

Erasmus+ Partner Countries APPLICATION FORM FOR STAFF (STA / STT)

----Please complete electronically----

Applicant First Name		Applicant Last Name			
Applicant E-Mail		Applicant Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Undefined <input type="checkbox"/>
Date of Birth (dd/mm/yyyy)		Nationality			
Passport No.		Valid Until			
Applicant Home Address			Phone Number		
Home Institution			Host Institution		
Home Faculty/ Department			Host Faculty/ Department		
Mobility Period Start			Mobility Period End		
Application for Mobility Type	STA Staff Mobility for Teaching		STT Staff Mobility for Training		
German Language proficiency	A1 B1 C1	A2 B2 C2 or Native Speaker	English Language proficiency	A1 B1 C1	A2 B2 C2 or Native Speaker
Other Languages			Level		
Participation in Language Course at Home? Language?	yes	no	Envisaged Participation in Language Course at Host?	yes	no

Category of Staff	Continuing Education Finance General Admin Technical Administration	International Office Other Student Information Academic Staff	Seniority Teaching experience/ working at university	Junior (<10 Years) Intermediate (10 – 20 Years) Senior (>20 Years)
Previous Participation in Erasmus or Erasmus+ in Days			yes: _____ days	no
Applicant Receives/Has Applied for Financial Support Other Than Erasmus+ Funds If yes specify (type, duration and amount of support)			yes: _____	no
Individual Support: I hereby apply for E+ financial support for the following number of days starting with the first day that I need to be present at the host institution and ending with the last day I need to be present at the host for implementing my plan of work/teaching schedule (Minimum five days excluding travel/STA at least 8 hours teaching per week): I Hereby Apply for _____ Days of Mobility (Excluding Travel Days)				
Travel Support: I request financial support for travel calculated from the city of my home institution to the city of the host institution. The travel support has been calculated with the EU distance calculator http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm City of the Home Institution: _____ City of the Host Institution: _____ Km: _____				

Short Letter of Motivation

**This Application Has Been Electronically Established and is Therefore Valid Without Signature.
By Typing My Name I Confirm That All Information is Correct and True to the Best of my Knowledge.**

Date

Place

Last Name, First Name of the Applicant

CHECKLIST

Application form completed electronically (duly validated by typing the name for signature)

CV in Europass format <https://europass.cedefop.europa.eu>

Passport / ID copy

Proof of staff status at home university

Mobility Agreement

Application Procedure :

Subject to modifications in the E+International Call Announcement for your institution, all documents should be submitted in one online application file per e-mail, to the local coordinator at your home institution, and if requested, additionally in a complete paper copy.

After successful selection, your coordinator should submit at Humboldt-Universität zu Berlin your application documents as well as the nomination letter.

Reference on the e-mail submission: "Partneruniversity-HU, Semester, name applicant"

This e-mail may be forwarded later to the HU Erasmus+ International Coordinator erasmus.international@hu-berlin.de

Successful student (BA,MA, PhD) applicants selected for an E+ International grant will be invited to upload their electronic documents to the HU applicants portal for International students <https://www.uni-exchange.eu> via the Programme line: Erasmus+ Partner Countries/ Erasmus+ worldwide.