

# ERASMUS+ SCHOLARSHIP

## PROCEDURE AFTER THE MOBILITY



JÖNKÖPING UNIVERSITY

### Mandatory Documentation

To receive the second and final payment, you must submit the following documentation. All documentation will be provided by the International Office after your exchange.

After the mobility:

- Certificate of Attendance
- EU survey (participant report)

#### THE CERTIFICATE OF ATTENDANCE

- Upload your Certificate of Attendance (CoA) in MOA
- The CoA must state the first and last date of your physical participation in education on campus at the partner university. Not the end of semester date, re-examination date or online educational activities (exams/assignments) participated in outside the partner university's city
- This document needs to be signed by your host university not earlier than 5 days before departure

#### THE EU SURVEY (PARTICIPANT REPORT)

- The survey from the EU commission will be sent to your JU mail (check even junk mail)
- It will be sent to you on your final date of stay (check your Grant Agreement for the end date)

#### GREEN TRAVEL ALLOWANCE

- If you were travelling more environmentally friendly (bus, train, carpooling) in your application, you need to confirm this in your MOA workflow
- Upload your travel receipts/tickets in MOA
- For carpooling, a declaration of honor is required (can be downloaded in MOA or the student web)
- You can also apply for Green Travel after your exchange if you have not done it on your application

#### Deadline to submit all documentation

(Learning Agreement, Certificate of Attendance, EU survey)

Autumn semester: 15<sup>th</sup> of February

Spring semester: 15<sup>th</sup> of August



Erasmus+

Find more information on the [Erasmus page](#) on the student web.

For questions, you can contact the International Office by opening a case (choose "outgoing exchange"): <http://exchange.ju.se>