



ERASMUS+

International Credit Mobility KA107

Incoming Staff

Check list

Prior to departure from home University

- a) A Letter of endorsement, or a copy of the selection procedure applied is required
- b) Nomination Letter by home University (including full name, passport number, department and period of exchange)

Each participant is required to send by email the following documentation, duly completed and endorsed by the home University authorities, for the first part of the Erasmus Grant to be deposited.

- 1) Mobility Agreement (teaching or training) signed by all sides
- 2) Copy of VISA
- 3) Copy -both sides- of ID or Passport
- 4) Bank account number (scan copy of appropriate document)
- 5) Grant Agreement for Erasmus+ for teaching and training
- 6) Health Insurance valid throughout mobility period - Personal Accident and Liability Insurances are strongly suggested
- 7) Vaccination certificate (accepted by the EU)
- 8) E-ticket and inbound boarding card/s (scan copy)
- 9) Formal Declaration Form (sent by UoC Dept. of International Relations)
Contact person in home country in case of an emergency (preferably English-speaking)

Returning to home University

- 1) Outbound boarding card/s in order for the remaining grant to be deposited.



2) Submission of online Participant's report (EU survey) sent to us by the Mobility Tool, digital tool of the program

NOTICE:

Participants who fail to complete and submit the online Survey or comply with the aforementioned procedure, may be required to partially or fully reimburse the financial support received!