



Erasmus Mundus

## Checklist Staff mobility



### Before Arrival

- ✓ Get in contact with your supervisor and agree on **date of stay**.
- ✓ Prepare a **working plan**, let it sign by your supervisor at BOKU and send it to me per e-mail.
- ✓ Inform the local coordinator ([erasmus.mundus2@boku.ac.at](mailto:erasmus.mundus2@boku.ac.at)) of your date of Arrival.

### Arrival

- ✓ Please come to the Center for International Relations (ZIB) to sign your **Arrival notice**
- ✓ Please bring your **Boarding Pass** with you and also your flight ticket, if you want to get the cost back. (please notice that we need the original ticket)
- ✓ Please come to the ZIB to sign your **Acceptance of scholarship**
- ✓ Get your **Insurance** card from the ZIB

### End of Stay

- ✓ Please bring your **Flight ticket** early enough to get the reimbursement before you leave.
- ✓ Please come to the ZIB to get your **Attendance Certificate**
- ✓ Please ask your **supervisor** at BOKU to give you a feedback of your stay here. (Official Letter with Institute paper, stamp and signature.)
- ✓ Please fill in the **Staff satisfactory survey**
- ✓ After your arrival at home, do not forget to send your boarding pass per e-mail and then per mail.

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