

Teachers Education Academy

www.teacherseducationacademy.com info@teacherseducationacademy.com

Harju maakond, Tallinn, Lasnamäe linnaosa, Lõõtsa tn 2a, 11415
Tallinn/Estonia WhatsApp. +372 58316839 OID :E10280402

Erasmus+ Mobility Preparation Checklist

A Practical Guide for Participants

Prepared by Teachers Education Academy

Before Your Mobility

Documents

- Passport / ID card is valid.
- Visa requirements have been checked (if applicable).
- Invitation Letter received.
- Learning Agreement / Mobility Agreement signed.
- Insurance documents received.
- Emergency contact details saved.
- Flight tickets booked.
- Accommodation confirmed.
- Airport transfer information received.
- Copies of important documents stored digitally.

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Erasmus+ Documents

- Grant Agreement signed.
 - Participant Declaration completed.
 - Europass Mobility discussed (if applicable).
 - Certificate requirements understood.
 - Attendance requirements reviewed.
-

Financial Preparation

- Erasmus+ grant received.
 - Bank card activated for international payments.
 - Local currency or payment methods prepared.
 - Personal expenses estimated.
-

Packing Checklist

- Laptop/tablet
- Phone charger
- Power adapter (if required)
- Notebook & pen

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- Comfortable clothing
 - Weather-appropriate clothes
 - Medicines
 - Personal hygiene items
 - Student/Teacher ID
-

During Your Mobility

Participation

- Attend all learning activities.
 - Participate actively in workshops.
 - Network with participants.
 - Exchange good practices.
 - Share your experiences.
-

Documentation

- Take photos for dissemination.
- Keep attendance records.
- Save learning materials.

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Collect certificates.

Record useful contacts.

Cultural Experience

Explore local culture.

Visit educational institutions.

Respect local customs.

Practice English communication.

After Your Mobility

Reporting

Complete the Participant Report.

Complete the Evaluation Form.

Share dissemination activities.

Upload photos.

Share learning outcomes with colleagues.

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School Dissemination

- Presentation prepared.
- Staff meeting organised.
- Students informed.
- Social media post shared.
- School website updated.
- Erasmus+ project archive updated.

Personal Reflection

- What did I learn?

- How will I use this knowledge?

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Emergency Contacts

Organisation:

Coordinator:

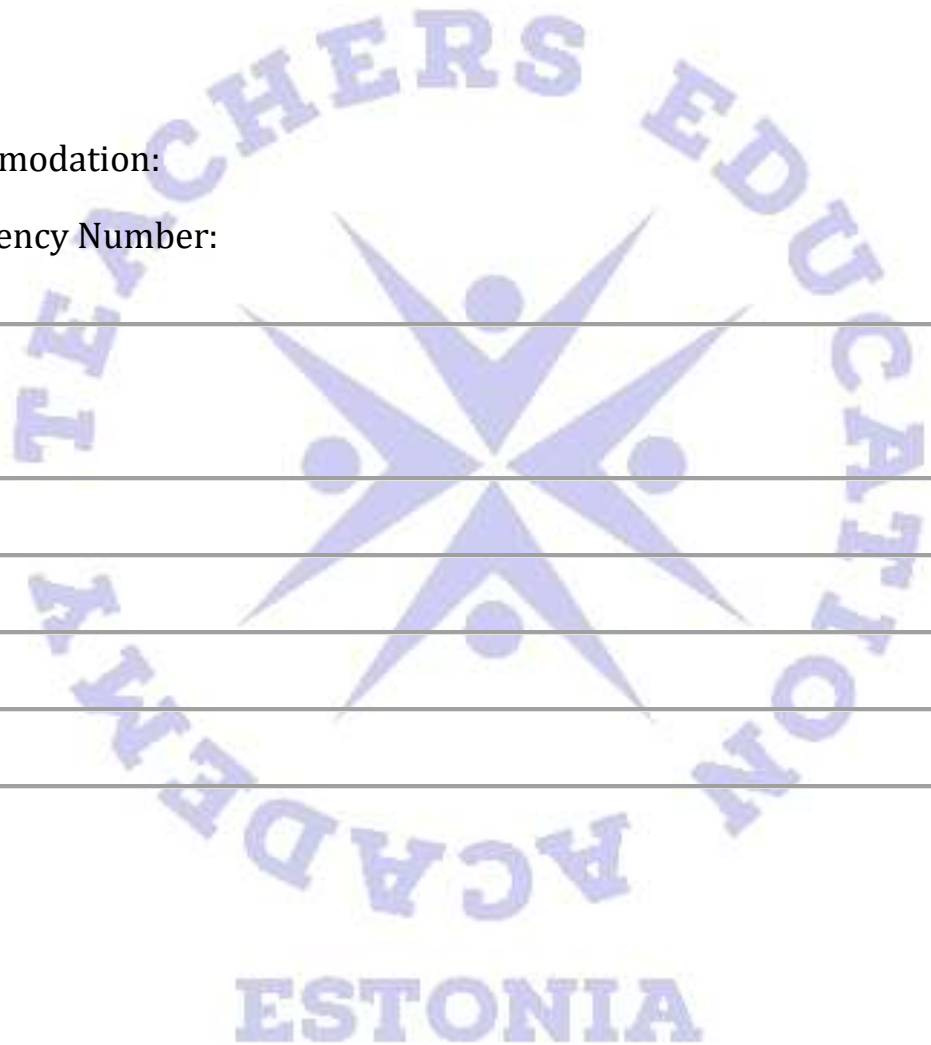
Phone:

Email:

Accommodation:

Emergency Number:

Notes



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"Top 10 Tips for a Successful Erasmus+ Mobility"

1. Be open-minded.
2. Participate actively.
3. Network with colleagues.
4. Ask questions.
5. Share your experience.
6. Respect cultural differences.
7. Keep your documents safe.
8. Take photos for dissemination.
9. Stay in touch after the mobility.
10. Apply your new knowledge at your school.

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