

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 from International Office: accept the grant, complete your personal details and sign the required declarations digitally	
	Download the Grant Agreement in Mobility Online, check the content, add information, sign it digitally and upload it	
	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	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)	
After the mobility	Upload the signed Confirmation of Stay in Mobility Online	
	Receive the invitation to complete the EU Survey by email	
	Complete and submit the EU Survey online	

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

	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	
	Check whether your mobility has been marked as “completed” by the International Office in Mobility Online	

We wish you every success with your Erasmus+ Mobility! If you have any questions, the International Office is happy to assist you.

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