

## **STAFF MOBILITY FILE - PAPER WORK**

### **Before the arrival**

1. On-line application form
2. Nomination ( communication emailed by the Sending institution)
3. Invitation letter (sent and scanned by the Host institution (University of Valencia))
4. Copy of passport (scanned and emailed)
5. Curriculum Vitae (scanned and emailed)
6. Bank and personal data communication (signed and scanned)
7. Copy of the flight ticket and/or travel itinerary (scanned and emailed)
8. Teaching or training mobility agreement (scanned and emailed)

### **During the mobility**

9. Grant Agreement (to be filled in and original signed at your arrival)
10. Certificate of stay (delivered at your departure)

### **After the mobility**

11. EU survey (emailed to the participant at the end of the mobility/ must be on-line filled in within 30 days)
12. Original boarding cards:
  - a. The arrival ones delivered the first day
  - b. The return ones must be sent at your return by post

**Email:** [InternationalWeek@uv.es](mailto:InternationalWeek@uv.es)

### **Postal Address**

ATT Mercé Ibáñez

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