

Necessary documents for the **MOBILITY FILE** – step by step

(the drafts of the documents ---> on the University's web page, Erasmus+ Office)

Documents for the selection file:

- CV in EN;
- Letter of intent;
- ID card / passport;
- academic records;
- language certificate (if needed)

AFTER the selection (documents sent within the application period established by the partner institution **BUT** not later than 2 months **BEFORE** the first day of mobility for study and 4 months **BEFORE** the first day of mobility for training):

- application form (the type requested by the partner institution);
- Learning agreement for studies / traineeships (.doc) filled in until the end of section "Before mobility", with all signatures (student, home institution and host institution) (the form valid for the academic year in which the mobility is organized);
- the Letter of acceptance / the Invitation from the partner institution (attention to the type of mobility and the period of stay, with the date of beginning and end of stay/mobility);

Minimum 1 month BEFORE leaving for the mobility, you will need:

- a student certificate;
- a certificate attesting that the student benefits from a social scholarship, if it is the case ;
- a statement of account for the IBAN of the EUR account (preferably at BRD bank, where the Erasmus accounts are held, so that the bank commission is not very high when the money is transferred to the beneficiary= the participant to the mobility) ;
- a legal guarantee (notarial act) for the 80% sum of the total grant that will be transferred from the EU funds (notarial act that attests that a person with the address and workplace established in Romania guarantees the return of the sum received for the mobility, if the participant to the mobility does not respect the obligations of the contract); **the rest of the payment (20% or 100% in the case of the students who do not have a legal guarantee) is paid upon the return from the mobility.**
- a european health card or another type of health insurance if the country is not from EU and/or if the partner institution requires another type of health insurance (such as civil liability insurance, accident insurance, etc);
- formal request to the Rector;
- the official Order of mobility from the Rector ;
- financial contract ;
- the Erasmus+ student charter (as an annex to the contract) ;

- the declaration regarding the use of EU funds and the total period of mobility per cycle of study.

DURING THE MOBILITY:

- fill in the section “During mobility” from the Learning Agreement, with modifications to the “Before mobility” (changes on the courses and/or period of stay) with signatures and dates according to each case/situation (as is the case);
- Request for the prolonging of the Erasmus+ period of study/training (.doc) – (if it is the case);
- Additional document to the financial contract if any of the initial data was modified (period, monthly sums and/or total sums, type of funding, etc).

AFTER FINISHING THE MOBILITY (upon return in the country) the following documents must be brought to the home University:

- Certificate of Stay from the partner institution for the period of stay mentioned in the financial contract and / or the additional document;
- Transcript of records / work (Learning Agreement - “Section to be completed AFTER THE MOBILITY”;

Attention! All sections of the Learning Agreement AND all other documents (respecting the period of stay and all courses elected) must BE IN ACCORDANCE with one another (as in = all data must correspond).

- The report to the European Commission – **must answer correctly and promptly** to the message received on the Mobility Tool (MT) platform, **after the last day of the mobility**. This answer represents the final report of the participant to the mobility.

On the Erasmus+ Program website there are additional information for filling in the questionnaire, and if you have more questions, ask at the Erasmus+ Office for support / help BEFORE hitting “Submit”.

BEFORE, DURING and AFTER the mobility

The testing and the learning of the language (OLS) - initial language testing steps must be followed (before or at the beginning of the mobility), and then the language learning steps must be followed (before and during the mobility) and the final testing steps must be followed (after finishing the mobility), respecting the deadlines and conditions mentioned in the messages received from the OLS and the Erasmus+ Office.

Without the questionnaire to MT and without the OLS results, the mobility is NOT considered finished, and THE REST OF THE PAYMENT CANNOT BE DELIVERED (20%).

More details on the Erasmus+ Office web page:

http://www.uaiasi.ro/index.php?lang=ro&pagina=pagini/5_programul_erasmus-plus.html

For additional questions, ask at the Erasmus+ Office.

ESN Romania may put you in contact with the ESN from the host country for local guidance:

<http://www.esn.ro/> (ESN = Erasmus Student network).