Necessary steps to receive an Erasmus+ KA107 grant – **check list**:

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| 1. **Before Travel:**

Check you have sent to the International Affairs Office (IAO) via email:[ ]  Estimate date of arrival[ ]  Visa copy (with NIE)[ ]  Insurance copy (health + accident + repatriation)[ ]  Learning Agreement[ ]  Travel tickets[ ]  Signed copy of Grant Agreement |  |
| 1. **Upon arrival:**

We will meet you at the IAO:[ ]  Welcome to UPV: we will provide general information[ ]  To receive instructions about how to open your Spanish bank account[ ]  Sign Grant Agreement: this document will allow us to pay you the scholarship[ ]  You must bring the certificate of enrolment to the IAO | *At the website KA107 you can find a map with the location of the IAO at the UPV Campus.* [*http://erasmusplus107.upv.es/*](http://erasmusplus107.upv.es/)*The Grant Agreement at this stage is a provisional document. The project finances only academic activity, so the final amount of the scholarship depends on the duration of any academic activity at UPV, it might be less than 5 months, but the maximum will be 5 months. Upon arrival you will receive the certificate of enrolment from school*  |
| 1. **During the stay:**

You must come to the IAO every month to deliver:[ ]  Monthly report of activity. | *It is a brief resume of your activity during the current month. You must come personally with the signed document by you and the school. We will provide you the form.* |
| 1. **At the end of the stay** - **BEFORE LAST PAYMENT:**

[ ]  Fill in and submit the EU online Survey. [ ]  Communicate to the IAO the last day of your stay at UPV (Last exam, last meeting with professor, last day of stay at school, las day for research…) the final payment of the scholarship will be calculated according the real days of academic stay, with a maximum of five months.[ ]  Send copy of the flight tickets[ ]  Submit to the IAO the Final Report. We will facilitate you a template. | *You will receive a link from the EU by email, within the first days of the last month of stay. Please review the spam folder if you do not receive it.**Once you have submitted the online survey, you must communicate to the IAO you have done it, and the date of the last day of your academic activity, in order to calculate the final payment.**Before we proceed with the last payment, it is mandatory you deliver us a final report about your stay.**Take into account that you will receive the final payment +/- during the 2nd week of the last month of stay (depending on the administrative requirements completion mentioned above)* |