

Checklist for Application Erasmus+ Staff Mobility for Teaching Staff Mobility – Teaching Assignment (STA)

| When? | What? | Completed |
|---|---|-----------|
| At least 8 weeks before the planned start of mobility | Submit the application in Mobility Online (complete the online form, create a user account and upload the invitation from the host institution) | |
| | After receiving a positive response: accept the grant, complete your personal details and sign the required declarations digitally | |
| | Have the business trip application (template included in the acceptance email) signed by the applicant and the supervisor – with the exception of professors* – and submit the original to the International Office | |
| | Complete and sign the Mobility Agreement (template included in the acceptance email) | |
| | Have the Mobility Agreement signed by your supervisor (with the exception of professors*) | |
| | Have the Mobility Agreement signed by the host institution and upload it to Mobility Online | |
| At least 2 weeks before the start of mobility | Download the Grant Agreement in Mobility Online, check the content, add information, sign it digitally and upload it | |
| | Have the Grant Agreement digitally signed by the International Office (→ signed version will be forwarded to the Finance Department for payment) | |
| During the mobility | Confirm the start of the mobility in Mobility Online | |
| | Get a signed confirmation of stay from the host institution (template available in Mobility Online) | |
| | Receive the invitation to complete the EU Survey by email | |
| | Complete and submit the EU Survey online | |
| | Save the PDF confirmation of the EU Survey and upload it to Mobility Online | |
| | Confirm in Mobility Online that the EU Survey has been submitted | |

* For professors, the signature of the supervisor will be obtained by the International Office together with the signature on the business trip application.