

Please follow the table below to ensure you submit all the required documents for this mobility level. **Note that any documents in red have templates that are available on the website for download.**

STAFF				
DOCUMENTS	DESCRIPTION	TG1	TG2	TG3
Proof of Registration	Document issued by your home university stating that you are currently registered as a member of staff with them.	Mandatory	Mandatory	N/A
Highest Qualification Certificate	Certificate evidencing highest qualification.	Mandatory	Mandatory	N/A
Official Language Certificate	Must be issued by an official language school, university or equivalent and state the level of proficiency you hold in that language. Please refer to host university entry Requirements and / or Partner Information Sheet for details of the level required.	Mandatory	Mandatory	N/A
Teacher/Training/ Research Proposal	Up to a maximum of 2 pages detailing proposed training, teaching, research and/or cooperation activities.	Mandatory	Mandatory	N/A
Recommendation Letter	Issued by home university specifying the administrative and/or academic interest of the proposed mobility for the home university and support for the candidate.	Mandatory	Mandatory	N/A
Invitation Letter	Letter issued by head of department or academic unit of the host university where you would like to carry out the proposed research work.	Mandatory	Mandatory	N/A
Passport	Only a scanned copy of the main page of your passport (the page with the photo). If you do not have a passport, then please provide a scanned copy of your national identity card or equivalent travel document.	Mandatory	Mandatory	N/A
Current CV	Your CV needs to be filled in as accurately as possible and must indicate that you have not resided nor carried out your main activity (studies, work etc.) for more than a total of 12 months during the last 5	Mandatory	Mandatory	N/A

	years in one of the European countries. Please also detail in this document your proficiency of relevant languages that may be of use.			
Motivation Letter	Statement of no more than 1 page to indicate motivation for the course, host university and EU-METALIC programme.	Mandatory	Mandatory	N/A
Home University Support Letter	Should be signed by the official EU-METALIC Contact Person at your Home University. Please download this document template from the Document Templates list under Selection Documents.	Mandatory	N/A	N/A
Document indicating that you belong to a disadvantaged group – Confirmation of Status Letter	Should be issued by a public or private institution (such as universities, public authorities, NGOs etc.)	N/A	N/A	N/A