**INTERNATIONAL MOBILITY FOR STAFF – CHECKLIST**

This checklist is for information purposes only. By signing this document, the undersigned acknowledges to be informed about the International Mobility procedure.

**Before the mobility:**

* Draft and confirm the Training Agreement
* Sign the Grant Agreement
* Medical Insurance (Erasmus+: European Health Insurance Card)
* Online Language Test OLS, prior mobility

**After the mobility:**

* Certificate of Attendance signed and stamped by the Host University
* Online Language Test OLS, after mobility
* Mandatory Satisfaction Form, provided by the European Commission

**Credit recognition:**

* Provide the Certificate of Attendance, signed and stamped, at the Teaching Secretary for credit recognition, together with the Training Agreement.

**Date of signature:**

**Professor’s / Non-TeachingStaff's name:**

**Signature:**

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