



# International Mobility KA107

## Teaching

### Check list

#### ***Before the Mobility***

- Personal Information Sheet
- Mobility agreement - Staff Mobility for Teaching (signed by all parties)
- Grant Agreement for Erasmus+ Teaching (scanned copy) (make sure to complete your Fiscal Number, Fiscal Authority, Social Security Number and sign on all pages)
- Copy of Health insurance that includes also insurance for Personal Accident, for the whole mobility period (make sure that the Medical Insurance Number is written).
- Copy of the individual's bank account
- Copy of Identification Card and Passport
- Copy of the airplane tickets reservation
- Copy of the hotel reservation
- Copy of the VISA (if needed)

#### ***At the University of Thessaly***

- Grant Agreement for Erasmus+ Teaching (two copies with original signatures on all pages are required)

#### ***After the Mobility***

- Confirmation of Attendance (issued by the Departmental Coordinator)
- Hotel Receipt
- Boarding passes
- Online Report