
GUIDE FOR USING THE MOBILITY- ONLINE INTERFACE FOR ERASMUS+ TRAINEESHIPS

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ELTE

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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+ traineeships** and to provide the necessary user knowledge.

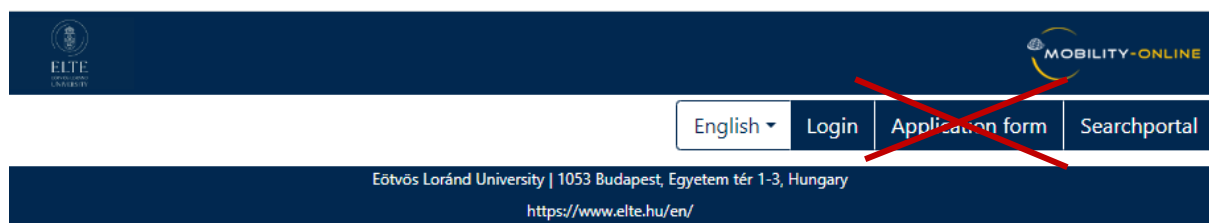
The interface is currently available in English, if you encounter any problems, please contact your faculty's Erasmus+ coordinator.

Registration

You can access the Application forms via a direct link:

[Erasmus+ traineeships](#)

IMPORTANT! If you click on the Application form tile on mobility.elte.hu, you will **NOT be able to access the Erasmus+ traineeship application form**, which is only available via the link above.



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.

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 institution or department where you are studying and from which you wish to go for the mobility.

Data concerning current study

Country of the home institution

Hungary

Home institution

BUDAPES01 - Eötvös Loránd University

Faculty

BTK - Faculty of Humanities

Kérjük, minden esetben válassza ki a kart a legördülő menüből. Abban az esetben, ha a rendszer további legördülő menüt ajánl fel az intézet és a tanszék kiválasztásához, minden esetben válasszon a lehetőségek közül. / Please always indicate the faculty, and if the system offers a dropdown list for institutes and departments, please also choose the one you are studying at.

Institute

BTK-GERMAN-I03 - BTK Institute of Germanic Studies

Department

BTK-NEDER-T03 - BTK Department of Netherlandic Studies

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 **field of study you are enrolled in** from the drop-down menu and choose the **field related to your desired traineeship abroad**.

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

In the **Stay details** section, you must specify the host institution where you would like to complete your traineeship.

1. Traineeship during studies

Stay details

Are you applying for a traineeship after graduation? *

☐ yes ☒ no

Country of host institution

<-- No choice -->

After selecting the host country, you have two options for specifying the host institution:

a) If you find the host institution in the drop-down menu (which mainly contains higher education institutions), select it. In this case, you do not need to provide any further information about the institution, as the system already has this information.

Stay details

Are you applying for a traineeship after graduation? *

☐ yes ☒ no

Country of host institution

Netherlands

Host institution (if can be found in the dropdown list)

AMSTERD05 - STICHTING HOGESCHOOL VAN AMSTERDAM

Kérjük, ellenőrizze, hogy a fogadóintézménye szerepel-e a legördülő listában. / Please check if your receiving organisation can be found in the dropdown list.

Language of instruction at host institution

<-- No choice -->

Required language proficiency in language of instruction at host institution *

☐ A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐ Mother tongue

Please fill out this mandatory field.

b) If you do not find the host institution in the drop-down menu, please fill in the contact details for the institution (name, address, e-mail address):

Host institution (if can be found in the dropdown list)

<-- No choice -->

Kérjük, ellenőrizze, hogy a fogadóintézménye szerepel-e a legördülő listában. / Please check if your receiving organisation can be found in the dropdown list.

Host institution (if not in the dropdown list)

Kérjük, adja meg a fogadó intézménye nevét, amennyiben azt nem találja meg a fentebbi legördülő menüben. / Please enter the name of your receiving organisation if not found in the dropdown list above.

City of the host institution (if not in the dropdown list)

2. Traineeship after graduation/completion

In the case of post-graduation traineeship, you must declare whether you already have a host institution at the time of application.

Stay details

Are you applying for a traineeship after graduation? *

☒ yes ☐ no

Do you have a host institution? *

☒ yes ☐ no

If you **have a host institution**, you must provide the details as described above:

- a) either select the institution from the drop-down menu
- b) or enter the details of the host institution.

If you **do not have a host institution yet**, the form will not ask you any questions about this, you only need to state the planned date of departure.

Stay details

Are you applying for a traineeship after graduation? *

☒ yes ☐ no

Do you have a host institution? *

☐ yes ☒ no

Amennyiben a pályázás időpontjában még nem rendelkezik konkrét fogadóhellyel, kérjük ne feledje, hogy a szakmai gyakorlata konkrét részleteit a diplomázását követő 5 hónapon belül, legkésőbb a diplomaszerezés évének novembere végéig meg kell adnia. / In case you do not have a host institution at the time of submitting your application, please remember to give the details of your traineeship in 5 months after your graduation, until the end of November of the year of your graduation at the latest.

Stay from *

Kérjük, adja meg a tervezett mobilitás kezdő és záró dátumát. Ügyeljen arra, hogy a szakmai gyakorlat ösztöndíjjal támogatott időszaka maximum 5 hónap lehet mobilitásonként. Felhívjuk a figyelmét, hogy a későbbiekben, a Támogatási szerződés megkötése előtt még lesz lehetősége pontosítani a kiutazása kezdő és záró dátumát. / Please indicate the start and end dates of your planned mobility. Please note that the length of maximum granted period is 5 months per mobility. Please note, that these are not the final dates of mobility, you will be able to specify them later on, before signing your Grant Agreement.

Please fill out this mandatory field.

Please enter a date in the format YYYY-MM-DD

Stay to *

IMPORTANT! If you do not have a specific host institution at the time of application, you must provide the specific details of your traineeship within 5 months of graduation, no later than the end of November of the year in which you graduate. You will have the opportunity to do so at a later stage of the application process.

In the **Data concerning language proficiency** section, the system automatically imports language exam data from Neptun. The system imports 3 language exam data from Neptun. If you have more than three language exam records in Neptun and your planned mobility is related to one of the language exams that has not been transferred, please notify your faculty coordinator and upload the language proficiency certificate related to your mobility at a later date.

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.

You must also indicate here if you wish to apply for **additional financial support** at the same time as submitting your application (this will not be possible at a later date). Basic information on applying for additional financial support can be found on our [website](#), so please refer to that first.

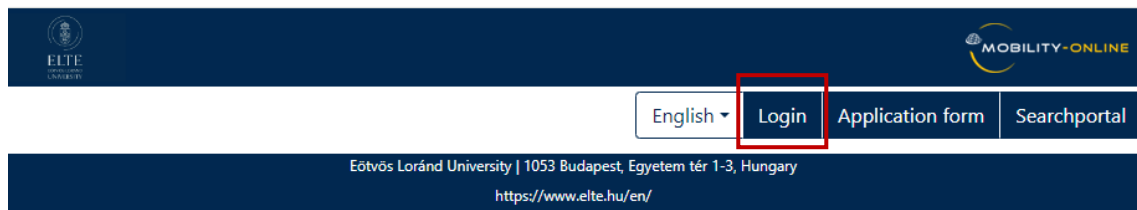
If you answer "yes" to the above questions in the **Others** section of the application form, you will be required to complete additional short questionnaires containing specific questions related to this topic as part of your application materials.

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. Please use the link at the end of the system message to log in for the first time!

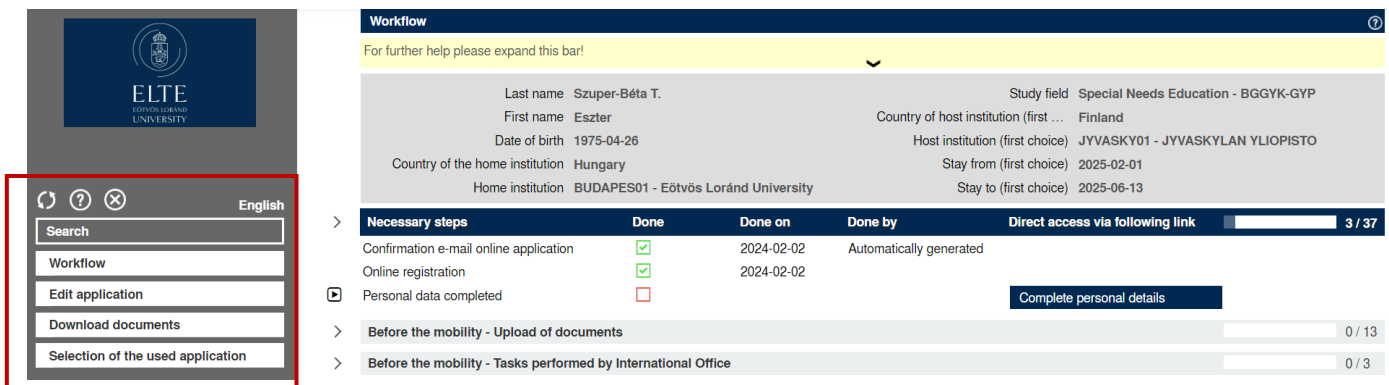
Mobility-Online student interface

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:

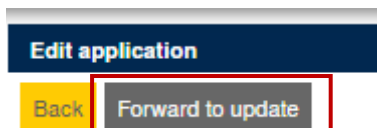


	Workflow update	Workflow	View the application process
	Supporting materials	Edit application	Modification of the application form
	Sign out	Download documents	Download uploaded documents

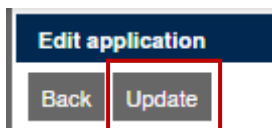
The right side of the interface changes according to the action buttons and icons:



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.



If you do not wish to modify your application, you can return to the original version by clicking the “Back” 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.

Before the mobility - Application and registration				
Online application*	☒	2025-09-02	Automatically generated	
Confirmation e-mail online application	☒	2025-09-02		
Online registration	☒			
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.

Before the mobility - Application and registration				
Online application*	☒	2025-09-02	Automatically generated	
Confirmation e-mail online application	☒	2025-09-02		
Online registration	☒			
Personal data completed	☐			Complete personal details

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).

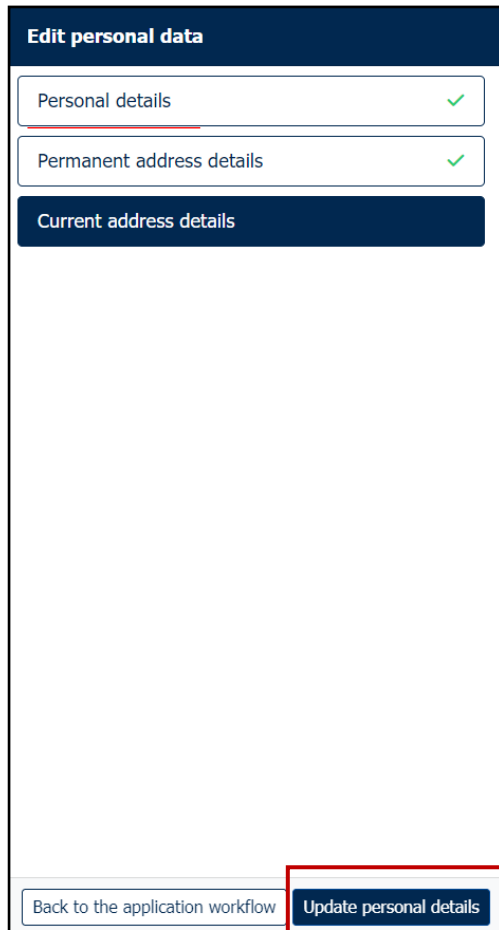
Before the mobility - Tasks performed by International Office	
Thank you for uploading the necessary documents. Your application is now being processed by the Faculty International Office. You can view any status changes here. Apart from that, you will be contacted per email as soon as there is any decision concerning your application. Thank you for your patience.	
Application documents checked and marked by International Office as complete	☐

Before the mobility workflow steps

Providing personal data

By clicking on the “*Complete personal details*” link, please check your personal data.

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



To do this, first click on the “Forward to update” button at the bottom of the page.



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. Please click on the action buttons on the right side to upload the attachments.

Before the mobility - Upload documents				
Kérjük, töltsd fel a szükséges dokumentumokat és nyújtsd be a pályázatát!				
Please upload the necessary documents and submit your application!				
CV (in Hungarian) uploaded	☒	2025-09-03		Upload CV (in Hungarian)
CV (in language of mobility) uploaded	☒	2025-09-03		Upload CV in language of mobility
Motivation letter and workplan uploaded	☒	2025-09-03		Upload motivation letter and workplan
Motivation letter and workplan (in language of mobility) uploaded	☒	2025-09-03		Upload motivation letter and workplan in language of mobility
Invitation letter from host partner uploaded	☒	2025-09-03		Upload invitation letter from host partner
Copy of diploma uploaded	☒	2025-09-03		Upload copy of diploma
OPTIONAL: Proof of any public or other relevant academic activity (HÖK, ESN, OTDK, publications, sport activities, etc.) uploaded	☒	2025-09-03		OPTIONAL: Upload proof of any public or other relevant academic activity (HÖK, ESN, OTDK, publications, sport activities, etc.)
Language exam certificate uploaded	☒	2025-09-03		Upload Language exam certificate
OPTIONAL: Other documents	☒	2025-09-03		Upload any other documents deemed necessary

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:

- Declaration on previous mobility experience
- Declaration on application(s) submitted in parallel to the current call for proposals
- Application for additional financial support for students with fewer opportunities

mobility - Questionnaires	
Declaration on previous mobility experience	☒
Declaration on application(s) submitted in parallel to the current call for proposals	☐
Application for additional financial support for students with fewer opportunities	☐

IMPORTANT! You can only apply for additional financial support at the same time as submitting your application by completing the **Fill in application for additional financial support for students with fewer opportunities** questionnaire. You will not be able to do so at a later date. You can also upload the documents required to apply for additional financial support in relation to the individual eligibility criteria here.

After uploading the attachments, you must finalize and submit your application by clicking on the “Confirm the upload of all necessary documents and submit application button” in the **ATTENTION! Before the mobility – Submit application** section.

ATTENTION! Before the mobility - Submit application	
Kérjük, töltsd fel a szükséges dokumentumokat és nyújtsd be a pályázatát!	
Please upload the necessary documents and submit your application!	
Upload of all documents confirmed and application submitted	☐
Confirm the upload of all necessary documents and submit application	

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

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

Upload CV (in Hungarian)

Back

Upload File

Open/Close all

— [REDACTED]

(0.46 MB) CV_HUNGARIAN

File

[REDACTED]

Document deficiency

If the uploaded documents are deemed incomplete by the staff members responsible for reviewing them, an email will be sent to the user via the system requesting that the documents be supplemented. In this case, you must supplement the missing attachment in the workflow.

An example:



Hiányos pályázat / Application incomplete

Kedves Hallgató!

Az Ön Erasmus+ pályázata a következő ok(ok) miatt hiányos: Nem töltötte fel a CV-jét.

Kérjük, lépjen be a workflow-jába és módosítsa a pályázatát.

Üdvözlettel:

Dear Student,

Your Erasmus+ application is incomplete due to the following reason(s): Your CV is not uploaded.

Please go to your workflow and modify your application.

Best regards,

Information on the application results

Following the evaluation, you will also receive a system message notifying you of the acceptance of your application. In this informational email, the faculty coordinator will notify you of which of the host institutions indicated in your application you will be nominated to.

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.

You will also receive a system message notifying you of the rejection of your application, which will include the reason for the rejection.

If you have not yet specified a specific host institution at the time of application, but your application is approved by the faculty, the system message will indicate that "Search for host institution in progress". In this case, you will need to provide the details of your host institution in a later step of the workflow.

A system message example:

Subject: Visszajelzés Erasmus+ szakmai gyakorlatra irányuló pályázat kari bírálattól / Feedback about faculty endorsement of application for Erasmus+ traineeship

Attachments:

Kedves Hallgató!

Az ELTE kari adminisztrációja elfogadta jelentkezését az alábbi partnerintézményhez:

RUPRECHT-KARLS-UNIVERSITÄT HEIDELBERG - D HEIDELB01
HEIDELBERG
Germany

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 kari Erasmus-koordinátorához.

Üdvözléssel:
ELTE Erasmus+ és Nemzetközi Programok Osztálya

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

Dear Student,

Your application to

RUPRECHT-KARLS-UNIVERSITÄT HEIDELBERG - D HEIDELB01
HEIDELBERG
Germany

has been internally accepted by your ELTE faculty administration.

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 your faculty Erasmus Coordinator.

Best regards,
ELTE Department of Erasmus+ and International Programmes

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

Specifying the host institution in the case of traineeship after graduation/completion

If you did not have a specific host institution at the time of submitting your application, you can specify it in the **ONLY IN CASE OF GRADUATES: Before the mobility - Host institution confirmed** section.

To enter the details of your host institution, click on the "*Enter data regarding your host institution*" link, and to upload your invitation letter, click on the "*Upload invitation letter from host partner*" link in the **Before the mobility – Upload documents** section.

Please note that you must specify the specific host institution within a maximum of 5 months after graduation, and no later than the end of November of the year of graduation, attaching the invitation letter from the host partner. Failure to do so will result in the automatic cancellation of your application.

Uploading the Learning Agreement as a PDF

In the case of traineeships, the Learning Agreement document signed by all three parties (student, home institution, host institution) can only be uploaded to the system in PDF format.

As a first step, you can download the Learning Agreement pre-filled with the application data in Word format from the system for further editing by clicking on the "*Download Learning Agreement in Word format for further use*" link.

Before the mobility - Learning Agreement tasks

- Learning Agreement (WORD) printed ☐
- Learning Agreement (PDF) signed by all parties uploaded ☐

- Download Learning Agreement in word for further use
- Upload PDF Learning Agreement signed by all parties

Fill in the missing information in the downloaded Word document, then sign it in PDF format and have it signed by both the home and host institutions.

You can upload the document signed by all three parties to the system by clicking on the "*Upload PDF Learning Agreement signed by all parties*" link.

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. You must confirm the correction by clicking on the "*Click to confirm correction of PDF LA and re-submit Learning Agreement*" link.

Scholarship-related tasks

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

Before the mobility - Scholarships	
Application for additional financial support for students with fewer opportunities ☐	Fill in application for additional financial support for students with fewer opportunities
SN application form for students with disabilities and long-term illnesses in Hungarian downloaded ☐	Download SN application in Hungarian
SN application form for students with disabilities and long-term illnesses in English downloaded ☐	Download SN application in English
SN application documents uploaded ☐	Upload SN application documents
Bank details filled in ☐	Fill in bank details
Questionnaire on mobility data and green travel filled ☐	Fill in questionnaire on mobility data and green travel
Received mail with Grant Agreement ☐	

Additional financial support

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.

Basic information about applying for additional financial support can be found on our [website](#). Please refer to this first.

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** questionnaire. 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.

Received mail with Grant Agreement ☒
Optional in case received Grant agreement is incorrect ☐
Grant Agreement checked ☐

Check your Grant Agreement
Optional: Indicate in case received Grant agreement is incorrect
Sign Grant Agreement

Please read it carefully and check if all the information are correct (especially the dates and bank details).

If you find anything in your agreement, that needs to be corrected, please do not sign it, but notify us immediately via your workflow by clicking on the *"Optional: Indicate in case received grant agreement is incorrect"* link.

If everything is correct, you must sign the agreement by clicking on the *"Sign Grant Agreement"* link in your workflow. The electronic signature is based on Mobility-Online's own certificate and corresponds to a qualified electronic signature. The signature can be clearly attributed to the signatory and reliably verifies their identity thanks to the Neptun authentication used to log into the system. If the signature is successful, the message "Action successful!" will appear on the screen.

IMPORTANT: The document will not open when you sign it, so please check the grant agreement before signing!

After signing, the document will not be available in your workflow until the institutional signatures have been added. We will send you a copy signed by all parties by email, and you will also be able to download it from your workflow by clicking on the *"See your signed Grant Agreement"* link.

During the mobility workflow steps

Uploading the During the mobility Learning Agreement as a PDF

[OPTIONAL] During the mobility - Learning Agreement changes

[OPTIONAL] Changes to the learning agreement needed



If you wish to modify your signed Learning Agreement, please click on the *"OPTIONAL: Indicate in case changes to the Learning Agreement are necessary"* link, 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.

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. You must confirm the correction by clicking on the *"Click to confirm correction of PDF LA and re-submit Learning Agreement"* link.

Prolonging the mobility

Important information about the extension can be found on our [website](#). Please refer to it first.

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

☐

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 upload the amended Learning Agreement by clicking on the "*Upload Learning Agreement (extension) signed by all parties*" link.
3. The Department of Erasmus+ and International Programmes (ENPO) will prepare the Grant agreement amendment and send it to you via the system.

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

Learning Agreement After document uploaded

☐

OPTIONAL: Any other certificate provided by the host institution uploaded

☐

Green Travel documents uploaded

☐

Amennyiben igényelt zöld utazást, de mégsem zölden utazott, az [ezen a linken](#) található nyilatkozatot kell feltöltenie ebben a lépésben.

If you applied for green travel but have not fulfilled it, you need to upload [the following form](#) at this step. If you have made only part (one

EU survey uploaded

☐

OPTIONAL: Any other after the mobility documents uploaded, if necessary

☐

Experience report filled in

☐

Upload of all necessary documents confirmed

☐

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.

Back

Create

Certificate of Attendance uploaded

1

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

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

Please note that we only accept the Learning Agreement After that have been **electronically certified** by the host institution or **signed by hand and scanned**. In exceptional cases, if the host party is unable to do otherwise, a signature inserted as an image is also acceptable, but in this case, please also upload the email containing the document sent to the student.

In the case of the EU Survey, you can fill out the questionnaire itself on the EU Survey page. To do so, the system will automatically send an invitation to the email address provided in the Grant Agreement one day after the closing date specified therein. In your workflow, you must upload the completed questionnaire in PDF format or upload the email confirmation you received after completing the questionnaire.

The link to the Experience report will lead you to a satisfaction survey, 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.) in order to close your mobility.

After the mobility	
Certificate of Attendance uploaded	☐
Transcript of Records uploaded	☐
OPTIONAL: Waiver of repayment due to failure to complete min. number of credits uploaded	☐
Green Travel documents uploaded	☐
Amennyiben igényelt zöld utazást, de mégsem zölden utazott, az ezen a linken található nyilatkozatot kell feltöltenie ebben a lépésben. Ha a vállalt zöld utazást nem teljesítette, a zöld utazás díját meg kell fizetnie.	
If you applied for green travel but have not fulfilled it, you need to upload the following form at this step. If you have made only part (one way) of your green travel, you need to upload the following form.	
EU survey uploaded	☐
Experience report filled in	☐
Proof for real cost SN grant uploaded	☐
Kérjük, töltsse fel a tételes összesítést tartalmazó excel fájlt. Az ügyintézés felgyorsítása érdekében, amennyiben teheti, töltsse fel az alátámasztó dokumentumokat is (1054 Budapest, Szerb utca 21-23.)	
Please upload the excel file containing the list of real cost items. In order to speed up the administration, please upload the supporting SN documents, and any other documents that may be required.	
Upload of all necessary documents confirmed	☐

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 "*OPTIONAL: Cancel application/stay (irreversible!)*" link in the **General actions (Optional)** section of the workflow. Please then notify your faculty coordinator of the cancellation by clicking on the "*Notify your faculty coordinator about the cancellation of your application/stay*" link.