

# I am a student at TUKE interested in Erasmus+ mobility

Exact instructions on how to get the mobility you want 🤔



# 1.

## CALLS FOR MOBILITY

The very first thing you have to do is wait for the CALL

- The call is an official announcement that students can send their applications for Erasmus+ mobility to their faculty coordinator
- The call is published on <https://erasmus.tuke.sk/eu/prihlas--sa/> and on the social networks where TUKE presents itself (Facebook, Instagram). Each faculty also publishes information about the call on its faculty website

There are two types of calls:

- The main call is announced once a year (in the period of FEBRUARY/MARCH) for study or traineeship (= you can apply for either study or traineeship)
- An additional call is launched as long as there is still available mobility capacity after the main call has processed applications, usually in September (study) and November (traineeship)(can be launched for studies only or for traineeships only ... or both)

Watch the call for the date by which you can apply  
(send your application form)

2.

# APPLICATION -two types

- **ATTENTION!** There is a difference whether you are applying for an Erasmus+ study or an Erasmus+ traineeship (different application forms)!


Download the application form from


<https://erasmus.tuke.sk/eu/dokumenty/two> different forms:

- Application form for Erasmus+ student mobility for the purpose of study (model 1)
- Student application form for Erasmus+ student mobility for the purpose of a traineeship (model 2)



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TECHNICAL UNIVERSITY OF KOŠICE




 Erasmus+


**STUDENT APPLICATION FORM**

ACADEMIC YEAR 2020/2021  
FIELD OF STUDY:  
Study cycle during the mobility:  
Number of higher education study years prior to departure abroad:

*This application should be completed digitally. Use only capital letters.*

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 Erasmus+

**STUDENT APPLICATION FORM**  
**TRAINEESHIP**


ACADEMIC YEAR:  
FIELD OF STUDY:  
Study cycle during the mobility:  
Number of higher education study years prior to departure abroad:

*This application should be completed digitally. Use only capital letters.*

INSERT  
PHOTOGRAPH

## 2.

# APPLICATION

- Choose whether you want to apply for a study or an internship
- Fill in the correct application form (page 1 and page 2)
- Don't forget to insert your photo  (required)
- Fill in all rows and all tables (see the sample application form on the next slide)
- At the end add the date and sign
- Have the application form signed by the faculty coordinator (you can find his/her name here: <https://erasmus.tuke.sk/eu/kontakty/>)
- Add the necessary attachments to the application form (these are ticked at the bottom of the 2nd page of the application form)

2.

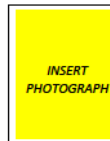
# APPLICATION -sample

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## STUDENT APPLICATION FORM

ACADEMIC YEAR: 2020/2021  
 FIELD OF STUDY: xxxxxxxx  
 Study cycle during the mobility: xxxxxxxx  
 Number of higher education study years prior to departure abroad: xxxxxxxx



*This application should be completed digitally. Use only capital letters.*

### SENDING INSTITUTION

Name and full address: .....

Faculty: .....

Departmental coordinator (contact person) - name, telephone number, e-mail: .....

### STUDENT'S PERSONAL DATA

Family name: ..... First name(s): .....

Date of birth: .....

Sex: ..... Nationality: .....

Place of Birth: .....

Current address: ..... Permanent address (if different): .....

Current address is valid until: .....

Tel.: ..... Tel.: .....

E-mail: ..... E-mail: .....

### RECEIVING INSTITUTIONS (in order of preference):

	Institution	Country	Period of study		Duration of stay (months)	N° of expected ECTS credits
			From	to		
1.	Here list 3 universitites where you would like to go for a mobility (in order of preference)					
2.						
3.						

1

### LANGUAGE COMPETENCE

Mother tongue: ..... Language of instruction at home institution (if different): .....

Other languages	Level of competence					
	A1	A2	B1	B2	C1	C2
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### PREVIOUS AND CURRENT STUDY

Have you already been studying abroad within the Erasmus programme in the study cycle of the mobility?  
 Yes  No

If Yes, define the period of the mobility: from (mm/yyyy): ..... till (mm/yyyy): .....

Have you already been attending an Erasmus traineeship abroad in the study cycle of the mobility?  
 Yes  No

If Yes, define the period of the mobility: from (mm/yyyy): ..... till (mm/yyyy): .....

### ATTACHMENTS

- Curriculum vitae\*
  - Transcript of records\*
  - Cover letter in English language\*
  - Assumed Study Plan (Recognition of Courses)\*
  - Language competence certificate
  - Certificate of scientific or academic achievements
  - Copy of valid passport (if nonPEU citizens)
  - Other (please specify): .....
- \*compulsory

Here mark all your attached documents. The already marked boxes are mandatory attachments!

I hereby certify that I agree with publication of my name, surname and ePmail address for the purposes of the selection procedure.

Name of the student: ..... Signature: .....

### APPROVAL BY THE SENDING INSTITUTION

Departmental coordinator's (contact person) signature

Signature of your faculty coordinator.....

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# 3.

## Attachments

### MANDATORY ATTACHMENTS

CV (create it via Europass)

Cover letter (in which you briefly introduce yourself and explain why you want to apply for mobility and why the faculty should choose you)

Transcript of Records for the last successfully completed semester of study

Expected study plan (at the foreign university where you want to do your mobility), so called Recognition of Courses

### Optional attachments to the application form

- A language certificate documenting your knowledge of the language (in which you study during the mobility)
- Other certificates documenting your knowledge/skills that you may find useful during your mobility

4.

## Where to send the Application form ?

- Email the completed application form with attachments to your faculty Erasmus+ coordinator

(Look up his/her name by faculty here:  
<https://erasmus.tuke.sk/eu/kontakty/> )

## 5. I've sent in my application, what's next?

- Wait for the evaluation of applications
- The Faculty will deliver the approved nominations to the TUKE Institutional Coordinator
- The Institutional Coordinator will contact you by email to let you know your application has been approved
- Approved applications (nominations for mobility) can also be found at <https://erasmus.tuke.sk/eu/dokumenty/>.

Good luck! 😊