

## FOR AN ACADEMIC OR ADMINISTRATIVE STAFF SCHOLARSHIP

### Before applying...

- I read and I make sure I filled out the eligibility and selection criteria for this level
- I have to be an academic staff, administrative staff or technical staff employed in one of the partner universities in Kazakhstan, Tunisia, Vietnam or UPVD
- I must have the language skills allowing me to realize my mobility project (minimum B2 level required in English or French)
- I choose the type of mobility: teaching mobility or training mobility (exchanges of good practice, improving professional skills)
- I check that the field of education for which i candidate is eligible for the program (academic staff)
- I have contacted the faculty department or the office i targeted at the host institution (see the website of the partner)
- I have ensured that the proposed project for my mobility corresponds with my professional field and my goals
- I check that there are scholarships funded for this mobility level.

### To apply...

1. I apply online respecting the deadline (see the Agenda)
2. I check all the information and I submit a complete application form with ALL the following documents (except optional ones, which are not mandatory):
  - Copy of the passport (otherwise, the ID)
  - Curriculum Vitae in French or English (CV Europass format)
  - Statement letter in French or English duly signed (max. 2 pages)
  - Mobility project duly filled and signed: *in French or English*
  - Proof of employment at your home institution (certificate or employment contract...): *in French or English*
  - Language Level Certificates: according to the working/teaching language used at the host institution (min. one compulsory language)
    - French: DELF B2 level or TCF level4 certificate is recommended. Otherwise, a certificate from a professor of French language of your home institution stating your level.
    - English: a B2 level certificate in English is recommended. Otherwise, a certificate from a professor of English language of your home institution stating your level.
    - Spanish : a B2 level certificate in Spanish is recommended. Otherwise, a certificate from a professor of Spanish language of your home institution stating your level.
    - Russian: a B2 level certificate in English is recommended. Otherwise, a certificate from a professor of language of your home institution stating your level.
  - Other documents that support the application: (optional)
    - if your mobility is part of an existing cooperation agreement, please provide a scanned copy of the agreement
    - An official document to support your situation of vulnerability (if applicable)

Any document from your institution must be made on paper letterhead and include its official stamp.

**Warning!** The application form must be completed in order to be validated. Therefore, prepare in advance all documents to be attached. Make sure that attachments do not exceed a **total of 10 MB** (otherwise, you couldn't validate the form!). Send files in **PDF only**.

**Incomplete applications or submitted after the deadline will be rejected.**