

## Erasmus+ International Mobility with Partner countries (KA107) Application form HU outgoing & incoming

**Please complete this form electronically**

Surname:	Date of birth:	Sex:
Forename(s):		
Passport No: valid until:	Nationality:	
Home Address Participant:		
Home Phone:	E-mail:	
Address Home University:		
Host University/faculty:		
Mobility type: Students exchange SMS- undergraduate/master/doctoral studies Staff teaching mobility STA- staff training mobility STT		
Mobility period envisaged starting date: dd/mm/yy to envisaged end date: dd/mm/yy		
The mobility period shall start with the first day that the participant needs to be present at the host university and ends with the last day the participant needs to be present at the host.		

	Staff: teaching experience/working at university <input type="checkbox"/> <10 years <input type="checkbox"/> 10-20 years <input type="checkbox"/> >20 years
Staff+Students- Current field of studies/work at home university	
Staff+Students- Chosen field of studies/work at host university	
Student-Matriculation Number home:	Student-Averaged study results/ Durchschnittsnote:
Code ISCED-F code:	Student- Number of completed higher education study years:
Language proficiency: German: A2, B1, B2, C1, C2 English: A2, B1, B2, C1, C2	
Other Language Abilities:	
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

Applicant requests financial support from Erasmus+/EU funds: yes-no, Applicant with a ZERO grant: yes - no
Applicant receives/has applied for financial support other than Erasmus+ International funds: yes-no If yes specify (type of Grant, EU or non EU funding, duration and amount of support):
Applicant has received earlier financial support from Erasmus+/EU funds: yes-no, if -yes- specify (type of grant, duration and amount of support) :

### **Application for financial support from Erasmus+ International:**

<b>Staff:</b> 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): >7 mobility days<		
I request two additional days for travel supported by E+	<input type="checkbox"/> yes	<input type="checkbox"/> no
<b>Students:</b> 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. 90 days of studies, no travel days in addition): >min. 90 days, max. ~100 days<		
<b>Travel support:</b> 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 travel calculator <a href="http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm">http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm</a>		
Distance from home - host: > distance < km	Amount travel support: > amount < €	

## CHECKLIST

**Attachments, please check if there are special requirements for the respective program**

- Application form completed electronically (duly validated by typing the name for signature)
- CV in Europass format <https://europass.cedefop.europa.eu>
- Students: Letter of motivation *1 – 2 pages/ relevance of the scheduled studies-Phd work,*
- Copy passport or identity card
- Staff: Mobility agreement, Proof of staff status at home
- Students: Proof of matriculation (copy students card-Studentenausweis),
- Students BA/MA: Transcript of records with averaged study results/ *at HU AGNES-Auszug vom Prüfungsamt mit aktueller Durchschnittsnote)*
- Higher education certificates (*i.e. B.A./ B.Sc.for MA studies, MA for PhD*)
- Language certificate/ or Proof of enrolment in Language studies
- Students BA/MA Learning Agreement (draft)
- PhD Students: PhD Learning agreement – Plan of Work, Letter of support home supervisor, letter of support by host supervisor (e-mail ok)
- Additional documents, if requested by program

Remarks: .....

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.

\_\_\_\_\_

Date

\_\_\_\_\_

type name / on paper copy signature applicant

## 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.

Reference on the e-mail submission: "Partneruniversity-HU, Call E+Int 2016, name applicant"

This email may be forwarded later to the HU Erasmus+International Coordinator  
[erasmus.international@hu-berlin.de](mailto: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