

## DOCUMENTS

<b>Before Mobility</b>	
<i>Document</i>	<i>Description</i>
<b>Statement</b>	This document is integrated in the Hello! Module of the student and includes information related to avoiding double-financing from the EU. The document is considered as submitted when the student ticks it in the Hello! Module.
<b>Declaration</b>	This document is integrated in the Hello! Module of the student and applies only to 4 <sup>th</sup> year students. The document is considered as submitted when the student ticks it in the Hello! Module.
<b>Photo/Scan of Passport</b>	Passport copy in pdf/jpg shall be attached in the designated place in the Hello! Module.
<b>Photo/Scan of a Bank Account Number</b>	The Bank Account (transactional number) in pdf/jpg shall be attached in the designated place in the Hello! Module. Please note that all students need to have an active bank account in their name in a Macedonian bank. International cards are not accepted. The card provided must be in Macedonian Denar (MKD) currency for a successful grant transfer.
<b>Erasmus+ Inter-Institutional Agreement (IIA) between IBU and the company</b>	This document can be found in the Online Services area in each student's dashboard. The student needs to send this document to the company so that the company can fulfill their information and the document to be signed between IBU and the company. The final version of the document shall be attached in the dedicated plane in the Hello! Module. This document is not required only if there is a previously signed Erasmus+ IIA between IBU and the company.
<b>Learning Agreement (LA) – Before Mobility form</b>	This document can be found in the Online Services area in each student's dashboard. Students shall download it and fulfill it in accordance with the traineeship tasks appointed by the company. When the document is signed by the student, the IBU responsible person and the company's responsible person, the document shall be attached in the designated place in the Hello! Module by the student.
<b>English Language Assessment</b>	When students complete the documentation above, they will be asked to do an English Language Assessment. More guidelines can be found on the following link: <b>(link to English Language Assessment: How To)</b> . The results from English Language Assessment need to be attached in the designated place in the Hello! Module by the student.
<b>After Mobility</b>	
<i>Document</i>	<i>Description</i>
<b>Certificate of Attendance</b>	This document is provided by the host university and includes information related to the successful completion of the Erasmus+ mobility and start and end date of the mobility. The document shall be attached in the dedicated place in your Hello! Modules.
<b>Erasmus+ Participant Report</b>	The survey for the Erasmus+ Participant Report will be automatically sent to each student after completion of the mobility through the Beneficiary Module online platform. When the student fulfills the survey, they shall download the pdf version of the document and attach it in the designated place in their Hello! Module.