

All you need to know about your ERASMUS+ KA171 (non-EU countries) mobility at TUKE

BEFORE DEPARTURE

- Make sure you have sent your **CV**
- Make sure you have sent your **Motivation letter**
- Make sure you have sent a **copy of your passport**
- Make sure you have sent **Application for Erasmus+** (signed by you and coordinator at your university)
- Make sure you have sent your **Staff Mobility Agreement** with valid dates (as agreed) and signed by you, coordinator at your university and faculty coordinator at TUKE
 - **ATTENTION:** the mobility starts on the first day you arrive at TUKE and ends on your last day at TUKE – *mobility can only start and end on a working weekday!*
- Make sure that you have a **valid travel insurance for Slovakia**
 - insurance needs to cover the days of travelling + the whole stay at TUKE
- Make sure that you have sent the **travel insurance**
- Inform the International Relations Office (IRO) **to set a date for signing an Agreement for Erasmus+ grant**
- **Keep** your **travel tickets**

AFTER ARRIVING

- After your arrival, you will sign an Agreement for Erasmus+ grant as agreed with IRO
- You will obtain your grant *in a timely manner during your stay at TUKE*
- Please send all the **travel tickets** to IRO

BEFORE DEPARTURE

- Before leaving TUKE, please **send your travel tickets** (way back home) to IRO
 - **ATTENTION:** *The date of departure must be after your mobility has ended. If you end your mobility sooner, you are obligated to return the grant for that day*
 - for example: If your mobility ends on Friday, you still have to be present at TUKE on Friday.

IRO CONTACT PERSON: Mgr. Martina Makaturová
(martina.makaturova@tuke.sk)

SUMMARY OF THE REQUIRED DOCUMENTS:

- CV
- Motivation letter
- Copy of passport
- Application
- Staff Mobility Agreement
- Travel insurance (for Slovakia) – valid for the travel days + mobility stay
- Travel tickets (your home country – Slovakia)
- Travel tickets (Slovakia – your home country)

All the necessary documents are available at: <https://erasmus.tuke.sk/documents/>

All the necessary documents must be submitted to the Erasmus+ Coordinator as mentioned above.

Enjoy your stay at TUKE!