
Administrative Procedure

Nomination

Once selected by your home university, you need to be **nominated by your Erasmus+ coordinator** to the faculty coordinator of Charles University (e-mail address is also in the Inter-institutional agreement).

Sending your Application Form

- Fill in your **Mobility Agreement**
- As soon as your home university approves your Mobility Agreement, it must be delivered to the Charles University and **confirmed at faculty level**. The document shall be e-mailed as scan to the relevant faculty coordinator.
- You will also be asked to **provide information required for your Grant Agreement in a questionnaire sent to you by e-mail**.
 - Enter your **personal details** and indicate whether you plan to travel to Charles University using **sustainable means of transport**. If you meet the applicable conditions, you may be eligible for a higher grant. Find more information here.

Letter of Acceptance

Finally, the coordinator of the International Credit mobility will be responsible for completing the whole administrative procedure. You will receive by e-mail:

- **Letter of Acceptance** (if needed)
- **Mobility Agreement signed by the Charles University**

The university coordinator of the International Credit mobility will also prepare for you **the Grant Agreement**, which you will sign in person after arrival at Charles University.

Grant Agreement

- If you are a staff member from a partner university with which Charles University has an approved cooperation project under the Erasmus+ International Credit Mobility (ICM) programme and you **have been nominated by your home university to visit Charles University**, you will receive an Erasmus+ grant after your arrival to support your stay here. The grant is paid in euros in cash and calculated according to the rates listed here.
- You will receive the grant after the signature of the Grant Agreement – you will receive detailed information in the email.
- Please note that the International Credit Mobility grant (including travel costs reimbursement) will be paid out **only after your arrival to the Czech Republic** – you will need to pay your transportation to the Czech Republic and likely the first few days of the living costs before getting the scholarship from us.

All information about financial support here