**UNIVERSITY OF SARAJEVO**

**NOMINATION LETTER FOR INTERNATIONAL MOBILITY1**

**ERASMUS+ PROGRAM**

**I PERSONAL DATA:**

|  |  |
| --- | --- |
| **Name** |  |
| **Surname** |  |
| **Gender** |  |
| **Date of birth (dd/mm/yyyy)** |  |
| **Country of Birth** |  |
| **Citizenship (passport)** |  |
| **Passport number** |  |

**Please note:** This information will not be shared except to administrate the candidate profile within their application to the international mobility.

**II CONTACT INFORMATION**

|  |  |
| --- | --- |
| **Email** |  |
| **Phone** |  |

**Please note:** This information will not be shared except to contact the candidate regarding their application to the international mobility.

**III ACADEMIC INFORMATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Home institution** | **UNIVERSITY OF SARAJEVO** | | | | | |
| **UNSA member unit** | Choose an UNSA unit. | | | | | |
| **Study field / department** |  | | | | | |
| **Current status at UNSA** | Choose your status at UNSA. | | | | | |
| **Previous mobility2** | Choose correct answer. | | | | | |
|  | | | | | | |
| **III.a Only students** | | | | | | |
| **Year of study** | Choose an year. | | | | | |
| **Academic (average) grade3** | BA |  | MA |  | PhD |  |

**Please note:** This information doesn’t exclude students from sending the official transcript of records with their application to the published call!

**IV LANGUAGE PROFICIENCY4**

|  |  |
| --- | --- |
| **English language** | Choose a level. |
| **What proof do you have of knowing English language in stated level?** |  |
| **Other foreign language(s) and levels?** |  |

**Please note:** This information doesn’t exclude the candidate from sending the official proof for knowing the English or other required foreign language with your application if requested in the published call!

**V MOBILITY STATUS**

**The candidate is applying for:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Program** | **ERASMUS+** | | |
| **Type of mobility** | Choose the type. | **Staff week5** |  |
| **Period of mobility6** | Choose a period. | | |
| **Academic year (yyyy/yyyy+1)** |  | | |

**Please note:** The final dates of mobility can be agreed upon by accepting the nomination from the host institution.

**V HOST INSTITUTION**

**The candidate is nominated to the 1st host option:**

|  |  |
| --- | --- |
| **Country** |  |
| **Higher education institution** |  |
| **Host department (study field)** |  |

**The candidate is nominated to the 2nd host option (if applicable)7:**

|  |  |
| --- | --- |
| **Country** |  |
| **Higher education institution** |  |
| **Host department (study field)** |  |

**Please note:** make sure you send an additional learning agreement (student) or mobility agreement (staff) for the second option in your application to the open Erasmus+ calls.

**Filled in and signed by the responsible person8 at the UNSA unit:**

|  |
| --- |
| With this nomination letter, I confirm that the candidate is enrolled/employed at the University of Sarajevo and will be in that status during the period of chosen mobility. I support the candidate’s application for this mobility program as a part of their professional improvement and further education.  Name and surname:  Title and role at the unit:  Signature: Stamp of the UNSA unit  Done in Sarajevo, on 27/01/2022 |

**EXPLANATION:**

**1 Nomination letter:** this document is used for the calls published at the websites [www.unsa.ba/stipendije](http://www.unsa.ba/stipendije) and [www.international.unsa.ba](http://www.international.unsa.ba) and is accompanied by a **learning** **agreement**, **transcript** **of records**, **proof of knowing a foreign language**, and other additional documents as instructed in the call.

**2 Previous mobility**: students can implement only two mobilities within one study cycle; Staff members are recommended to apply and implement up to two mobilities within one academic year.

**3 Average grade**: enter your average grade calculated in your transcript of records for each study cycle (if applicable) - only students

**4 Language proficiency:** Students must accompany this nomination letter with proof of knowing English or other foreign languages as instructed in the published call.

**5 Staff week**: check the box **only** if the staff week is offered in the published call (for staff members only).

**6 Period of mobility:** enter the period stated in the published call.

**7 2nd host option:**students and staff members can simultaneously apply for two open calls, stating 1st and 2nd preference. If admitted to both host institutions, priority will be given according to the application. If applying to only one institution, leave the 2nd host empty.

**8 Responsible person:** for **students**: signature provides vice-dean; for **staff members**: signature provides dean or other person authorized by dean.