

ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIP CHECKLIST

1) BEFORE MOBILITY

- accommodation + insurance
- visa (if necessary)
- filling in necessary information into the ISOIS application
 - bank account number in the ISOS
- bank account number in the IS (does not concern recent graduates)
- recording stay in the IS (does not concern recent graduates)

- electronically signing the Grant Agreement via the Document Office in IS**
 - Affidavit (Declaration of honour)
 - Grant Agreement

2) DURING MOBILITY

- Traineeship Interim Report (every two months)
- mobility extension / shortening (for extension, upload a request into ISOIS application at least 30 days before your previous end of mobility)

3) AFTER MOBILITY

- Traineeship Certificate – signed by host institution and placement guarantor from MU (cannot be signed earlier than 5 days before the end of the traineeship)
- Participant report (EU Survey)
- course recognition in the IS (does not concern recent graduates)