



Instructions for Completing the Form Designed for Booking an Appointment with the International Relations Office

You have reached the page containing the form designed for booking an appointment with IRO TUCN.

On this page you will fill in your personal data and you will choose the date and time for your appointment.

The 15-minute timeframes (time slots) are assigned automatically when you choose the number of students and the student type.

Fields to fill in:

Applicant - Enter the first and last name of the person who submits the documents.

Telephone - Enter the phone number of the person who submits the documents.

E-mail and **Confirmation e-mail** - Enter the email address of the person submitting the documents (without completing these fields with a valid address you cannot complete booking the appointment).

Student Type – Select the student type from the drop-down list (Erasmus+ INCOMING Student, Full-time INCOMING Student, Erasmus+ OUTGOING Student). For a Full-time INCOMING Student the system will automatically fill in the “no of time slots” field with “4”. Erasmus+ students must fill in the field “Number of students” with the number of people who will join the meeting in person (this number will influence the no. of time slots assigned per appointment).

Appointment date - enter the date manually or choose a date by clicking the calendar icon on the right in this field. The time grid will now open. Choose the convenient time for booking your appointment.

Time & office number - This field is automatically completed by the system when you click the convenient time on the time grid.

Answer Question - Enter the answer to the above “**Safety Question**”.

Safety Question: (Example) Difference between 5 and 2?