

ISPARTA UNIVERSITY OF APPLIED SCIENCES UNIVERSITY  
ERASMUS OFFICE  
ERASMUS+ STAFF MOBILITY  
CHECKLIST OF DOCUMENTS FOR INCOMING STAFF

Project Type	:	<input type="checkbox"/> KA131 / <input type="checkbox"/> KA171
Mobility Type	:	<input type="checkbox"/> Teaching / <input type="checkbox"/> Training
Project Name	:	

Participant Name / Surname	:	
ISUBU Unit	:	
Home University / Unit	:	
Date of Mobility	:	

BEFORE MOBILITY	AFTER MOBILITY
<input type="checkbox"/> Erasmus Application Form <input type="checkbox"/> Information Letter <input type="checkbox"/> Green Travel Support (if applicable) <input type="checkbox"/> Mobility Agreement for Teaching / Training (must include three of the signatures below) <input type="checkbox"/> <i>Staff Signature</i> <input type="checkbox"/> <i>Responsible Person at the Sending Institution</i> <input type="checkbox"/> <i>Responsible Person at the Receiving Institution</i> <input type="checkbox"/> Passport/ID Copy	<input type="checkbox"/> Passport Entry/Exit Stamps <input type="checkbox"/> Mobility Agreement for Teaching / Training (2 pieces) <input type="checkbox"/> Green Travel Support Annexes (if applicable) <input type="checkbox"/> Participant Report (KA171)
<i>IUAS Office Task</i>	<i>IUAS Office Task</i>
<input type="checkbox"/> Invitation Letter	<input type="checkbox"/> Certificate of Attendance <input type="checkbox"/> Grant Agreement (KA171) <input type="checkbox"/> Letter on Grant Payment (KA171) <input type="checkbox"/> Grant Payment Receipt (KA171) <input type="checkbox"/> Currency Transfer Form (KA171)