**INTERNATIONAL MOBILITY STAFF**

Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sending Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period of Mobility : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Before the mobility (at least 2 months before the starting date of the mobility):**

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| 1. | Document with the Personal Info of the participant |  |
| 2. | Signed and stamped Teaching / Training Mobility Agreement |  |
| 3. | Signed and stamped Grant Agreement |  |
| 4. | Copy of passport |  |
| 5. | Copy of VISA (Albanian citizens are excluded) |  |
| 6. | Copy of the bank account details where the grant will be deposited, signed and stamped by the bank. The following should be indicated:  □ Bank account  □ Bank account holder  □ Bank name  □ Clearing / BIC / SWIFT number  □ IBAN number |  |
| 7. | Insurance Contract in English, covering the whole mobility period, which must include the following coverings:  □ Health Care Insurance (Basic Health Insurance Coverage is provided normally by the national health insurance of the participant during his / her stay in another country. However, the coverage of the basic health insurance or private insurance may not be sufficient, especially in case of repatriation and specific medical intervention. In that case, a complementary private insurance might be useful). The insurance should be issued from participant’s Home Country and valid through participant’s stay in Greece, issued or translated in English  □ Liability and Personal Accident Insurance Coverage (covering personal injury and / or damages caused to the participant as a person in the course of ordinary activities in the workplace resulting from accidents at work) issued from participant’s Home Country and valid through participant’s stay in Greece, issued or translated in English |  |

**After the mobility**

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| 1. | Boarding Passes (arrival and departure) |  |
| 2. | Tickets (bus, train) |  |
| 3. | Accommodation Invoice (name of participant, check-in and check-out dates should be indicated) |  |
| 4. | Final Report |  |