

The Mobility Process – Checklist and considerations

● Check for Erasmus+ opportunities

You need to find an organisation that sends you abroad. Check at your school or training provider if they offer places. If they have no experience in Erasmus+ so far, maybe you can convince them to start – refer to our information on [Mobility Management](#). As alternative, ask the [National Agency](#) of your country for advice.

Each year in February your sending organisation can apply for Erasmus+ funding. In case of an approval, the earliest possible departure is in late summertime - but not before different administrative issues are solved (contracting, learning agreement etc.).

● Apply for a place

Check with your sending organisation their selection criteria for beneficiaries and see what documents they need. Usually this will be at least:

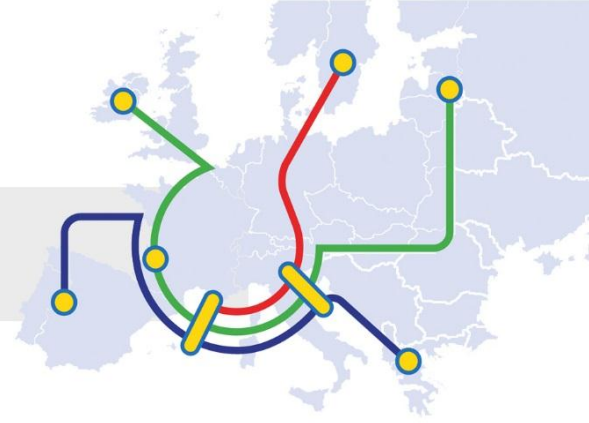
- Your Curriculum Vitae: [Create the European Curriculum Vitae online](#)
- Motivation letter: A brief personal presentation, completed studies/training or ongoing studies/training description, motivation: why do you want to do workplace training? Personal and professional expectations: what do you expect to learn from workplace training?

● Define your aims

Agree with your sending and possible host organisation(s)/coordinator on the hosting side on realistic learning outcomes.

● Prepare yourself

Be aware that not only your professional skills are important but also your language skills. The better you can communicate in the language of your host country, the better will be the quality of your placement. Check the linguistic requirements and attend a language course (if you stay at least 19 days abroad there are [free online offers](#) in several languages).



Living in another country is different. Being aware of this helps to avoid problems. Make some research about the country, the region and also the host company. Be open and ask whenever there is something you don't understand. Check our [interactive preparation tool](#).

● Take care of practical arrangements

Very often the sending organisation takes care about all bookings (flight, accommodation, meals, pick-up/airport transfer etc.) as well as about the insurances. Make sure that you have all the information you need.

In case that you need to organise all this by yourself, do the bookings in time. Our checklists for practical [arrangements](#) will help you.

● Enjoy your stay

You are abroad and the work placement has started. Please have in mind that your tasks abroad depend on many factors and that the professional experience is only a part of the mobility. Make the most out of it, meet new people, visit different places and enjoy! In case that you have problems, address them in time. Communication is the first and essential step to solve problems.

Stay in touch with your tutors on the sending and hosting side and make some records about your experiences. Your sending organisation may ask for reports in a specific form.

Also check about other documents needed (invoices, receipts, confirmations...).

At the end of the stay you should receive a certificate, often in form of the Europass Mobility.

● Evaluate your experience

After your return you need to evaluate your experience. You get an email by the EU Mobility Tool. Fill in the questionnaire as soon as possible in order not to forget any details.