

Application procedure for Incoming Administrative Staff Training Mobilities

Step 1

- Mobility portal registration
- Submit completed application form + completed training agreement (doc. or pdf-format *writable*)
- Keep in mind application deadline

Step 2

- Committee selects applications
- Notification about selection
- Eligible but non-selected candidates can join a waitlist
- Information about withdrawal of application/participation has to be send instantly to the International Office of receiving institution

Step 3

- Signature of training agreement will be organised by International Office of receiving institution
- Sending of further information (e. g. updates programme, travel, accommodation) to the selected candidates