

ERASMUS+ TRAINEESHIP MOBILITY STEP BY STEP

You applied for the Erasmus+ Traineeship Call, received a grant for your destination, and confirmed your participation and mobility period.

What happens next? Follow these steps!

STEP 1 – Before You Leave

If your host institution requires a nomination, please contact the International Mobility Office at erasmus@uninsubria.it so we can arrange it in time.

Your host institution may also ask for a language certificate. If you do not already have one (FIRST, DELF, etc.), contact the University Language Centre at cla@uninsubria.it to find out how to obtain it.

STEP 2 – About One Month Before Departure

Getting ready to leave?

About one month and half before your departure, you must enter the exact dates of your mobility in the [Online Portal](#) (select Academic Year 2025/2026 to access the correct section).

Using these dates, the office will prepare your Mobility Agreement and send it to you. Please sign it and send it back to erasmus@uninsubria.it.

Please note: students with a zero grant (without financial contribution) must also sign the Agreement in order to be covered by insurance.

Students interested in attending the University's free language courses (Spanish, French, German) must complete the online application form:

- by May 18, 2026 (for departures in the 1st semester or full academic year), or
- by September 16, 2026 (for departures in the 2nd semester).

You must also:

- register on the [EU Academy portal](#),
 - complete the initial OLS language test (mandatory), following the instructions received by email.
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STEP 3 – Arrival at Your Destination

You have arrived!

As soon as possible after your arrival, ask the host institution to complete the first section of the Statement Period Form and send it to erasmus@uninsubria.it.

This will allow our office to pay 70% of the financial contribution calculated in your Agreement. Until then, all expenses must be covered by the student.

STEP 4 – During Your Mobility

Enjoy your Erasmus+ experience!

Remember that you can continue using the OLS online language course on the EU Academy portal. The course is optional and it is a great opportunity to improve your language skills.

About one month before the end of your mobility, remember that this is the deadline to:

- modify your Learning Agreement (LA Part 2),
- request an extension of your mobility period abroad (at your own expense).

If you need proof of your university insurance coverage during your stay abroad, you can find the document [HERE](#).

STEP 5 – Before Returning Home

Your mobility period is almost over.

Before leaving, ask the host institution for:

- the Statement Period Form completed and signed (departure section),
 - LA Part 3 signed and stamped.
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STEP 6 – Back to Italy

Welcome back!

As soon as possible, send the following documents to erasmus@uninsubria.it:

- the Statement Period Form
(you must also submit the original paper copy to the Relint Office after sending it by email),
- LA Part 3,
- the request for recognition of the activities completed (only after receiving LA Part 3).

Do not forget to complete the final report. You will receive an email with the link. If you cannot find it, please check your spam folder.

Within 90 days after completing the final report, you will receive the remaining balance of your Erasmus+ grant.