Files Drop your files here.	arrival.pdf 💿
	3. Acceptance letter * Allowed file types : (. <b>jpgpdf.)</b> Max filesize : 2MB	Add Files Drop you files here.	Letter.pdf 🛞

9) On the application preview page, please review your data once more and then select "Submit Application" on the top right corner.

Application list e : 2023/03314		Edit Application ± Submit #	Applicatio
col Number : -			
s : Draft			
dent Information	Contact Information		
ached Files	Email *	accellulation	
	Student Information		
	Personal Data		
	Birth Name * Surname * ID or Passport Number *		
	Contact Information		
	E-Mail * Mobile Phone No.	erentilen belge + beset Tullmen	
	Additional Information		
	Registration Number * Department & Course the student is enrolled in * Studies Level * I hereby certify that I am informed and consent to the storage and processing of my	Maantan Taminin Yuuttadooliood - Incollinaanon asala tartisika chistogon asalaminyooto; Yes	
	personal data with the aim of evaluating the nutrition application * Admission Details *	VEPHOD LIANCO	
	Data Validity		
	l confirm that all data submitted is accurate *	Yes	

10) If all necessary information has been provided, you will receive the following message:

Δωροσά			
Δωρεα	Success	×	
	Your application has been submitted successfully		2 Edit Applicati
		Return	
ormation			
	avrad@unipi.gr		

This message implies that your application has been submitted to the University's Welfare Office and it will be reviewed by the staff in order to grant you the benefit. You will be notified with an email message when your application is approved.

11) In case something is missing or there is some other sort of error with your application, you will receive an email message from the Welfare Office instructing you with the actions you need to take. *Please read the message carefully, as it is bilingual and the English text is interspersed with the text in Greek. Your application will appear as "Re-Submit" on the "My Applications" section.* 

In order to resubmit your application, you need to first select the green "pencil" icon to edit your application, then, after having performed all necessary corrections, select "Preview Application for Submit" and "Submit Application", as in the previous steps.

My Applica	tions				
					+ Create new Application
Academic year : 20	23 - 2024				
Academic year : 20 Application Code	23 - 2024 Protocol Number	Welfare Type	Application Status	Submit Range	Actions