

Erasmus+ step-by-step for outgoing trainees

Fill the [Erasmus Traineeship Contracting Form](#) and upload the following documents:

1. **Learning Agreement for Traineeships** with the exact details and dates of your mobility .
2. European **Health Insurance** Card / valid health insurance: Accident and liability insurance IS required. You need a written proof from the host institute if they don't need a liability insurance.
3. **Certificate of bank account** stating your name and bank account number in IBAN form (printed version from e-banking site is OK) and SWIFT code
4. **Valid documents** (e.g. Visa, Residence Permit): Check requirements of the host country.
5. Signed copy of **this Step-by-step guide**: This proves that you have received every necessary information for your Erasmus mobility.

6. Signing the **Grant Agreement**

Once you successfully uploaded the documents, we can prepare your Grant Agreement. Your Grant Agreement will contain the location and the exact dates of your mobility, as well as the amount of financial support you will get. The Grant Agreement **should be signed at least 2 weeks prior to the departure.**

- You will receive your Grant Agreement via email.
- **Check all data** and read carefully.
- If everything is fine, **send 3 copies by post** to:
Budapesti Metropolitan Egyetem, 1149, Egressy út 178g, for Mr. Kovács István Vilmos

Once the Grant Agreement is signed by all parties METU has 30 days to transfer your grant, but usually it's much faster.

7. Unless you are doing the traineeship as a recent graduate, make sure you **have an active student status for the entire duration of the traineeship.**
8. Upon arrival to your host institution please fill the **Erasmus Arrival Form** and upload:
 - filled and signed relevant part of **Certificate of Traineeship Period**, declaring that you have arrived at your institution.

- address of your accommodation
- your phone number

This is where you can indicate any changes by filling and uploading the During the Mobility part of the Learning Agreement signed by all parties.

9. Erasmus Traineeship Completion Form.

Upon completion of your Erasmus traineeship, the following documents need to be uploaded within 30 days after your arrival:

- Completely Filled and signed Certificate of Traineeship Period

Make sure the dates are synchronised with the ones in your Grant Agreement!

- A two-page long summary of your experience
- Filled EU Survey (link will be automatically provided)
- In case of compulsory internship: Screenshot of the successful credit transfer at METU.

PLEASE REMEMBER THAT WE ARE UNABLE TO ESTABLISH THE GRANT AGREEMENT AFTER YOUR DEPARTURE. IN CASE YOU DEPART WITHOUT THE ESTABLISHMENT OF THE GRANT AGREEMENT METU KEEPS THE RIGHT TO WITHDRAW YOUR SCHOLARSHIP.

Please be informed that your data will be treated confidentially and shall not be given to third party during the application process and Erasmus+ contracting period. Our privacy policy is available here:
<https://www.metropolitan.hu/upload/148731c920ec4b27380bcf9f719c1f91c6a5c7aa.pdf>

Signed (student's Neptun code:),

as the student of METU hereby I declare and undersign under full substantive and criminal liability, that I have understood all the steps leading to the realisation of the Erasmus+ Scholarship. I take full and sole responsibility for the consequences in case I fail to complete any of the above specified steps. I give my consent that METU can use my report after my Erasmus mobility.

Budapest,/dd.mm.yy/

.....
 student signature

Documents

Before Mobility /use [Erasmus Traineeship Contracting Form](#)/:

- Step-by-step guide
- Learning Agreement
- Health Insurance
- Liability insurance (or proof from the host company)
- Visa (if needed)
- Certificate of Bank Account
- Grant Agreement

During Mobility /use Erasmus Arrival Form/:

- Certificate of Traineeship Period (the part about the arrival)
- Learning Agreement During the Mobility part (in case of changes)

After Mobility /use Erasmus Traineeship Completion Form/:

- Certificate of Traineeship Period (part about arrival and ending as well)
- Online EU Survey
- Written Summary (2 pages)
- Only for compulsory traineeships: Credit Transfer Approval