

Documents Required at the Recruitment Stage

Erasmus+ Traineeship

Mandatory Documents

- ☐ **Confirmation of the student's grade average** – issued by the Dean's Office.
- ☐ **Confirmation of the foreign language grade after the second year of studies** – minimum grade **4.00**, issued by CNJO, for the language in which the traineeship will be carried out, **or a language certificate**.
- ☐ **Language certificate** confirming proficiency in the language in which the mobility will be carried out – verified by CNJO.
- ☐ **Mobility approval** – applicable to graduates and PhD students.
- ☐ **Signed GDPR information clause**.

Additional Documents (if applicable)

- ☐ **Appendix No. 1: "Green Travel" Declaration**.
- ☐ **Declaration of "Non-Green Travel" days**.

OID Number of the Receiving Institution

The **OID (Organisation ID)** is a unique identifier of an organisation in the Erasmus+ programme. It starts with the letter **"E"** (e.g. E12345678) and is assigned after the organisation has been registered in the **ORS (Organisation Registration System)**. Registration is free of charge.

The receiving institution must have an OID number. This is a mandatory requirement for the student to participate in the mobility.

Additional Documents for Recruitment to Partner Countries

(outside the EU and other countries worldwide)

- ☐ **Confirmation of participation in a student research/scientific club** (confirmation from the club supervisor).
- ☐ **Documents confirming additional achievements:**
 - participation in congresses,
 - participation in symposia,
 - scientific publications.
- ☐ **Confirmation and consent to accept the student / consent to sign a bilateral agreement / obtaining an OID number.**

!! Important

All documents must be:

- completed carefully on a computer,

- prepared in a clear and legible manner,
- signed,
- provided with all required signatures and confirmations.

Checklist

- ☐ Confirmation of grade average
- ☐ Confirmation of language grade / language certificate
- ☐ Language certificate(s)
- ☐ Mobility approval (if applicable)
- ☐ GDPR information clause
- ☐ Green Travel Declaration (if applicable)
- ☐ Non-Green Travel Declaration (if applicable)
- ☐ OID number of the receiving institution
- ☐ Additional documents for Partner Countries (if applicable)