

DOCUMENTS

Before Mobility	
<i>Document</i>	<i>Description</i>
Statement	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.
Declaration	This document is integrated in the Hello! Module of the student and includes information related to avoiding course changes without consulting the International Relations Office and the student's Course Coordinator. The document is considered as submitted when the student ticks it in the Hello! Module.
Photo/Scan of Passport	Passport copy in pdf/jpg shall be attached in the designated place in the Hello! Module.
Photo/Scan of a Bank Account Number	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.
Compatible Course List (CCL)	This list will be available when the student's Course Coordinator decides about the courses the students can take on their Erasmus+ mobility. The list is integrated in the Hello! Modules of the professors. When the courses are chosen, the course coordinator shall provide the student with a pdf version of this document so that the student can prepare the Learning Agreement.
Learning Agreement (LA) – Before Mobility form/ Online Learning Agreement (OLA)	This document can be found in the Online Services area in each student's dashboard. Students shall download it and fulfill it with the approved courses from the Compatible Course List. In case the host university asks you to fulfill an Online Learning Agreement (OLA), please follow the steps on the following link: (link from OLA: How To) . The final version of the document shall be attached in the dedicated place in your Hello! Modules.
English Language Assessment	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: (link to English Language Assessment: How To) . The results from English Language Assessment need to be attached in the designated place in the Hello! Module by the student.
During Mobility	
<i>Document</i>	<i>Description</i>
Compatible Course List (CCL)	In case the student needs to make any course changes, they need to inform our IRO and their IBU Course Coordinator, so that these changes would be approved accordingly. In case such modifications are needed, the student will need to add a new compatible course list in their Hello! Modules.
LA – During Mobility form/ OLA	Based on the changes made in the course list, the student will need to make modifications in their LA/OLA. The LA – During Mobility form can be found in the Online Services in each student's dashboard. In case the students are using the OLA, they will need to do these changes in the during mobility part.
After Mobility	
<i>Document</i>	<i>Description</i>
Certificate of Attendance	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.
Transcript of Records	This document is provided by the host university and includes information of all passed and/or failed courses of the student. The document shall be attached in the dedicated place in your Hello! Modules.
Erasmus+ Participant Report	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.