

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 ☐	Female ☐
Date of birth (dd/mm/yyyy)		Nationality		
Passport No.		Valid until		
Home address				
Home University				
Home Faculty				
Mobility period envisaged start date				
Application for Mobility Type	STA Staff Mobility for Teaching ☐ STT Staff Mobility for Training ☐ SM: Student Mobility ☐ ☐ Undergraduate ☐ MA ☐ PhD			
German Language proficiency	☐ A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 or Native Speaker		English Language proficiency	☐ A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 or Native Speaker
Other Languages			Level	
Participation in language course at home? Language?	☐ yes	☐ no	Envisaged participation in language course at host?	☐ yes ☐ 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		☐ yes: _____ months	☐ no
Applicant receives/has applied for financial support other than Erasmus+ funds If yes specify (type, duration and amount of support)		☐ yes: _____	☐ no
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):			
I apply hereby for _____ months of mobility			
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			
City of the Home University: _____ City of the Host University: _____ Km: _____			

Staff only (ST)

Category of Staff	☐ Continuing Education	☐ International Office	Seniority Teaching experience/ working at university	☐ Junior (<10 Years)
	☐ Finance	☐ Other		☐ Intermediate (10 – 20 Years)
	☐ General Admin and	☐ Student Information		☐ Senior (>20 Years)
	☐ Technical Administration	☐ Academic Staff		
Previous participation in Erasmus or Erasmus+ in days			☒ yes: _____ days	☐ no
Applicant receives / has applied for financial support other than Erasmus+ funds If yes specify (type, duration and amount of support)			☐ yes: _____	☒ no
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):				
I apply hereby for _____ days of mobility (excluding travel days)				
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				
City of the Home University: _____ City of the Host University: _____ Km: _____				

Student (SM) / Staff (ST)

Short letter of motivation

**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	Place	First Name, Last Name of the Applicant
------	-------	--

CHECKLIST

- ☐ Application form completed electronically (duly validated by typing the name for signature)
- ☐ CV in Europass format <https://europass.cedefop.europa.eu>
- ☐ Passport / ID copy
- ☐ SM: copy of Student ID card / proof of enrollment at home university ☐ ST: proof of staff status at home university
- ☐ SM: Learning Agreement ☐ ST: Mobility Agreement

Students (SM) only:

- ☐ Language Certificate
- ☐ Transcript of records with averaged study results (for HU students: AGNES-Auszug vom Prüfungsamt mit aktueller Durchschnittsnote)
- ☐ Higher Education Certificates (i.e. BA for MA studies; MA for PhD etc.)
- ☐ 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.