

ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIP CHECKLIST

1) BEFORE MOBILITY

- ☐ accommodation + insurance
- ☐ 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)

- ☐ making an appointment at the CZS to sign the Grant Agreement
 - ☐ Affidavit (Declaration of honour)
 - ☐ Application for financial support (does not concern recent graduates)
 - ☐ Grant Agreement (2x)

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)