






Erasmus+ Mobility Guide for Outgoing Students

This guide will help you prepare for your mobility and navigate the necessary steps before, during, and after your stay abroad.





Key Contacts

- Erasmus+ Coordinator: Daša Zvonar, erasmus@emuni.si
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Before Mobility: What You Need to Do

-  Prepare and submit the **Learning/Traineeship Agreement**
 -  Sign your **Grant Agreement**
 -  Apply for a **visa or residence permit** (if applicable)
 -  Arrange **insurance** (health, accident, liability)
 -  Check if your **bank account** can receive international payments
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Financial Information

-  **Monthly grant amount** (KA131 country group table)
 -  **Green travel top-up:** available if you choose environmentally friendly transport (train, bus, carpooling)
 -  **First payment:** 70% before mobility
 -  **Final payment:** 30% after completing required documents
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Insurance Requirements

-  **European Health Insurance Card (EHIC)** – valid in EU countries
 -  Additional **private insurance** may be required by host institution
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Visa and Residence Permit

-  Check if a **visa** or **residence permit** is needed for your host country
 -  Apply early — procedures can take several weeks
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During Your Mobility

- Keep in touch with your **Erasmus coordinator**
 - If you **change courses**, update the Learning Agreement
 - Attend orientation at the host institution
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After Mobility

-  Submit:
 - **Transcript of Records** from host institution
 - **Final version** of Learning/ Traineeship Agreement
 - **Certificate of attendance**
 - **EU Survey** (online feedback form)

 **Deadline:** within 30 days after return

- ❖ Write a short news post and share your experiences with other students.
 - ❖ Think about how you can apply the new knowledge, experiences, and connections you gained during your exchange in your further studies or future career.
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Support for Students with Fewer Opportunities



-  Additional financial support may be available

The Erasmus+ programme promotes equal opportunities for everyone – if you have specific needs (health-related, social, financial, etc.), you can apply for additional support.

-  Confidential support offered for social, economic, health-related challenges, ...

Do not hesitate to seek assistance from the inclusion coordinator or the Erasmus coordinator at your home or host university.

Sustainable Mobility Tips

- Choose green transport:   

Choose environmentally friendly means of transport – take the train, bus, or use car sharing whenever possible.

Erasmus+ also offers financial support for sustainable travel – make sure to check if you are eligible.

When deciding to take part in an Erasmus mobility, remember that you are part of a European community based on the principles of the Erasmus Charter for Higher Education (ECHE) – promote sustainable mobility, respect diversity, make use of digital tools, and contribute to a more inclusive Europe.

During your exchange, try to reduce your environmental footprint by:

- Using a reusable water bottle and reusable bags
- Separating waste
- Using public transport at your destination whenever possible
- Reducing paper use by submitting documents electronically
- Supporting local food producers and eco-friendly initiatives

Also, focus on cultural awareness and inclusion:

- Respect cultural diversity, learn about local customs, and be open to intercultural dialogue
- Be tolerant and inclusive towards other students – cooperation and understanding are at the heart of the exchange experience

✉ Questions?

Contact us at erasmus@emuni.si