
Before Mobility

1. After receiving a message from the [faculty's Erasmus+ coordinator](#) or the coordinator for the basic unit stating that you **have passed the selection procedure**, contact the foreign institution about the next steps (agreement on the final dates of your stay, content of the mobility, administrative and practical matters).
2. We recommend dealing with the issue of **accommodation** as soon as possible after the mobility has been confirmed by Charles University and the foreign institution. You can get recommendations from the foreign institution or draw inspiration from the experiences of doctoral students on [Charles Abroad](#) .
NOTE: We have, especially in recent years, observed an **increased risk of scams** on the private market. Therefore, please be careful when choosing your accommodation. In case of questions, feel free to use [CU Legal counselling services](#) .
3. In the application you have created via the [CU Web Applications](#) , fill in the **Learning Agreement for Traineeship**, which must correspond to your study programme at Charles University and complement it appropriately.
4. Generate the **Learning Agreement for Traineeship** from the CU Web Applications in pdf format, sign it, have it signed by the responsible person at Charles University (most often an Erasmus+ Coordinator or Vice-Dean for International Affairs) and send it to the Erasmus+ coordinator of the foreign institution.
5. The foreign institution will issue a **Letter of Acceptance/Admission Letter** to confirm the final dates of your Erasmus + internship. 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.
 - You will usually **receive your scholarship** within 7–14 days after signing the Participation Agreement (max. 30 days).
 - If your **stay lasts for 180 days or less**, the scholarship will be paid to you at once.
 - For **stays of over 180 days**, the amount will be split into 2 instalments.
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. **The condition for signing** the Participation Agreement is the submission of a Learning Agreement for Traineeship signed by the student, the home faculty, and the foreign institution (originals are not required, copies are sufficient).
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 invitation to sign the Participant Agreement by e-mail, please contact us at: erasmus.outgoing@ruk.cuni.cz .
 - **The Participation Agreement must be signed at least 1 day 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](#) .