

CHECKLIST

Attachments, please check if there are special requirements for the respective program

- Application form
- CV in Europass format <https://europass.cedefop.europa.eu>
- Letter of motivation *1 – 2 pages/ specify relevance of the scheduled plan of work, studies*

- Copy passport or identity card
- Staff: Mobility agreement
- Students/staff: Proof of matriculation, staff member of home university
- Students: Transcript of records with averaged study results/ *at HU AGNES-Auszug vom Prüfungsamt mit aktueller Durchschnittsnote)*
- Higher education certificates *(i.e. B.A./ B.Sc.for MA studies, MA for PhD)*
- Language certificates

- Students: Learning Agreement (draft)
- Additional documents, if requested by programme

Remarks:

Application Procedure :

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

Reference on the e-mail submission: " >Name Partner University in Abbreviation-HU< <Year/Months of submission <Call E+ww(worldwide)>Name applicant<" (i.e. Partneruniversity-HU, Call E+ww2016-2, name applicant)

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

Successful applicants selected for an E+International grant will be invited to upload these electronic documents to the HU applicants portal for International students <https://www.uni-exchange.eu> via the Programme line: Erasmus Partner Countries