GUIDE FOR USING THE MOBILITY-ONLINE INTERFACE
ERASMUS+ STUDY MOBILITY AND APPLICATION FOR ALL FIELDS

2025. MÁJUS 6.
ELTE
version 1.7

Contents

Guide for using the Mobility-Online interface

The purpose of this guide is to introduce and familiarize you with the Mobility-Online mobility management system for **Erasmus+ study mobility and Erasmus+ study abroad programme within the framework of agreements for all subject fields**. (Applications for traineeships can still be made according to the faculty call for applications.)

The document in its current form helps you to carry out the tasks related to the application process and will be continuously expanded to cover the tasks that will be required in the application process.

The interface is currently available in English, if you encounter any problems, please contact your faculty's Erasmus+ coordinator.
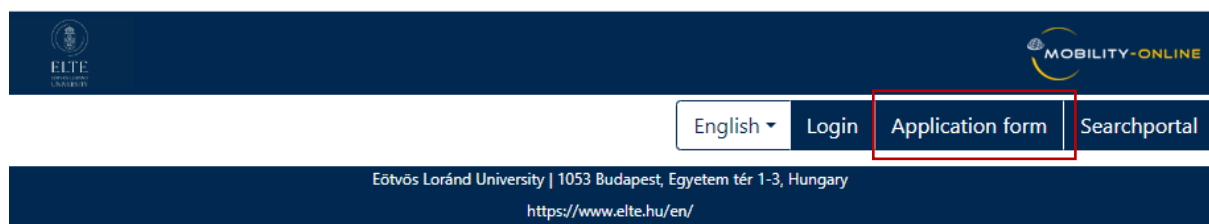
Registration

You can access the Application forms via a direct link:

[Erasmus+ study mobility](#)

[Erasmus+ study abroad programme within the framework of agreements for all subject fields (all fields)](#),

or by clicking on the Application form button on [mobility.elte.hu](#).

Before filling in the Application form the first step is to enter your **Neptun code** and **password**.

Fill in the Application form

After identification, the Application form opens.

You can move between the different sections of the Application form either by clicking on the tiles in the menu bar on the left, or by clicking on the **Continue** button after completing each section.

Fields marked with * are mandatory.

First, select the type of application you wish to submit from the drop-down menu:

Some fields are based on the data in Neptun – **if the data is incorrect, please correct it in Neptun according to Questura's instructions**: https://qter.elte.hu/Statikus.aspx, and inform your faculty's Erasmus+ coordinator.

For the **Data concerning current study** section of the Application form, please pay particular attention to the following:

To view the available places, please **select the exact faculty you are studying in from the drop-down menu**. If the system offers additional drop-down list(s) to **select institutions and departments** within the faculty, please specify the exact department where you are studying and from which you wish to go for the mobility.

The system will then display the programme of study automatically transferred from Neptun or, in the case of several courses, programmes of study. In the **Study programme related to mobility** drop-down menu, select the study programme in which you wish to participate in a mobility. If you have only one study programme at ELTE, please select "Study 1-1" from the drop-down list.

Then select the **study level at the time of your planned mobility period**.

Next, select the **course (study field) you want to study at the host institution** from the drop-down menu.

Finally, in the **Faculty/Departmental coordinator at home institution** field, select the Erasmus+ coordinator at your department, or institute, or faculty.

In the **Others** section of the form, you should indicate whether you have previously been on an Erasmus+ mobility and whether you plan to apply for another mobility opportunity in parallel with your current application. If you answer yes to these questions in the Application form, you will find short questionnaires with additional specific questions in the workflow steps as part of your application.

Please note that the **Application form does not save the data entered before submission**, so if you stop filling in the form and exit, you will have to start again the next time. We therefore recommend that you first review the questions on the form, prepare your answers (e.g. check which host institution(s) you wish to apply to and when the semester you plan to go to starts) and start filling in the form with this information.

After successfully completing the Application form, you will receive a system message to your e-mail address with a link to access the platform.

Mobility-Online student interface

The student interface can be accessed by clicking on the link https://mobility.elte.hu/ and entering your Neptun code and password.
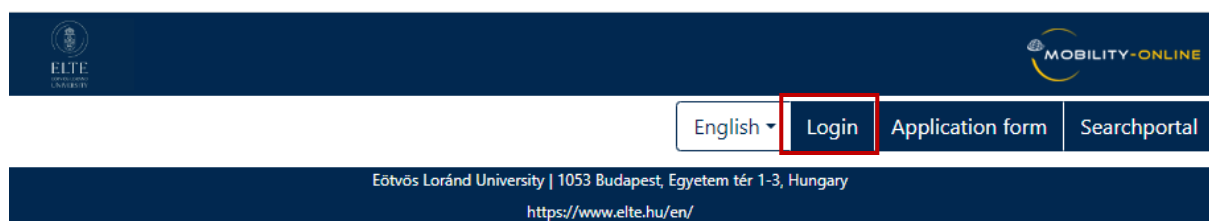
Structure of the student interface

The left menu of the interface contains the following action buttons and icons:

	Workflow update	**Workflow**	View the application process
	Supporting materials	**Edit application**	Modification of the application form
	Sign out	**Download documents**	Download uploaded documents

The right side of the interface changes according to the action buttons and icons:

The application can be edited until final submission by clicking on the "Forward to update" button.

The change can be saved by clicking on the "Update" button.

Workflow

The workflow is designed to guide the user through the application process according to the logical structure of the mobility process. The interface provides a clear colour-coding of the before the mobility, during the mobility and after the mobility process steps that the applicant has to go through.

Mandatory tasks are indicated by a blank red square, optional tasks by a blank black square, and completed steps by a ticked green square.

Necessary steps	Done	Done on	Done by	Direct access via following link
Confirmation e-mail online application	✓	2024-02-02	Automatically generated	
Online registration	✓	2024-02-02		
Personal data completed	☐			Complete personal details

In cases where the process step needs to be taken by the applicant, the action buttons on the right provide links to the steps to be taken.

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility - Upload of documents				
CV (in Hungarian) uploaded	✓	2024-01-24	Judit 24012024Test	Upload CV (in Hungarian)
CV (in language of mobility) uploaded	✓	2024-01-24	Judit 24012024Test	Upload CV
Motivation letter (in Hungarian) uploaded	✓	2024-01-24	Judit 24012024Test	Upload motivation letter (in Hungarian)
Motivation letter (in language of mobility) uploaded	✓	2024-01-24	Judit 24012024Test	Upload motivation letter (in language of mobility)
OPTIONAL: Study plan (in Hungarian) uploaded	☐			Upload study plan (in Hungarian)
OPTIONAL: Study plan (in language of mobility) uploaded	☐			Upload study plan (in language of mobility)
Copy of diploma uploaded	✓	2024-01-24	Judit 24012024Test	Upload copy of diploma
Valid settlement or residence permit/registration certificate or a copy of a document proving refugee status uploaded	✓	2024-01-24	Judit 24012024Test	Upload valid settlement or residence permit/ registration certificate or a copy of a document proving refugee status

In the case where the faculty's Erasmus+ coordinator has to take the relevant step, the applicant will not see an action button and will have to wait for the coordinator to finalize the step. The square will automatically be ticked and turn green. In addition, an automatic e-mail function is set up for certain steps in the process, informing the applicant about the status of his/her application (e.g. the result of the evaluation).

Before the mobility - Tasks performed by International Office

Thank you for uploading the necessary documents.
Your application is now being processed by the University's International Office.
You can view any status changes here. Apart from that, you will be contacted per email as soon as there is any decision concerning your application. Thank you for your patience.

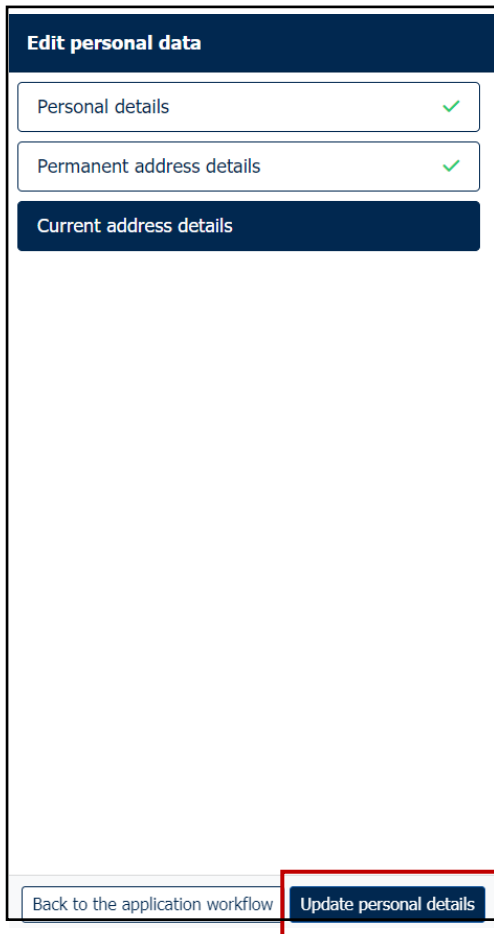|	
Application documents checked and marked by International Office as complete	☐
Application allocated to partner institution	☐
Application nominated at partner institution	☐

Before the mobility workflow steps

Providing personal data

By clicking on the link, please check your personal data.

Necessary steps	Done	Done on	Done by	Direct access via following link
General actions (Optional)				
Before the mobility - Application and registration				
Online application	✓	2024-01-24		Show/Change application
Confirmation e-mail online application	✓	2024-01-24	Automatically generated	
Online registration	✓	2024-01-24		
Personal data completed	✓	2024-01-24	Judit 24012024Test	Complete personal details

If your personal data are displayed correctly, you can confirm them by clicking on the "Update personal details" button.

If you notice any inaccuracies in the data, please correct your data in Neptun according to Questura's instructions: https://qter.elte.hu/Statikus.aspx. In case of a correction, you can update your data in the Mobility-Online interface by clicking on "Read data from 3rd system" in the personal data workflow step.

Uploading documents to be attached and finalizing your application

The mandatory and optional attachments to the application are listed in the **Before the mobility – Upload of documents** section; to upload the attachments, please click on the action buttons on the right side.

The questionnaires to be filled in depending on your answers in the Others section of the Application form can be found in the **Before the mobility – Questionnaires section**.

After uploading the attachments, you must finalize your application by clicking on the "Upload of all documents confirmed and application submitted" button.

Erasmus+ study mobility

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility - Upload of documents				
CV (in Hungarian) uploaded	☑	2024-01-24	Judit 24012024Test	Upload CV (in Hungarian)
CV (in language of mobility) uploaded	☑	2024-01-24	Judit 24012024Test	Upload CV
Motivation letter (in Hungarian) uploaded	☑	2024-01-24	Judit 24012024Test	Upload motivation letter (in Hungarian)
Motivation letter (in language of mobility) uploaded	☑	2024-01-24	Judit 24012024Test	Upload motivation letter (in language of mobility)
OPTIONAL: Study plan (in Hungarian) uploaded	☐			Upload study plan (in Hungarian)
OPTIONAL: Study plan (in language of mobility) uploaded	☐			Upload study plan (in language of mobility)
Copy of diploma uploaded	☑	2024-01-24	Judit 24012024Test	Upload copy of diploma
Valid settlement or residence permit/registration certificate or a copy of a document proving refugee status uploaded	☑	2024-01-24	Judit 24012024Test	Upload valid settlement or residence permit/ registration certificate or a copy of a document proving refugee status
OPTIONAL: proof of any public or other relevant academic activity (HÖK, ESN, OTDK, publications, sport activities, etc.) uploaded	☐			OPTIONAL: Upload proof of any public or other relevant academic activity (HÖK, ESN, OTDK, publications, sport activities, etc.)
Consent for data transfers to a so-called third countries (For applicants to Northern Macedonia, Serbia, Turkey or Switzerland)	☐			Upload Consent for data transfers to a so-called third countries
Language exam certificate uploaded	☑	2024-01-26	Judit 24012024Test	Upload Language exam certificate
OPTIONAL: Confirmation from the head of specialisations of AS, ÉA, HA, SZO, TA uploaded (in case of students enrolled in the 3rd semester of BA and above)	☐			OPTIONAL: Confirmation from the head of specialisations of AS, ÉA, HA, SZO, TA
OPTIONAL: Recommendation by an academic personnel uploaded	☐			OPTIONAL: Upload recommendation by an academic personnel
Upload of all documents confirmed and application submitted	☑	2024-01-26	Judit 24012024Test	Confirm the upload of all necessary documents and submit application

Erasmus+ study abroad programme within the framework of agreements for all subject fields (all fields)

Before the mobility - Upload documents and submit application					4 / 4
Please upload the necessary documents and submit your application!					
Motivation letter and study plan per host institution uploaded	☑	2025-01-24	▬▬▬▬▬▬	Upload motivation letter and study plan per host institution	
Magyar hallgatók számára: A motivációs levél ki-, illetve feltöltése megpályázott partneregyetemenként szükséges, kizárólag magyar nyelven, az itt elérhető sablon használatával - más formátumban nem elfogadott. *Figyelem! Mindkét megpályázott partneregyetemre ebben a mezőben tudja feltölteni a dokumentumot!*					
For English-speaking students: The motivation letter must be filled out and uploaded for each partner institution you are applying for using the form provided here - other forms are not accepted. *Attention! You can upload the motivation letter for both partner universities you are applying for within this field!*					
OPTIONAL: Proof of any public activity (HÖK, ESN, sport activities, etc.) uploaded	☑	2025-01-24	▬▬▬▬▬▬	OPTIONAL: Upload proof of any public activity (HÖK, ESN, sport activities, etc.)	
OPTIONAL: Proof of any relevant scientific/academic activity (OTDK, publications, etc.) uploaded	☑	2025-01-24	▬▬▬▬▬▬	OPTIONAL: Upload proof of any relevant scientific/academic activity (OTDK, publications, etc.)	
Language exam certificate uploaded	☑	2025-01-24	▬▬▬▬▬▬	Upload Language exam certificate	
Before the mobility - Questionnaires					0 / 1
Declaration on application(s) submitted in parallel to the current call for proposals	☐			Fill in questionnaire on application(s) submitted in parallel to the current call for proposals	
Before the mobility - Upload documents and submit application					0 / 1
Please upload the necessary documents and submit your application!					
Upload of all documents confirmed and application submitted	☐				

<u>The Application form and the documents to be attached may be amended until the application is finalized.</u>

Once uploaded, you can check 👁 or download 💾 the documents one by one by clicking on the action buttons.

Back | Forward to update

CV (in Hungarian) uploaded

ⓘ Please upload your CV in Hungarian here.

Upload name

CV in Hungarian ⌄

File

hbj_cv_hu.pdf   👁 💾

File size (in MB)

0.17 MB

Back | Forward to update

Document deficiency

If the uploaded documents are deemed incomplete by the faculty Erasmus+ coordinator, an email will be sent to the user via the system to request that the documents be completed. In this case, the missing attachment must be filled in the workflow.

An example:

Subject: Application incomplete

Dear Ms. Judit 24012024Test,

Your application is incomplete due to the following reason(s): **CV missing**.

Please go to the workflow and modify your application.

Best regards,
ELTE Department of Erasmus+ and International Programmes

This is an automatically generated e-mail, please do not reply.

Information on the application results

You will also receive a system notification informing you of the acceptance of your application following the faculty review. In this information e-mail, your faculty coordinator will inform you which of the receiving institutions indicated in your application you will be nominated for.

The amount of the scholarship awarded to your application will be decided by the Student and Teacher Mobility Committee (HOMB) at a later stage. You will of course also be informed of the decision.

A system message example:

Kedves Hallgató!

Az ELTE Erasmus+ és Nemzetközi Programok Osztálya elfogadta jelentkezését az alábbi partneregyetemre:

TALLINN05 - TALLINN UNIVERSITY

TALLIN

Estonia

Az ösztöndíjjal kapcsolatos végleges döntést a Hallgatói és Oktatói Mobilitási Bizottság (HOMB) hozza meg 2 hónapon belül.

A HOMB döntéséről értesítjük Önt. Ezután bejelentkezhet a Mobility-Online rendszerbe, ahol nyomon követheti jelentkezése további lépéseit.

Kérdés esetén, kérjük, forduljon az ELTE Erasmus+ és Nemzetközi Programok Osztályához az erasmus@elte.hu címen.

Üdvözlettel:

ELTE Erasmus+ és Nemzetközi Programok Osztálya

Ez egy automatikusan generált email, kérjük, ne válaszoljon rá.

Dear Student,

Your application to

TALLINN05 - TALLINN UNIVERSITY

TALLIN

Estonia

has been internally accepted by ELTE Department of Erasmus+ and International Programmes.

The final decision regarding your scholarship grant will be made by the Students and Staff Mobility Committee (HOMB) within 2 months.

You will be informed of the decision of the HOMB, following which you can log in to Mobility-Online to follow the next steps of your application.

Should you have any questions, please contact the ELTE Department of Erasmus+ and International Programmes at erasmus@elte.hu.

Best regards,

ELTE Department of Erasmus+ and International Programmes

This is an automatically generated e-mail, please do not reply.

Uploading the Learning Agreement (LA) as a PDF file

You should only use this option if your host university only supports a paper Learning Agreement signed by hand.

In this case, under the section **"ONLY IN EXCEPTIONAL CASES: Before the mobility – Learning Agreement as PDF requested"**, first indicate that you can only submit the Learning Agreement in PDF format, then upload the Learning Agreement signed by all three parties (student, home institution and host institution) in PDF format.

ONLY IN EXCEPTIONAL CASES: Before the mobility - Learning Agreement as PDF requested				
Only if Partner does not accept Digital Learning Agreements: PDF Learning Agreement requested	☑	2024-10-18	▓▓▓▓▓▓	OPTIONAL (only if partner institution does not accept Digital Learning Agreement): Indicate that Learning Agreement needs to be submitted via PF
Please only execute this step in case your partner institution does not accept a Digital Learning Agreement via EWP (Erasmus without Paper) and you therefore need to submit a PDF Learning Agreement.				
Before the mobility - Learning Agreement tasks				
Learning Agreement signed by all parties uploaded	☑	2024-10-18	▓▓▓▓▓▓	Upload Learning Agreement signed by all parties

The uploaded document is then reviewed by the faculty's Erasmus+ coordinator, who, if he/she finds an error or any omission, will send a system message to the student, who will have to upload the corrected document again via the interface.

Starting a Digital Learning Agreement (DLA)

In Mobility-Online you can start your Digital Learning Agreement by following the steps below:

Before the mobility - Learning Agreement tasks				
Contact person for learning agreement at partner institution indicated	☑	2024-07-26	▓▓▓▓▓▓	Indicate contact person for learning agreement at partner institution
Courses at the home institution entered in the Learning Agreement	☑	2024-11-06	▓▓▓▓▓▓	Courses at the home institution entered in the Learning Agreement
Courses at the host institution entered and signed in the Learning Agreement	☑	2024-11-06	▓▓▓▓▓▓	Courses at the host institution entered in the Learning Agreement
Learning Agreement confirmed by home institution	☐			
Learning Agreement confirmed by host institution	☐			
OVERVIEW: Show current version of Learning Agreement	☑	2024-11-06	▓▓▓▓▓▓	OPTIONAL: Click to display Learning Agreement

1. First, provide the contact person and email address of the person responsible for signing the DLA at your host institution. This step is essential because the system will send the DLA to this person for signature.

Applications outgoing			Update [?]
Back Update			
Learning Agreement			
Contact person for learning agreement at host institution (first name)	Example		
Contact person for learning agreement at host institution (last name)	Coordinator		
Contact person for learning agreement at host institution (e-mail address)	example.coordinator@zuv.uni-heidelberg.de		
Back Update			

2. Enter the list of subjects for which you want to count courses taken at the host institution. Click on the link **"Courses at the home institution entered in the Learning Agreement"** to see the following screen:

You can add courses manually by clicking on the **"Enter further courses "** button.

You need to enter the following information about the courses and save it by clicking on the **"Create"** button:

The courses you have added are shown in the overview below:

3. You must also provide a list of the courses you wish to take at the host institution. Click on the **"Courses at the host institution entered in the Learning Agreement"** link to see the interface below:

You can add courses manually by clicking on the **"Enter further courses"** button.

You must provide the following information about the courses:

In the **"Link to course at the host institution"** field, copy the link to the course catalogue of the host institution.

Click on **"Final check before signing "** to sign the DLA, then click on **"Sign"** if you find the document OK.

4. For information on the signature of the DLA by the home and host institutions, please refer to the lines below in your workflow:

5. If the DLA is rejected by the home institution, you will be notified by e-mail. The **"Courses at the home institution entered in the Learning Agreement"** link will then become active again, where you can correct the courses you have added to the home institution by viewing the reasons for the rejection. Then click on the **"Click to confirm correction of courses and re-submit learning agreement"** link. Your DLA will then be sent back to the faculty's Erasmus+ coordinator at the home institution. If he/she approves the document, it will be sent to the host institution.

6. If the DLA is rejected by your host institution, you will be notified by e-mail. The **"Courses at the host institution entered in the Learning Agreement"** link will then become active again, where you can correct the courses you have added to the host institution by viewing the reasons for the rejection. Then click on the **"Click to confirm correction of courses and re-submit learning agreement"** link. Your DLA will then be sent back to the faculty's Erasmus+ coordinator at the home institution. If he/she approves the document, it will be sent to the host institution.

7. You can find out the current status of your DLA by clicking on the link **"OPTIONAL: Click to display Learning Agreement"**.

Scholarship-related tasks

You will need to provide the following information in the "**Before the mobility – Scholarships**" section to complete the Grant agreement:

Additional financial support

Additional financial support for students with fewer opportunities: you can apply for additional funding by filling in the "Fill in application for additional financial support for students with fewer opportunities" questionnaire. You can also upload the documents required to apply for additional support for each of the eligibility criteria here.

You can find more important information about applying for additional financial support on our website.

Additional financial support for students with disabilities and long-term illnesses: to apply for a grant, download the application form by clicking on the "Download SN application form in English" link. You can upload the completed and signed application form with the required attachments by clicking on the "Upload SN application documents" link.

You can find more important information about applying for additional financial support on our website.

Bank details

Bank details: you can enter your bank details by clicking on the "Fill in bank details" link.

Please fill in your bank details as below:

- Name of the account holder: enter the exact name associated with the account
- BIC/SWIFT: the bank's 8- or 11-character identification code (e.g. OTPVHUHB), available on the bank's website
- IBAN: consists of the country code (HU for a Hungarian bank account) and two digits, followed by the bank account number (24 digits for a Hungarian bank account); help is available at the link below; **please enter without hyphens and spaces, in continuous text**

Data required for the Grant agreement

You can provide the data by filling in the "Fill in questionnaire on mobility data and green travel". In this questionnaire you will also be asked to declare whether you choose green travel for your outgoing and ingoing journeys. You can also upload the necessary documents (OLS test, insurance) for each point of the questionnaire.

You can find the important information and explanations you need to provide [on our website](#).

Based on the information you provide, the Department of Erasmus+ and International Programmes (ENPO) will prepare the Grant agreement and send it to you via the system.

If you find an error in the Grant agreement, you can report it by clicking on *the "Optional: Indicate in case received grant agreement is incorrect"* link in the **Before the mobility – Scholarships** section.

After digitally signing the Agreement, you can upload it to Mobility-Online by clicking on the *"Upload signed Grant Agreement"* link. The signed (by both parties) Grant agreement will be sent by ENPO through the system.

During the mobility workflow steps

Uploading the During the mobility Learning Agreement as a PDF

This option should only be used if your host university only supports a paper Learning Agreement signed by hand.

In this case, click on the "**OPTIONAL: Indicate in case changes to the Learning Agreement are necessary**" link to indicate your wish to amend the Learning Agreement, then click on the "**Upload Learning Agreement (Changes) signed by all parties**" link to upload the During the Mobility Learning Agreement signed by all three parties (student, home institution and host institution) in PDF format.

Modifying the Digital During the mobility Learning Agreement

In Mobility-Online, you can modify your Digital Learning Agreement by following these steps:

1. In the first step, indicate your need to amend the Learning Agreement by clicking on "**OPTIONAL: Indicate in case changes to the Learning Agreement are necessary**"

2. You can modify the courses by clicking on the links "**Courses at the home institution entered in the Learning Agreement (Changes)**" and "**Courses at the host institution entered in the Learning Agreement**" as described above.

You can add modified courses by clicking on the "**Enter further courses**" button.
For courses, this time you will also need to provide information on the reason for the change, by selecting the possible reasons from a drop-down menu.

Reason for change SUBST_A_DELETED_COURSE - Substituting a d... ▼

After the change, the courses are shown in Table A2 and Table B2 in the Learning Agreement:

Changes to the learning agreement
Mobility type: Semester(s)

	Component Code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component	Added component	Reason for change	Number of ECTS credits (or equivalent)
Table A2	TEST_COURSE_HOST_CHANGE_1	TEST_COURSE_HOST_CHANGE_1	☐	☑	substituting-deleted	3.00
	TEST_COURSE_HOST_CHANGE_3	TEST_COURSE_HOST_CHANGE_3	☐	☑	substituting-deleted	5.00
	TEST_COURSE_EXTENSION_HOST_3	TEST_COURSE_EXTENSION_HOST_3	☐	☑	extending-mobility	4.00
	TEST_COURSE_EXTENSION_HOST_1	TEST_COURSE_EXTENSION_HOST_1	☐	☑	extending-mobility	4.00
						Total: 16.00

	Component Code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component	Added component	Reason for change	Number of ECTS credits (or equivalent)	Automatic recognition
Table B2	TEST_CHANGE_COURSE_2	Test change course 2	☐	☑	substituting-deleted	5.00	☑
	TEST_CHANGE_COURSE_1	Test change course 1	☐	☑	substituting-deleted	3.00	☑
	TEST_COURSE_EXTENSION_2	TEST_COURSE_EXTENSION_2	☐	☑	extending-mobility	3.00	☑
	TEST_COURSE_EXTENSION_1	TEST_COURSE_EXTENSION_1	☐	☑	extending-mobility	4.00	☑
						Total: 15.00	

3. Click on "**Final check before signing**" to sign the amended DLA, then click on "**Sign**" if you find the document OK.

Amendment of the already signed Digital During the mobility Learning Agreement

If you want to change your already signed DLA, click on the "**[OPTIONAL] Another round of Changes to the learning agreement needed**" link in your workflow:

[OPTIONAL] Another round of Changes to the learning agreement needed ☐

[OPTIONAL] Indicate in case another round of changes to the Learning Agreement is necessary

Ebben a lépésben jelezheti, ha a korábban már módosított, mindhárom fél által aláírt digitális Learning Agreement (Changes) dokumentuma további módosításra szorul.

In this step, you can indicate if your Digital Learning Agreement (Changes) document, already signed by all three parties, needs to be further amended.

Then tick the checkbox and click on the Update button:

Learning Agreement

I want to make another round of changes to my learning agreement ☑

Back Update

You can then edit the During the mobility Learning Agreement document again.

Prolonging the mobility

This step in the workflow is only visible for students who are going for mobility in the first (autumn) semester and the extension is for the second (spring) semester.

1. In the first step, submit a request for an extension of your mobility period by clicking on the "**OPTIONAL: Provide information on extension of stay**" link.

During the mobility - Extension of stay				
OPTIONAL: Information on extension of stay provided	☑	2024-12-04		OPTIONAL: Provide information on extension of stay
Courses at the home institution entered in the Learning Agreement (Extension)	☑	2024-12-06		
Courses at the host institution entered in the Learning Agreement (Extension)	☑	2024-12-06		
Correction of course selection confirmed after rejection	☑	2024-12-06		
Learning Agreement (Extension) confirmed by home institution	☑	2024-12-06		
Learning Agreement (Extension) confirmed by host institution	☑	2024-12-06		
Email with Grant Agreement (extension) received	☐			
Signed Grant Agreement amendment for extension uploaded	☐			

The link will take you to a questionnaire with a few questions, in which you will be asked to provide the main details of the extension.

2. Once the request has been accepted by the faculty coordinator, the next step is to amend the Learning Agreement for the duration of the extension. You can add new courses by clicking on the links "**Courses at the home institution entered in the Learning Agreement (Changes)**" and "**Courses at the host institution entered in the Learning Agreement**" as described above.

3. Click on "**Final check before signing**" to sign the amended DLA, then click on "**Sign**" if you find the document OK.

After the mobility workflow steps

Report

After completing your mobility, you need to upload the following documents to your workflow, as indicated on our website:

After the mobility				0 / 10
Certificate of Attendance uploaded	☐		Upload Certificate of Attendance	
Transcript of Records uploaded	☐		Upload Transcript of Records	
OPTIONAL: Waiver of repayment due to failure to complete min. number of credits uploaded	☐		OPTIONAL: Upload waiver of repayment due to failure to complete min. number of credits	
Green Travel documents uploaded	☐		Upload Green Travel documents	
EU survey confirmed	☐		Confirm that EU survey has been filled in	
Experience report filled in	☐		Fill in experience report	

Amennyiben az ösztöndíj második részletének utalását *nem a korábban megadott számlaszámra* szeretné megkapni, a záródokumentumok benyújtása előtt változtassa meg azt a workflowjában a **Fill in bank details** linkre kattintva.

If you wish to receive the second instalment of the grant to *another bank account number* than what you have previously specified, please change it in your workflow by clicking on the **Fill in bank details** link before submitting the final documents.

Upload of all necessary documents confirmed	☐	
After Mobility documents marked as ok by faculty coordinators	☐	
After Mobility documents marked as ok by IO	☐	
Application completed	☐	

For each document you can upload up to 3 files with a total size of 15 MB. The interface that opens after clicking on the link will inform you about the types of files that can be uploaded. Please do not try to upload a file with a different extension, as the system will not allow it.

After uploading the file, click on the "**Create**" button. Repeat the upload step for multiple files.

Back | Create

Certificate of Attendance uploaded

ℹ Please upload your Certificate of Attendance here.

Upload name

Certificate of Attendance ⌄

Allowed Filetypes

jpg, jpeg, png, gif, svg, tiff, pdf

File

⬆
Drag your files here
Or **Search files**

Back | Create

If you have not completed the minimum credits required for the mobility and would therefore only be entitled to a pro-rata share of the original grant amount, you can submit a request. Your faculty coordinator can advise you on the content of the application. You can upload the completed application by clicking on the link "**Upload waiver of repayment due to failure to complete min. number of credits**".

In the case of the EU Survey, you can fill in the questionnaire on the EU Survey page, in your workflow you need to declare the fact of completion by ticking the relevant box.

The link to the Experience report will lead you to a satisfaction questionnaire, which you are kindly requested to complete in a publishable format and content to help inform and orient future applicants.

Once the necessary documents have been uploaded, click on the "**Confirm that all necessary documents have been uploaded**" link to indicate to your faculty coordinator that you have completed the report.

Accounting for additional real-cost support for students with disabilities or long-term illnesses (SN)
If you are a student with a disability or a long-term illness who has received a real-cost SN grant, please upload the excel file with the itemized summary in the following step. In order to speed up the administration, you should also upload these documents if you can, but you must still send the original paper copies in person or by post to the Department of Erasmus+ and International Programmes (1054 Budapest, Szerb utca 21-23.).

If the documents submitted are found to be in order by your faculty coordinator and ENPO staff, you will be notified through the system of the expected payment of the remaining scholarship. If the amount of the remaining instalment has changed or if a repayment is due, you will also be informed of the details.

Document deficiency

If your faculty coordinator detects any deficiencies during the check of the after the mobility documents submitted, he/she will send you a system message. In this case, the links to upload the documents will become active again, allowing you to correct them. Once you have uploaded the corrected documents, click on the "**Confirm that all necessary documents have been uploaded**" link.

Cancellation of an application

You can cancel your application or, in case of a successful application, your mobility by clicking on the link *"OPTIONAL: Cancel application/stay (irreversible!)"* in the **General actions (Optional)** section of the workflow. Please then notify your faculty coordinator of the cancellation by clicking on the link *"Notify your faculty coordinator about the cancellation of your application/stay".*