

EUROPEAN UNIVERSITIES CHAMPIONSHIPS HOW TO REGISTER FOR EUC

STEP-BY-STEP GUIDE FOR
CONTACT PERSON

GOOD TO KNOW

EUC REGISTRATIONS

OFFICIAL WEBSITES OF THE EUROPEAN UNIVERSITIES CHAMPIONSHIPS:
[HTTPS://WWW.EUSA.EU/EVENTS/](https://www.eusa.eu/events/)

1. ABBREVIATIONS

ESF – European Sports Federation
EUC – European Universities Championships
EUG – European Universities Games
EUSA – European Universities Sports Association
IEF – Individual Entry Form
ISF – International Sports Federation
NSF – National Sports Federation
NUSA – National University Sport Association
OC – Organising Committee
TD – Technical Delegate

2. REGISTRATION DEADLINES

General entry – 1st deadline	January 15 th
General entry – 2nd deadline	February 15 th
General entry – 3rd deadline	March 15 th
Quantitative entry (Referee entry)	April 15 th
Individual entry	June 15 th *
Travel plan	June 15 th *

* Date of the registration deadline may differ due to the difference in EUC competition dates.

For correct Registrations deadlines, please check the official website of the EUC you will be attending.

3. REGISTRATION PROCEDURE

Participants of the EUC are Universities and similar institutions with status of an institution of higher education recognized by an appropriate national authority of their country.

Participants shall be nominated through their NUSA ([EUSA Members](#)), who can submit General Entry Form via EUSA Registration platform and define a contact person to carry out the rest of the registration procedure, including submission of the Quantitative forms, Individual Entries and Travel Plans.

4. FEES

4.1 DEPOSIT

2.000 EUR per team for: Basketball, Football, Futsal, Handball, Rugby 7s, Volleyball, Water Polo.

400 EUR per team for: 3x3 Basketball, Badminton, Beach Handball, Beach Volleyball, Chess, Golf, Sport Climbing, Table Tennis, Tennis.

200 EUR for: Cycling, Judo, Karate, Kickboxing, Orienteering, Rowing, Taekwondo and General Coordination.

Deposit will be deducted from the Participation fee of the delegation and will be returned to those NUSAs/teams who are not selected. Deposits are otherwise non-refundable (confirmed teams that cancel are therefore not entitled to get their deposit back).

4.2 PARTICIPATION FEE

70 EUR / person / night

All participants must be present for the entire duration of their respective competition, from the official arrival day until the official departure day. Referees are exempt from payment.

In case of forfeit/withdrawal after being confirmed and in case fewer delegation members participate in the competition, OC is responsible for dealing with the Participation fee policies.

4.3 EUSA ENTRY FEE

30 EUR / person

In case of a forfeit/withdrawal after being confirmed and in case fewer delegation members participate in the competition, the EUSA Entry fee is non-refundable.

Fees are calculated automatically based on the numbers set in the Quantitative Entry Form. Fees cover accommodation with full board – breakfast, lunch, dinner (starting with lunch on arrival and finishing with breakfast on departure day), transfer from official welcome points, local transport, training, competitions, ceremonies and general organization of the event.

5. PAYMENT DEADLINES

DEPOSIT (to EUSA): EUSA shall receive a deposit, together with the General Entry Form (1st, 2nd and 3rd deadline). Only general entries with deposits paid within the defined deadlines will be considered.

PARTICIPATION FEE (to OC): if paying in one instalment, fee needs to be paid until June 15th. If paying in two instalments; 50% of the payment (without considering General Entry deposit) by the April 15th and final payment by June

15th. The participation fee payment deadline may differ due to earlier EUC competition dates. Please verify the official website of the event.

EUSA ENTRY FEE (to EUSA): EUSA shall receive an EUSA Entry Fee from competitors, officials, NUSA representatives and other participants together with the submission of the Quantitative Entry (referees are exempt from the payment).

6. GENERAL ENTRY

Only NUSA may enter and submit the General Entry forms. Only in case a NUSA is not responding or does not exist, a university team may be entered directly by EUSA.

Each team entered has to pay a deposit to EUSA according to the pro-forma invoice, which is automatically generated upon submitting the General Entry. Only general entries with deposits paid within the defined deadlines will be considered.

6.1 GENERAL ENTRY DEADLINES

General entry – 1st deadline	January 15 th
General entry – 2nd deadline	February 15 th
General entry – 3rd deadline	March 15 th

1st deadline: Only 1 (one) NUSA team will be considered at the first call of the General Entry, namely the team ranked number 1 (one) by NUSA being the winner of the national championship. In case this is not possible, the team with the next national ranking may participate.

2nd deadline: In case the allowed maximum number of teams is not reached within the general entry – first call, the

second call of the general entry is observed, where the second team nominated by NUSA can be accepted, by criterion "first pay-first serve".

If General Entry – second call is open, winner of the previous year event (EUC/EUG) has special rights ("wild card") to enter the competition in the corresponding sport under the same conditions and criteria valid for other teams.

3rd deadline: In case the allowed maximum number of teams is not reached within the general entry – second call, the third call of the general entry is observed, where the third, fourth, fifth team and exceptionally second team from the same university nominated by NUSA can be accepted, by criterion "first pay-first serve" and by respecting the maximum allowed number of teams in the EUC from the same NUSA, as per EUSA Rules and Regulations.

If the number of received general entries exceeds the maximum number defined in the EUSA Rules and Regulations and/or technical regulations of the sport concerned, the following criteria will apply:

- A. The entry nomination and deposit payment date
- B. The general entries deadlines and priorities within each deadline

7. QUANTITATIVE ENTRY

Quantitative entry (Referee entry): April 15th

Quantitative entry will be considered only if the composition of the delegation is in line with the Technical Regulations (min, max number of athletes and official duration of the competition). If the confirmed university does not submit the Quantitative Entry form within the deadline, Participation fee for the maximum allowed number of competitors and officials as determined in the Technical Regulation of the sport concerned can be imposed by the OC.

Referees entry: Referees with an international license issued by ISF/ESF or at least with the highest national license issued by NSF are allowed to be involved in EUSA competitions (if defined in the Technical Regulations of respective sport). Referee's licence needs to be submitted by the Quantitative Entry deadline and must be verified and approved by the TD/OC. More information on Referees in [EUSA Rules and Regulations](#).

8. INDIVIDUAL ENTRY FORM

Individual entry: June 15th*

Individual entry form will be approved only if completed correctly and after the fee payments are confirmed. IEF, signed and sealed needs to be uploaded in the platform and submitted.

Once the IEF is submitted it can only be edited by the OC and EUSA.

Original IEF needs to be presented at the accreditation process, where the identity needs to be proved by showing the Personal document, that was uploaded in the IEF.

9. TRAVEL PLAN

Travel plan: June 15th*

Participants shall be present for the entire duration of their respective competition, from the official arrival day until the official departure day. It is considered as breach of discipline to arrive later or leave the event earlier than required by the official dates.

Transportation from the designated pick-up points on official arrival and departure days (international airport, bus or train station) will be provided according to the Travel plan submitted by the Contact person and approved by the OC.

10. IMPORTANT INFORMATION

The delegations shall have the appropriate insurance to cover their travel and participation in the EUC. The delegation is responsible to provide international health insurance for all its members.

VISA Requirements – Please check on travel regulations if VISA is required to enter the destination country..

In order to obtain the VISA Invitation Letter please contact the OC.

Related links:

[EUSA Documents](#), [European Universities Championships](#)

* Date of the registration deadline may differ due to the difference in EUC competition dates.

For correct Registrations deadlines, please check the official website of the EUC you will be attending.

HOW TO REGISTER FOR EUC

STEP-BY-STEP GUIDE FOR CONTACT PERSON

Please make sure you carefully read the instructions and follow the steps provided in this guide. We advise you to read the GOOD TO KNOW section of this document and [EUSA Rules and Regulations](#).

1. GENERAL ENTRY

STEP 1 - Contact NUSA

- Participants shall be nominated through their NUSA ([EUSA Members](#)), who can submit General Entry Form and define a Contact person to carry out the rest of the registration procedure. Only in case when a NUSA is not responding, University may contact EUSA directly to carry out the registration procedure.

STEP 2 - Wait to be approved

- After the initial deposit is paid, and the team is confirmed by EUSA, the Contact person listed in the General Entry form (by NUSA), can add the Quantitative, Individual Entry Forms and Travel Plans.
- NUSA and Contact person will be informed if otherwise (waiting list, missing payments, information).

Do not make any travel arrangements prior the University is approved by EUSA.

→ EUSA ADMINISTERS THE GENERAL ENTRY PROCESS. EUSA COLLECTS GENERAL ENTRY DEPOSITS AND CONFIRMS PAYMENTS AFTER RECEIVING THEM ON THE BANK ACCOUNT (INTERNATIONAL PAYMENTS NEED UP TO 3 WORKING DAYS). FOLLOWING THE CONFIRMATION OF THE PAYMENT, EUSA APPROVES THE GENERAL ENTRIES AS PER EUSA RULES AND REGULATIONS. IN CASE OF ISSUES CONTACT: registrations@eusa.eu.

2. QUANTITATIVE ENTRY FORM

Quantitative entry form opens after the deposit payment is confirmed and after eusa confirms the team's participation. E-mail will be sent when your general entry is approved. Status in the general entry form will change into approved and will be written in green. Prior to this, submission is not possible.

Only CONTACT PERSON can carry out the Quantitative entry form. Contact person that was defined by NUSA needs to use the username and password provided by EUSA registration (if not in your inbox, please check the spam; password can be personalized afterwards). In case of forgotten password, please use the Forgot your password? link and follow the instructions.

STEP 1 - Fill out

- Click View form to open the Quantitative entry form

The screenshot shows the EUSA (European University Sports Association) registration status page. At the top is the EUSA logo and the text 'EUROPEAN UNIVERSITY SPORTS ASSOCIATION'. Below the header is a section titled 'Registration status of universities'. This section contains a table with columns for 'Country', 'University', 'Sport', and 'Status'. Below the table is a search bar. The table has one entry for 'Humboldt - Humboldt University'. The entry is divided into two sections: 'General entry form' and 'Quantitative entry form'. The 'General entry form' section shows 'Sports: Handball Women', 'Contact person: [redacted]', 'mobile phone: [redacted]', 'email: [redacted]', and 'Status: Approved'. To the right of this section are two buttons: 'View form' and 'View invoice'. The 'Quantitative entry form' section shows 'Status: Not sent yet'. To the right of this section are two buttons: 'View form' (which is circled in red) and 'Send this form'.

- Official arrival and departure date are automatically set.
- INSERT NUMBER/GENDER OF PARTICIPANTS - make sure to respect the defined quota.

Quantitative entry form

Country: **ROMANIA**
 Federation: **Handball - HSFR**
 University: **Cluj-Napoca University**
 Sport: **Handball Women**

* Arrival date: **16.07.2019**
 Min: 16.07.2019, Max: 16.07.2019

* Departure date: **26.07.2019**
 Min: 26.07.2019, Max: 26.07.2019

Participants shall be present for the entire duration of their respective competition, from the official arrival day until the official departure day.
 It is considered as breach of discipline to arrive later or leave the event earlier than required by the official dates.

* Delegation:	Men	Women	Total	Participation fee
* Athletes:	0	11	11	6435
* Officials:	1	2	3	1755
* Referees:	1	0	1	0
* Total:	2	13	15	8190

Participation fee for athletes and officials is 65 EUR/person/day. There is no participation fee for referees.
 50% of the participation fees shall be paid latest by the quantitative entry deadline; the balance shall be paid latest by the individual entry deadline.
 EUSA entry fee (30 EUR/person) for team sports shall be paid latest by the quantitative entry deadline. Please note that the reference number is an obligatory element of the payment!
 Original invoices and payment confirmations will be issued at accreditation upon arrival.

- EUSA Entry fee and Participation fee are calculated automatically. On the PF Invoice, deposit is automatically deducted from the Participation fee.
- Referees are exempt from payment.
- ADD REFEREE (where applicable / or select that you will pay the referee fee)
 - Only referees with an international license issued by ISF/ESF or at least with the highest national licence issued by NSF are allowed to be involved in EUSA competitions (if defined in the Technical Regulations of respective sport).
 - All fields must be filled out correctly (official license needs to be attached)
 - Until approved by the OC/TD, delegation should refrain from making travel arrangements for the referee. Once General entry form is approved, Individual entry form for referee will open.

Referees

* Select: ☐ We will pay the Referee Fee in the amount of 1000 EUR.
☒ We will bring our own Referee (please fill out fields below).

* Family name:

* First name:

* Sex: ☐ Female ☐ Male

* Licence type: ☐ International ☐ National

* Licence: [Browse](#) or drop the document here to upload

Head of delegation

* First name:

* Last name:

* Email:

* Phone:

Payment

* Payment type: ☐ Two instalments: 50% deposit (by Aug 15) and final payment (by Jun 15)
☒ One instalment: final payment (by Jun 15)

[SAVE](#) [CANCEL](#)

- ADD HEAD OF DELEGATION (all data must be provided)
- SELECT TYPE OF PAYMENT (in one instalment to be paid until June 15th* or in two instalments; 50% of the payment by the April 15th* and final payment by June 15th*).
- Click SAVE.

STEP 2 - Submit

- To submit the form Click SEND THIS FORM button

STEP 3 - Pay

- PARTICIPATION FEE AND EUSA ENTRY FEE PAYMENT (follow the deadlines on the Invoice)
 - Invoice is generated once the Quantitative Entry Form is submitted
 - Click VIEW INVOICE, add/edit your bank data, click SAVE and VIEW INVOICE again

ZUSADZINE - Payment summary

General entry form - ID: 123456789
 Sports: Football Women
 Contact person: Jane Doe, mobile phone: 123456789, email: jane.doe@eusa.europa.eu
 Status: Approved [View form](#) [View invoice](#)

Quantitative entry form
 Status: Waiting for payment [View form](#) [View invoice](#)

- Follow the bank data on the invoice – when paying the REFERENCE NUMBER (e.g. PF 1234/2021) must be provided in the Payment details.
 - PARTICIPATION FEE is paid to the OC bank account
 - EUSA ENTRY FEE is paid to the EUSA bank account

* Date of the registration deadline may differ due to the difference in EUC competition dates.
 For correct Registrations deadlines, please check the official website of the EUC you will be attending.

→ OC COLLECTS PARTICIPATION FEE AND CONFIRM PAYMENTS AFTER RECEIVING THEM ON THE BANK ACCOUNT (INTERNATIONAL PAYMENTS NEED UP TO 3 WORKING DAYS). OC ADMINISTERS THE QUANTITATIVE ENTRY PROCESS. IN CASE OF ISSUES CONTACT OC.

→ EUSA COLLECTS EUSA ENTRY FEE AND CONFIRMS PAYMENTS AFTER RECEIVING THEM ON THE BANK ACCOUNT (INTERNATIONAL PAYMENTS NEED UP TO 3 WORKING DAYS). EUSA DOES NOT ADMINISTER THE QUANTITATIVE ENTRY PROCESS, ONLY PROVIDES SUPPORT IN CASE OF PROBLEMS.

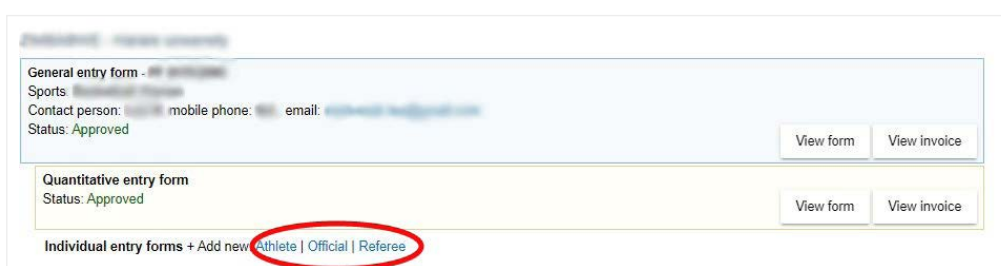
3. INDIVIDUAL ENTRY FORM

Individual entry form opens after the submission of the quantitative entry form. Prior to this, submission is not possible. The teams need to be marked as paid and confirmed and the ief, signed and sealed uploaded before the individual entry forms will be approved by the OC.

Only CONTACT PERSON can carry out the Individual entry form. Please make sure to use the same username (email) throughout the process.

STEP 1 - Add

Add new Individual Entry Form: Athlete, Official or Referee



The screenshot shows a web interface for adding individual entry forms. It features three main sections: 'General entry form' (blue header), 'Quantitative entry form' (yellow header), and 'Individual entry forms' (white header). The 'General entry form' section includes fields for 'Sports', 'Contact person', 'mobile phone', and 'email', with a 'Status: Approved' indicator and 'View form' and 'View invoice' buttons. The 'Quantitative entry form' section includes a 'Status: Approved' indicator and 'View form' and 'View invoice' buttons. The 'Individual entry forms' section includes a '+ Add new' button and a dropdown menu with options 'Athlete', 'Official', and 'Referee'. The 'Athlete' option is circled in red.

- Make sure the number of Individual Entry Forms equals the numbers/functions provided in the Quantitative Entry form and as written in the Technical Regulations of specific sport.

STEP 2 - Fill out

- Fill out the form
 - If existing person in the system, CHOOSE FROM THE DROP-DOWN MENU.
 - If not existing add it. Please make sure not to overwrite/edit existing persons.

Individual entry form - 1 of 14

Country:

Federation:

University:

Sport:

Type:

Find existing person:

* Family name/surname:

* First name:

Birth/maiden name:

* Sex: ☐ Male ☐ Female

* Date of birth:

Format: dd/mm/yyyy

* Nationality:

* Place of birth (City and Country):

- The form will prompt you for JavaScript and Flash permissions, to enable photo upload (formal, IDlike photos should be used, in JPG format, dimension ratio 4:3). Please make sure the photo is as written in the guidelines.
- UPLOADED PHOTO will be used for accreditation and needs to be in accordance with guidelines.
- Make sure the Passport (ID card) number is correct and matches the number of the copy of the Passport (ID card) uploaded within the IEF.
- SAVE the form.

☒ Standard 3.5 x 4.5 cm photos (for passport/ID).
☒ Full head from top of hair to shoulders.
☒ Directly facing camera with a neutral expression or a natural smile, with both eyes open.
☒ Background is uniform, plain and white or off-white, and free of shadows.

☒ No selfies.
☒ If possible, no glasses (no dark frames allowed), if you must wear glasses, ensure that there is no reflection on the glasses.
☒ No hats or head coverings, except for religious or medical purposes and with a signed statement.
☒ No shadows or other objects in the background or on the face.

Your application will be delayed if your photo does not meet the guidelines.

* Permanent address:

* City:

* Country:

Temporary address (if different than permanent):

* Email:

* Mobile phone:

* Faculty:

Field of study:

Year of study:

* Graduate: ☐ Yes ☒ No

Special dietary requirement:

STEP 3 - Print and sign

- After the form is saved, it needs to be printed.

The screenshot shows a web interface for managing entry forms. It includes sections for 'General entry form', 'Quantitative entry form', and 'Individual entry forms'. The 'Individual entry forms' section shows a table with one entry: 'athlete | Status: Not sent yet'. To the right of this entry, there are four buttons: 'View form', 'Print', 'Send this form', and 'Remove'. The 'Print' button is circled in red.

- Once printed it must be signed by the athlete and **signed and sealed by the University (not NUSA)** before being uploaded back to the platform. Officials and Referees only sign the IEF by themselves.
- Original IEFs of all participants needs to be presented at the accreditation process, where the identity needs to be proved by showing the Personal document, as uploaded in the IEF.

STEP 4 - Upload and submit

- Click View form and upload signed and sealed Individual Entry Form in the newly appeared field.

The screenshot shows a text input field with the placeholder text '* Individual entry form, signed and sealed:'. To the right of the field, there is a 'Browse' button and the text 'or drop the document here to upload'.

- Save the form.
- Press Send this form button for final submission.

The screenshot shows the same web interface as in Step 3. In the 'Individual entry forms' section, the 'Send this form' button is circled in red.

- Individual entry form cannot be edited once it was submitted. In case of mistakes/changes please contact the OC.
- E-mail will be sent when your Individual entry form is approved. Status of the form will change into approved and will be written in green.

→ OC CHECKS AND APPROVES THE INDIVIDUAL ENTRY FORMS. IN CASE OF ISSUES CONTACT OC.

→ EUSA DOES NOT ADMINISTER THE INDIVIDUAL ENTRY PROCESS, ONLY PROVIDES SUPPORT IN CASE OF PROBLEMS.

4. TRAVEL PLAN

Travel plan opens after the submission of the Quantitative Entry Form. Prior to this, submission is not possible.

Only CONTACT PERSON can carry out the Travel Plan. Please make sure to use the same username (email) throughout the process.

STEP 1 - Add

- Click + Add new travel plan



STEP 2 - Fill out

Number of persons arriving and departing within one Travel plan should match. One Travel plan therefore refers to the participants with the same date, hour and point of arrival/departure. If otherwise, please create additional Travel plan.

- Official arrival and departure dates are already set. It is considered as breach of discipline to arrive later or leave the event earlier than required by the official dates. For any arrangements that deviate from official days, please liaise with the OC.
- Choose the Final Arrival / Departure location from the drop-down menu
- Choose the Mode of transport for the final / first leg of your journey
 - If coming with your own transport, advise with OC about the parking
- Save the Travel plan

Travel plan

Arrival

* Number of persons:

* Mode of transport:

☐ Plane
☐ Ferry/ship

☐ Train
☐ Own bus/van/car

☐ Bus

* Airport/station/location:

* Arrival date:

12-07-2018
12:00

* Arrival from (Last leg):

* Arrival/flight (etc) number:

Departure

* Number of persons:

* Mode of transport:

☐ Plane
☐ Ferry/ship

☐ Train
☐ Own bus/van/car

☐ Bus

* Airport/station/location:

* Departure date:

28-07-2018
12:00

* Departure to (First leg):

STEP 3 - Submit

- To submit the Travel plan click SEND THIS FORM button
- E-mail will be sent when your Travel plan is approved. Status will change into approved and will be written in green.

→ OC CHECKS AND APPROVES THE TRAVEL PLANS. IN CASE OF ISSUES CONTACT OC.

→ EUSA DOES NOT ADMINISTER THE TRAVEL PLANS, ONLY PROVIDES SUPPORT IN CASE OF PROBLEMS.

5. PAYMENTS AND INVOICES

Please respect the payment deadlines set in EUSA Rules and Regulations.

Only Contact person can access and download the invoices of the delegation. Bank data for the Invoice can be edited by the Contact person.

Once the payment, according to the Pro-forma Invoice, is paid and confirmed by EUSA/OC (EUSA confirms deposits and EUSA Entry fee, OC confirms Participation fee), Pro-forma Invoice automatically changes into the Invoice.

Original invoice for the deposit and EUSA fee can be downloaded from the Registration platform. Original invoice for the Participation fee will be provided by the OC at the Accreditation procedure.

Refund requests can be made within sixty (60) days after the conclusion of the EUC. Only requests using [EUSA Refund Request Form](#) will be considered.



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