

## ERASMUS+ TRAINEESHIP MOBILITY Checklist

### Before Mobility

- Erasmus+ Traineeship Application Form
- Letter of Acceptance from Host Organization
- Clearance Form (settle ANY outstanding balance) or Copy of Degree (for Graduate Traineeship)
- Signed Learning (Training) Agreement – Before Mobility Part
- Copy of VISA (when required)
- Copy of Health Insurance or European Health Insurance Card (EHIC)
- Copy of Accidents Insurance
- Copy of Liability Insurance
- Copy of IBAN (Bank Details)
- Complete Language Assessment (via EU Academy)
- Copy of Air Tickets
- Grant Agreement (prepared by Erasmus Office)

### During Mobility

- Boarding Cards to Destination
- New Contact Details Abroad
- Erasmus+ Mobility Certificate
- Learning (Training) Agreement – During Mobility Part (if needed)
- Online Language Courses (optional via EU Academy)

### After Mobility

- Learning (Training) Agreement – After Mobility Part (requirement)
- EU Survey – Participant Report
- Boarding Cards to Cyprus
- Complete Language Assessment (via EU Academy)
- Testimonial and Photos (requirement)
- Grant Receipt Form (for grant beneficiaries)