
Before Mobility

1. After you have been informed by your faculty's Erasmus+ coordinator or the coordinator of the basic unit that you **have passed** the selection procedure, contact the organising institution about the next steps.
NOTE: From the moment the stay is approved by Charles University, further communication is between the student and the foreign institution.
2. Briefly enter the **content of the BIP and the number of 3 ECTS credits** in the application that you have created via the [CU Web Applications](#).
3. Generate a Learning Agreement for Studies in pdf format from the CU Web Applications.
4. Sign the **Learning Agreement**, have it signed by the responsible person at Charles University (most often an Erasmus+ Coordinator or the Vice-Dean for International Affairs) and send it to the coordinator of the BIP or Erasmus + coordinator at the organising institution for signature.
5. The foreign institution will issue with a **Letter of Acceptance/Admission Letter** to confirm the final dates of your Erasmus+ BIP. Your scholarship will be calculated precisely according to these data. If the foreign institution does not have its own template for an invitation letter, you can use [this one](#). The Letter of Acceptance can be also issued in a form of an official acceptance e-mail.
6. After you have sent the signed Learning Agreement and the Letter of Acceptance to the Erasmus+ faculty coordinator, your online application will be moved to "accepted" status. In the online form, you will then be able to **fill in your euro account and planned mode of transport to and from your mobility**. At this point, you can already count on guaranteed funding for your mobility. Open a euro account with any Czech Republic-based bank (Revolut is not permitted) and enter the account number in the appropriate field in the online application. The scholarship will be sent to this account in euros after the Erasmus+ Participant Agreement has been signed. When entering your bank details into the UK Web Applications, please **check the information carefully**. If the account number is entered incorrectly, you will not be entitled to a resend of the scholarship.
 - All the scholarship amount will be paid to you at once.
 - The scholarship will be sent within 7–14 days after signing the Participation Agreement.
7. After entering the euro account and planned mode of transport details, you will be asked to **conclude a Participation Agreement**, which must be signed in person at the European Office of the International Relations Department of the Rectorate of Charles University (Ovocný trh 3, Prague 1. Go up the stairs to the right of reception – 1st floor, office 109). The Participant Agreement may also be signed by proxy (with power of attorney). The participant agreement is prepared approximately one month prior to the commencement of the mobility. [Participant agreement template](#)
8. **NOTE:** If you are planning to go on mobility in less than two weeks' duration and you have not been invited for signing the Erasmus+ Participant Agreement, please check in the online application whether your contract has not already been printed. If it has and you have not received an e-mail invitation to sign the Participant Agreement, please contact us at: erasmus.outgoing@ruk.cuni.cz
 - **The Participation Agreement must be signed before your departure!**
9. Before your departure, make sure that you arrange appropriate **travel insurance** with regard to the type of mobility and planned activities (e.g. if you plan to take part in adrenaline sports at your destination, it is advisable to consider appropriate additional insurance).
NOTE: Insurance through the European Health Insurance Card in the EU may not be sufficient for all situations, e.g. in the event of repatriation or special medical intervention.
10. Useful information on support in emergency situations and crises within the framework of student mobility can be found [here](#).