

Necessary steps to receive an Erasmus+ KA107 grant – check list:

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| <p>1. Before Travel:</p> <p>Check you have sent to the International Affairs Office via email:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Estimate date of arrival <input type="checkbox"/> Visa copy (with NIE if possible) <input type="checkbox"/> Insurance copy (health + accident + repatriation) <input type="checkbox"/> Learning Agreement <input type="checkbox"/> Travel tickets | |
| <p>2. Upon arrival:</p> <p>We will meet you at the International Affairs Office:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Welcome to UPV: we will provide general information <input type="checkbox"/> To receive instructions about how to open your Spanish bank account <input type="checkbox"/> Sign Grant Agreement: this document will allow us to pay you the scholarship | <p><i>At the website KA107 you can find a map with the location of the International Affairs Office at the UPV Campus.</i> http://erasmusplus107.upv.es/</p> <p><i>The Grant Agreement at this stage is a provisional document. The project finances only academic activity, so the final amount of the scholarship depends on the duration of any academic activity at UPV, it might be less than 5 months, but the maximum will be 5 months anyway. Upon arrival you will receive</i></p> |
| <p>3. During the stay:</p> <p>You must come to the International Affairs Office every month to deliver:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Monthly report of activity. | <p><i>It is a brief resume of your activity during the current month. You must come personally with the signed document by you and the school. We will provide you the form.</i></p> |
| <p>4. At the end of the stay (before last payment):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fill in and submit the EU online Survey <input type="checkbox"/> Submit to the International Affairs Office the Final Report | <p><i>Once you have submit the online survey, you must communicate to the OAI you have done it and the last day of your academic activity, in order to calculate the final payment.</i> <i>Take into account that you will receive the final payment +/- during the 2nd week of the last month of stay.</i> <i>Before we proceed with the last payment, it is mandatory you deliver us a final report about your stay.</i></p> |