

**Erasmus+ International
Mobility with Partner Countries (KA107)
APPLICATION FORM FOR STUDENTS (SM) AND STAFF (ST)**

----Please complete electronically----

Applicant First Name		Applicant Last Name			
Applicant E-mail		Applicant Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Undefined <input type="checkbox"/>
Date of birth (dd/mm/yyyy)		Nationality			
Passport No.		Valid until			
Home address			Phone number		
Home University			Host University		
Home Faculty			Host Faculty		
Mobility period envisaged start date			Mobility period envisaged end date		
Application for Mobility Type	STA Staff Mobility for Teaching <input type="checkbox"/>	STT Staff Mobility for Training <input type="checkbox"/>	SM: Student Mobility <input type="checkbox"/>	<input type="checkbox"/> Undergraduate <input type="checkbox"/> MA <input type="checkbox"/> PhD	
German Language proficiency	<input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 or Native Speaker		English Language proficiency	<input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 or Native Speaker	
Other Languages			Level		
Participation in language course at home? Language?	<input type="checkbox"/> yes	<input type="checkbox"/> no	Envisaged participation in language course at host?	<input type="checkbox"/> yes	<input type="checkbox"/> no

Students only (SM)

Subject studied		Number of completed higher education study years	
Averaged study results		Matriculation Number (if applicable)	
Previous participation in Erasmus or Erasmus+ at the same mobility type (BA/MA/PhD) in months		<input type="checkbox"/> yes: _____ months	<input type="checkbox"/> no
Applicant receives/has applied for financial support other than Erasmus+ funds <small>If yes specify (type, duration and amount of support)</small>		<input type="checkbox"/> yes: _____	<input type="checkbox"/> no
<p>Individual Support: I hereby apply for E+ financial support starting with the first day that I need to be present at the host university and ending with the last day I need to be present at the host for pursuing the studies outlined in my learning agreement (min. 3 months, max. 12 months of studies, no travel days in addition):</p> <p>I apply hereby for _____ months of mobility</p>			
<p>Travel support: I request financial support for travel calculated from the city of my home university to the city of the host university. The travel support has been calculated with the EU distance calculator http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm</p> <p>City of the Home University: _____ City of the Host University: _____ Km: _____</p>			

Staff only (ST)

Category of Staff	<input type="checkbox"/> Continuing Education	<input type="checkbox"/> International Office	Seniority Teaching experience/ working at university	<input type="checkbox"/> Junior (<10 Years)
	<input type="checkbox"/> Finance	<input type="checkbox"/> Other		<input type="checkbox"/> Intermediate (10 – 20 Years)
	<input type="checkbox"/> General Admin and	<input type="checkbox"/> Student Information		<input type="checkbox"/> Senior (>20 Years)
	<input type="checkbox"/> Technical Administration	<input type="checkbox"/> Academic Staff		
Previous participation in Erasmus or Erasmus+ in days			<input type="checkbox"/> yes: _____ days	<input type="checkbox"/> no
Applicant receives/has applied for financial support other than Erasmus+ funds If yes specify (type, duration and amount of support)			<input type="checkbox"/> yes: _____	<input type="checkbox"/> no
<p>Individual Support: I hereby apply for E+ financial support for the following number of days starting with the first day that I need to be present at the host university and ending with the last day I need to be present at the host for implementing my plan of work/teaching schedule (Minimum five days excluding travel/STA at least 8 hours teaching per week):</p> <p>I apply hereby for _____ days of mobility (excluding travel days)</p> <p>Travel support: I request financial support for travel calculated from the city of my home university to the city of the host university. The travel support has been calculated with the EU distance calculator http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm</p> <p>City of the Home University: _____ City of the Host University: _____ Km: _____</p>				

Student (SM)/ Staff (ST)

Short letter of motivation

<p>This application has been electronically established and is therefore valid without signature. By typing my name I confirm that all information is correct and true to the best of my knowledge.</p>		
_____	_____	_____
Date	Place	First Name, Last Name of the Applicant

CHECKLIST	
<input type="checkbox"/> Application form completed electronically (duly validated by typing the name for signature)	
<input type="checkbox"/> CV in Europass format https://europass.cedefop.europa.eu	
<input type="checkbox"/> Passport / ID copy	
<input type="checkbox"/> SM: copy of Student ID card / proof of enrollment at home university	<input type="checkbox"/> ST: proof of staff status at home university
<input type="checkbox"/> SM: Learning Agreement	<input type="checkbox"/> ST: Mobility Agreement
Students (SM) only:	
<input type="checkbox"/> Language Certificate	
<input type="checkbox"/> Transcript of records with averaged study results (for HU students: AGNES-Auszug vom Prüfungsamt mit aktueller Durchschnittsnote)	
<input type="checkbox"/> Higher Education Certificates (i.e. BA for MA studies; MA for PhD etc.)	
<input type="checkbox"/> Additional documents, if requested by programme	

Application Procedure :

Subject to modifications in the E+International Call Announcement for your university, all documents should be submitted in one online application file per e-mail, to the local coordinator at your home university, and if requested, additionally in a complete paper copy.

After successful selection, your coordinator should submit at Humboldt-Universität zu Berlin your application documents as well as the nomination letter.

Reference on the e-mail submission: "Partneruniversity-HU, Semester, name applicant"

This e-mail may be forwarded later to the HU Erasmus+ International Coordinator erasmus.international@hu-berlin.de

Successful student (BA,MA, PhD) applicants selected for an E+ International grant will be invited to upload their electronic documents to the HU applicants portal for International students <https://www.uni-exchange.eu> via the Programme line: Erasmus+ Partner Countries/ Erasmus+ worldwide.