

## Checklist for Erasmus+ credit mobility incoming STA (teachers) and STT (administrators)

**While you are planning the mobility, make sure that:**

- your home university has signed the **Erasmus+ mobility agreement**;
- you hold a **health insurance** which is valid in Estonia;
- you know the **visa** regulations;
- your bank accepts transfers from abroad to your account (if you prefer to receive the scholarship on your bank account).

**Before the visit, please send to EMÜ coordinator Eda Tursk following information:**

- **health insurance policy** or information about your health insurance coverage (name of the company, policy nr);
- **bank account information** (name and address of the bank, IBAN and SWIFT code);
- all your booked and paid **tickets** (flights, trains etc), together with a proof of payment. It allows us to process the scholarship payment quicker.

**Upon arrival to EMÜ, please bring following documents:**

- boarding cards (PDFs or small tickets they give you at the airport);
- bus/train tickets (Tallinn- Tartu).

**Before you leave Estonia, check if you have these two documents:**

- **grant agreement for scholarship** signed by you and the host university representative;
- **confirmation of the mobility** period issued by host university.

**Back at home, don't forget:**

- fill out the EU-Survey (a link will be sent to your e-mail)
- send the original boarding cards to host university via regular + a scanned copy by e-mail.

**Please note that:**

- The scholarship agreement will be prepared and signed upon arrival at EMÜ, usually on the first day.
- There are no payments before the mobility.

### Financing

Scholarships consist of 2 parts - individual support and travel support.

## Projects funded in 2018

- Individual support is 140 EUR per day.
- Travel support is dependent on the travel distance from the beneficiary's home town to the official location of the host university – Tartu. Please note that travel costs are reimbursed based on **actual costs within the maximum limit**. E.g. if the limit is 275 EUR but you spent 300 EUR for tickets, you still get 275 EUR reimbursed.

| Travel distances          | Support                  |
|---------------------------|--------------------------|
| Between 10 and 99 km:     | 20 EUR per participant   |
| Between 100 and 499 KM:   | 180 EUR per participant  |
| Between 500 and 1999 KM:  | 275 EUR per participant  |
| Between 2000 and 2999 KM: | 360 EUR per participant  |
| Between 3000 and 3999 KM: | 530 EUR per participant  |
| Between 4000 and 7999 KM: | 820 EUR per participant  |
| 8000 KM or more:          | 1500 EUR per participant |