



S.U.N.B.E.A.M.
**Structured University mobility between the Balkans and
Europe for the Adriatic-ionian Macroregion
Erasmus Mundus Action 2 – Strand 1**

REQUIRED DOCUMENTS

Listed below are the required documents to upload during the application process, according to the mobility type. For some documents a template is available in the DOWNLOAD section of the Sunbeam web site.

Undergraduate Exchange

1. Proof of registration at a Bachelor/Undergraduate programme in your Home University issued by your University (e.g. certificate of enrollment).
2. Translation of the Proof of registration at Home University in English.
3. Passport (preferable) or another ID.
4. Transcript of records of your Bachelor studies issued by your University.
5. Translation into English of the Transcript of records.
6. Language certificates. These are mandatory only if required by the Host University.
7. Proposed Learning Agreement in English, at this stage signed by the Applicant only. Please use the form available on the web site in the section DOWNLOAD. If you apply for two Host Universities (you can choose a maximum of two options) you must upload two Learning Agreements, one per each Host University.
8. CV in English. Please use the form available on the web site in the section DOWNLOAD.
9. Motivation statement in English. If you apply for two Host Universities (you can choose a maximum of two options) you must upload two motivation letters, one per each Host University.
10. Optionally: recommendation letters and other supportive documents in English, e.g. honours, awards, internship/work certificates, if relevant: proof of disability.
11. For TG 3 only: proof of belonging to TG 3 (an official document).
12. CHECKLIST in English, please use the form available on the web site in the section DOWNLOAD.

Master

1. Proof of registration at a Master programme in your Home University issued by your University. (e.g. certificate of enrollment). This is mandatory only for exchange. Those who are applying for a full Master programme do not need to submit this document.
2. Translation of the Proof of registration at Home University in English. This is mandatory only for exchange. Those who are applying for a full Master programme do not need to submit this document.
3. Passport (preferable) or another ID.
4. Transcript of records of your Master studies issued by your University. This is mandatory only for exchange. Those who are applying for a full Master programme do not need to submit this document.
5. Translation into English of the Transcript of records. This is mandatory only for exchange. Those who are applying for a full Master programme do not need to submit this document.
6. Bachelor Diploma. Students of the last year of Bachelor programmes should provide information on the programme and expected date of graduation, issued by the Home University.
7. Translation into English of the Bachelor Diploma. For students of the last year of Bachelor programmes only, translation into English of the information on the programme and expected date of graduation.
8. Language certificates. These are mandatory only if required by the Host University.
9. Proposed Learning Agreement in English, at this stage signed by the Applicant only. Mandatory only for exchange. Please use the form available on the web site in the section DOWNLOAD. If you apply for two Host Universities (you can choose a maximum of two options) you must upload two Learning Agreements, one per each Host University.
10. CV in English. Please use the form available on the web site in the section DOWNLOAD.
11. Motivation statement in English. If you apply for two Host Universities (you can choose a maximum of two options) you must upload two motivation letters, one per each Host University.
12. Optionally: recommendation letters and other supportive documents in English, e.g. honours, awards, internship/work certificates, if relevant: proof of disability.
13. For TG 3 only: proof of belonging to TG 3 (an official document).
14. CHECKLIST in English, please use the form available on the web site in the section DOWNLOAD.

PhD

1. Proof of registration at a Phd course in your Home University issued by your University (e.g. certificate of enrollment). This is mandatory only for exchange. Those who are applying for a full PhD programme do not need to submit this document.
2. Translation of the Proof of registration at Home University in English. This is mandatory only for exchange. Those who are applying for a full PhD programme do not need to submit this document.
3. Passport (preferable) or another ID.
4. Master Diploma. Students of the last year of Master programmes should provide information on the programme and expected date of graduation, issued by the Home University.
5. Translation into English of the Master Diploma. For students of the last year of Master programmes only, translation into English of the information on the programme and expected date of graduation.
6. Language certificates. These are mandatory only if required by the Host University.
7. Work Plan in English, at this stage signed by the Applicant only. Mandatory only for exchange. Please use the form available on the web site in the section DOWNLOAD. If you apply for two Host Universities (you can choose a maximum of two options) you must upload two Work Plans, one per each Host University.
8. CV in English. Please use the form available on the web site in the section DOWNLOAD.
9. Motivation statement in English. If you apply for two Host Universities (you can choose a maximum of two options) you must upload two motivation letters, one per each Host University.
10. Optionally: recommendation letters and other supportive documents in English, e.g. honours, awards, internship/work certificates, if relevant: proof of disability.
11. For TG 3 only: proof of belonging to TG 3 (an official document).
12. CHECKLIST in English, please use the form available on the web site in the section DOWNLOAD.

Post-Doctorate

1. Proof of registration at Home University. E.g. certificate issued by the Home University stating you are a researcher affiliated/employed at this University.
2. Translation of the Proof of registration at Home University in English.
3. Passport (preferable) or another ID.
4. PhD Diploma. Students of the last year of PhD programmes should provide information on the programme and expected date of graduation, issued by the Home University.
5. Translation into English of the PhD Diploma. For students of the last year of PhD programmes only, translation into English of the information on the programme and expected date of graduation.
6. Language certificates. These are mandatory only if required by the Host University.
7. Work Plan in English, at this stage signed by the Applicant only. Mandatory only for exchange. Please use the form available on the web site in the section DOWNLOAD. If you apply for two Host Universities (you can choose a maximum of two options) you must upload two Work Plans, one per each Host University.
8. CV in English. Please use the form available on the web site in the section DOWNLOAD.
9. Motivation statement in English. If you apply for two Host Universities (you can choose a maximum of two options) you must upload two motivation letters, one per each Host University.
10. Reference letter in English.
11. Optionally: other supportive documents in English, e.g. honours, awards, internship/work certificates, if relevant: proof of disability.
12. For TG 3 only: proof of belonging to TG 3 (an official document).
13. CHECKLIST in English, please use the form available on the web site in the section DOWNLOAD.

Staff

1. Proof of registration at Home University. E.g. certificate issued by the Home University stating you are Academic/Administrative staff employed at this University.
2. Translation of the proof of registration at Home University in English.
3. Passport or another ID.
4. Work Plan in English. At this stage signed by the applicant only. Please use the form available on the web site in the section DOWNLOAD. If you apply for two Host Universities (you can choose a maximum of two options) you must upload two Work Plans, one per each Host University.
5. Cv in English. Please use the form available on the web site in the section DOWNLOAD.
6. Motivation statement in English
7. Reference letter in English
8. Optionally: other supportive documents in English, e.g. honours, awards, internship/work certificates, if relevant: proof of disability.
9. CHECKLIST in English, please use the form available on the web site in the section DOWNLOAD.