



UNIVERSITY OF KRAGUJEVAC
ERASMUS+ DOCUMENT CHECKLIST FOR
APPLICATION - Student Mobility for Studies / SMS



Erasmus+
Enriching lives, opening minds.

		Document type
1	Scanned first page of passport	required
2	Candidate's resume in English: please, use Europass	required
3	Proposed Learning Agreement for studies (courses the student plans to attend and pass during the exchange)	required
4	List of passed exams for the current and previous level of studies (for students of master studies)	required
5	Enrollment certificate (faculty confirmation that the candidate holds the status of the regular student)	required
6	Scanned previously obtained degree or graduation certificate for master's degree students (scan together as one PDF document).	required
7	Proof of proficiency in the foreign language in which the mobility is conducted, clearly indicating the level.	required
8	Motivational letter in English - to be directly entered in the designated section of the application!	required
9	Evidence of additional involvement in other relevant categories (student competitions, international conferences, participation in international projects, Buddy Network, etc.).	Optional

Additional notes

- ✓ **Preliminary Learning Agreement:** During the application phase for mobility, the student prepares a preliminary learning agreement with the subjects he/she plans to attend and pass during the mobility (totaling between 20 and 30 ECTS). **At least two subjects must correspond to those in the student's study program at the home faculty, while the rest can be elective.** The student completes the preliminary learning agreement in consultation with the Erasmus+ coordinator at their home faculty, who approves it with their signature. This preliminary learning agreement serves as a basis for the subsequent preparation of the online learning agreement, which is mandatory and will be prepared only by selected students. **Download the form for the preliminary learning agreement [HERE](#).** After completion, the preliminary learning agreement is uploaded in the application, in the Preliminary Learning Agreement section.
Contact information for all Erasmus+ coordinators at the University of Kragujevac is available [on the university's website](#).
- ✓ Enrollment certificate, list of passed exams, and graduation certificate are documents that the student obtains from the student services office at their home faculty.
- ✓ If you do not have an official language proficiency certificate for the language in which you will undertake the internship mobility, confirmation can also be provided by the respective subject teacher or language school. [Please download the form](#).
- ✓ In accordance with the [Regulations on the Implementation and Procedures of Recognizing Student Mobility and ECTS Credits](#), and [the Decision on Amendments and Supplements to the Regulations](#), the List of Passed Exams is a document issued by the home institution free of charge upon written request from the student for the purpose of applying to mobility programs.
- ✓ Application documents are to be uploaded to the designated field on the application platform. Please name all documents according to the convention Name_Surname_passport.pdf.