

2. INCOMING APPLICATION FORM

UNIVERSITY STAFF FOR **TEACHING/TRAINING**

(this application form is used only for nominations from the IIAs signed directly with UNSA[[1]](#footnote-1))

*Enter Academic year you apply for.*



*Please upload your recent photo*

**I PERSONAL DATA**

|  |  |
| --- | --- |
| First Name |  |
| Family Name |  |
| Gender |  |
| Date of Birth | *Enter a date.* |
| Place of Birth |  |
| Nationality (by passport) |  |
| Passport number |  |

**Please note**: enter these data correctly as, in case of acceptance, your further acceptance documents will be prepared based on it.

**II CONTACT INFORMATION**

|  |  |
| --- | --- |
| e-mail |  |
| Phone number |  |

**Please note:** This information will not be shared except to contact the candidate regarding their application to the international mobility. Ensure you enter the correct email and regularly check the junk/spam folder in your inbox.

**III SENDING INSTITUTION**

|  |  |
| --- | --- |
| Home Institution |  |
| Faculty/Academy/Department |  |
| Your university status | *Choose a category.* |
| Contact person (coordinator) from home institution[[2]](#footnote-2) |  |
| Email from the contact person (coordinator) |  |

**IV LANGUAGE PROFICIENCY**

|  |  |
| --- | --- |
| English Language (based on the CEFR) – *self-evaluation* | *Choose a level.* |
| What proof do you have of knowing English language in the stated level? |  |

**V HOST INSTITUTION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Host University[[3]](#footnote-3) | **University of Sarajevo** | | | | |
| UNSA member unit[[4]](#footnote-4) | *Choose an UNSA unit.* | | | | |
| Department within the member unit[[5]](#footnote-5) |  | | | | |
| Semester of the planned mobility | Choose a semester you wish to come. | | | | |
| Planned Dates of Mobility (excluding travel)[[6]](#footnote-6) | Start: *Enter a date.* — End: *Enter a date.* | | | | |
| Is your exchange part of any mobility program? | No  Yes | If YES, please enter the name | |  | |
| Type of Mobility[[7]](#footnote-7) | *Choose a type.* | | Staff week[[8]](#footnote-8) | |  |
| Planned Duration of Mobility[[9]](#footnote-9) | 5 working days (+ 2 travel days) | | | | |
| Contact person at Host Institution (name, title and email of your host)[[10]](#footnote-10) |  | | | | |

\* More about the University of Sarajevo can be found at: <https://international.unsa.ba/eng/>.

**VI PROPOSED MOBILITY**

|  |  |
| --- | --- |
| What is your motivation and objectives of this mobility?  Please list proposed activities to be carried out! |  |

**VII STATEMENT**

|  |
| --- |
| I hereby state that my Erasmus+ mobility will not be double funded by other EU funds.  I confirm that all provided information is accurate. If accepted, I will send supporting documents that verify the given data in this application form. |

**VIII SIGNATURE**

|  |
| --- |
| I sign this application form electronically by ticking the box. |

**Please note: \*** no actual signature is needed, just tick the box.

Date: *Enter a date.*

1. Nominations from the IIA on the level of UNSA membe runit do not need to use this form as it is clear where the university staff wants to attend [↑](#footnote-ref-1)
2. Usually a person who does a nomination to the IRO at UNSA [↑](#footnote-ref-2)
3. More information about our university and its member units is available at: <https://international.unsa.ba/eng/> [↑](#footnote-ref-3)
4. Leave it empty if you are not usre where you need to implement your mobility [↑](#footnote-ref-4)
5. If you are not familiar with the departments, you can enter the desired department as it will help us to easily nominate you further [↑](#footnote-ref-5)
6. You can enter proposal of mobility dates. Once approved, it can be discussed if change is needed. Please note: within Erasmus+ KA171 program, the mobility duration is 5 days (minimum) [↑](#footnote-ref-6)
7. **Please note**: teaching is only possible during the teaching period at UNSA: October to December and March to June. [↑](#footnote-ref-7)
8. **Staff week**: check the box **only** if you are interested to attend the staff training week offered by the University of Sarajevo. [↑](#footnote-ref-8)
9. Automatically it offers only 5 + 2 days [↑](#footnote-ref-9)
10. The contact person is the potential host at the UNSA's unit. If you still do not know, leave it empty. If you are coming for the event organized by our Office, you can put our data. [↑](#footnote-ref-10)