**Application for an Erasmus + KA 107 Student Scholarship**

**from and to Technische Universität Berlin**

For applying for an Erasmus+ KA 107 student mobility scholarship from or to Technische Universität (TU) Berlin you need to hand in the following documents:

* Application form, filled in (see page 2)
* Terms and conditions for an Erasmus+ KA 107 scholarship from/to TU Berlin, signed (see page 3)
* Proof of being enrolled at partner university/ TU Berlin
* Motivation Letter (one page)
* CV
* Copy of passport – page with personal data (if not available, Copy of your ID)
* Copy of Residence Permit (if you are not a national of the country where you study)
* Transcript of Records (list of all passed courses in your current study program)
* Proof of relevant language skills
* Learning Agreement (draft, at this stage only to be signed by the applicant)

Please send the application form together with all above-mentioned annexes to the program contact person.

**Application for an Erasmus+ KA 107 Scholarship**

**APPLICATION FOR**

Academic Year:

Term:  Summer/Spring  Winter/Autumn

Country:

Mobility Level:  Bachelor  Master  PhD

1st Priority

Partner University:

Study program:

Faculty / Institute:

2nd Priority (if applicable)

Partner University:

Study program:

Faculty / Institute:

**PERSONAL DATA**

First Name:       Last Name:

Gender:  female  male  no information

Special needs support required?  no  yes, please specify

Nationality:       Date of birth:

Email:

Telephone:

Study program you are actually enrolled in:

Faculty/Institute:

Level of Study :  Bachelor  Master  PhD  Other:

Study term?

Matrikelnummer:       (only TUB outgoing students)

Graduation scheduled for:       (insert approximate month and year)

Other fundings:

(Please indicate all previous or actual scholarships, e.g. ERASMUS or other stipends; organization and period of grant)

**Terms and Conditions for Erasmus+ KA 107 scholars**

**from and to Technische Universität Berlin**

With the application, the applicant needs to declare his/ her consent with the following conditions:

1. In case an applicant is selected for a scholarship, he/she will be notified on the amount and duration of the scholarship in the nomination letter.
2. The Erasmus + KA 107 scholarship includes a financial support to the living costs as well as a travel support. The amount depends on the host country, the distance between host and home country and the duration of stay.
3. To be eligible for a scholarship the participant must have completed the first year of his/ her Bachelor program when starting his/ her study-abroad mobility.
4. The minimum duration of the mobility period is 3 months or 1 academic term or trimester. The total duration of the mobility period must not exceed 12 months.
5. Parallel funding from other EU grants is forbidden. If the participant receives other funds (stipends and similar) he/ she has to inform Technische Universität Berlin (ip@international.tu-berlin.de).
6. During the mobility period the participant must stay at the host university and participate in the (assigned and/or selected) lectures and classes.
7. If, due to compelling reasons, the participant leaves the host country or has to interrupt his/ her mobility, he/ she needs to inform in advance the Erasmus+ KA 107 contact person at their host university as well as the International Projects Team at Technische Universität Berlin ([ip@international.tu-berlin.de)](mailto:ip@international.tu-berlin.de)).
8. Technische Universität Berlin can interrupt or revoke the scholarship if the mentioned conditions are not met. An early withdrawal from the program is only possible after written consent by the program coordinator Technische Universität Berlin. The already paid grant has to be refunded completely or partly if the reasons lie within the responsibility of the participant.
9. Tuition fees are payable to the participants home institution. Under the terms of the Erasmus+ program the participant will not be requested to pay any tuition fees to his/ her host university. (for incoming students to Technische Universität Berlin: students have to pay a contribution to the student services at TU Berlin, this is no tuition fee and has to be paid by all students).
10. The participant commits himself/ herself to provide all requested reports during and after the mobility. A) One month before the end of the mobility the particpant has to submit the online EU survey. The last payment of the individual support will only be paid after the EU survey has been submitted. B) After the mobility has ended an online EU-Survey on Recognition needs to be filled. C) Additional reports can be requested from the home universities.
11. After the end of the mobility, a copy of the Transcript of Records (list of courses passed during the mobility) needs to be sent to Technische Universität Berlin.
12. The participant agrees to the electronic storage of his/her personal data by the home and host university and the onward transfer of his/her data to and from the International Projects team at Technische Universität Berlin.

Place and Date Signature of the applicant