

**STAFF MOBILITY FOR TRAINING
CHECK LIST**

Before the mobility

1. Application Form (fully completed and signed)	
2. Grant Agreement	
3. Staff Mobility Agreement (Signed & stamped by hosting organization)	
4. European Health Insurance Card or any other Health Insurance Coverage (Highly Recommended)	
5. Life Insurance	

During the mobility

1. You must duly inform the Erasmus Office of any important change in your training or any problems relating to your training abroad	
--	--

After the mobility

1. Original Boarding Passes (to-and-from)	
2. Copy of the Air Ticket (with travel dates and amount paid)	
3. Traineeship Certificate (specifying the name of the participant, the purpose of the activity abroad, as well as starting and ending dates of the training)	
4. Submit online EU survey within 10 days of the end of the training (explanatory email will be sent to you)	
5. Confirmation of all payments through the Erasmus Office	
6. A couple of photos (jpeg or PNG) and a small summary analyzing your experience	

Important Note:

- ❖ Staff members need to submit the requested documents to the Erasmus Office within five days of arrival in Cyprus – and in any case no later than 10 days from the end of the training, in order to receive the last installment of the grant.
- ❖ Under no circumstances can the agreed training be terminated prior to the agreed end date without prior consultation / approval by the Erasmus+ Office.
- ❖ In case the training is terminated prior to the agreed end date without the approval of the Erasmus Office the staff member will be required to fully reimburse Intercollege with the grant amount received.
- ❖ It is recommended that before departure all staff members have life insurance coverage for their trip.