



UNIVERSITY OF KRAGUJEVAC
ERASMUS+ DOCUMENT CHECKLIST FOR APPLICATION -
Student Mobility for Traineeships / SMP



		Document type
1	Scanned first page of passport	required
2	Candidate's resume in English: please, use Europass	required
3	Learning Agreement for Traineeship (download the template HERE)	required
4	List of passed exams for the current and all previous levels of study.	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	Letter of Acceptance	required
10	Evidence of additional involvement in other relevant categories (student competitions, international conferences, participation in international projects, Buddy Network, etc.).	optional

Additional notes

- ✓ Learning Agreement for Traineeships: During the preparation of the traineeship agreement, the student proposes where they would like to undertake the traineeship and what activities they would like to carry out during the traineeship. The agreement in the application phase must be signed by the Erasmus+ coordinator at the home faculty and the student. You can download and view the completed Learning Agreement for Traineeships Example [HERE](#).
- ✓ Enrollment certificate, list of passed exams, and graduation certificate are documents that the student obtains from the student services office at their home faculty.
- ✓ An email confirmation from the company/institution stating that the student has been accepted for an internship within the Erasmus+ program can be considered as an acceptance letter, in the application phase. If the company/institution requests acceptance letter template, you can use [THIS form](#).
- ✓ 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 in the application platform. Please name all documents according to the convention Name_Surname_passport.pdf.