

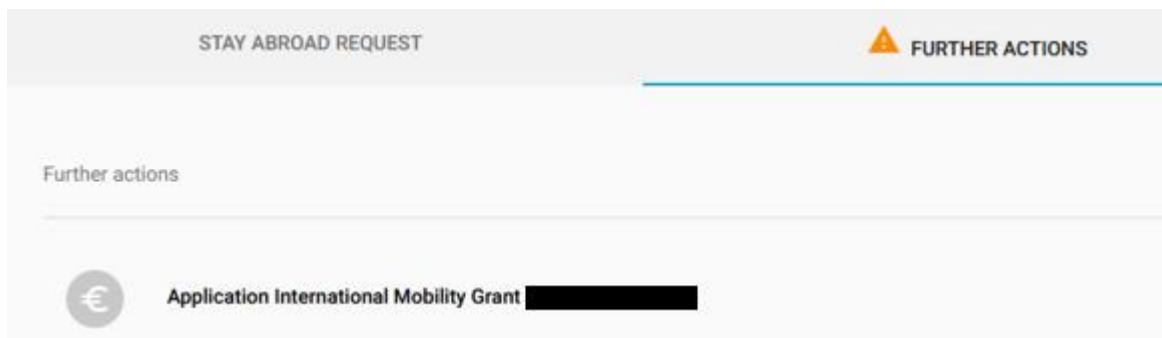
Explanation “How to apply for the Erasmus+ IM Grant in Osiris”

Step 1: Grant Application

- Students that have been selected for the International Mobility grant are required to continue the application process.
- Go to the application process in the Stay Abroad Requests.



- On the right you can now select the application for the grant itself under Further Actions.



1.1 Bank details

Please fill in your bank details. Do not forget the IBAN code. Choose Continue.

1.2 General Questions

Answer the general questions.

1.3 Uploads

Upload the required documents for your grant application. You can find details on the required documents on the application procedure page.

- Learning Agreement

Optional for UK – University of Leeds:

- Green Travel – Declaration on Honour

1.4 In Case of Emergency

- Answer the emergency contact information questions.

You can check the information one more time and then click Submit.

Your application has now been submitted and will be reviewed by the International Office EUR. You can check the status anytime under “Stay Abroad”. As soon as your application has been approved your status will be changed and you will receive a notification of this via e-mail.

After approval, the status will be changed from *Submitted* to *In progress* and the decision will change into *Conditionally approved*. You can then continue with step 2.

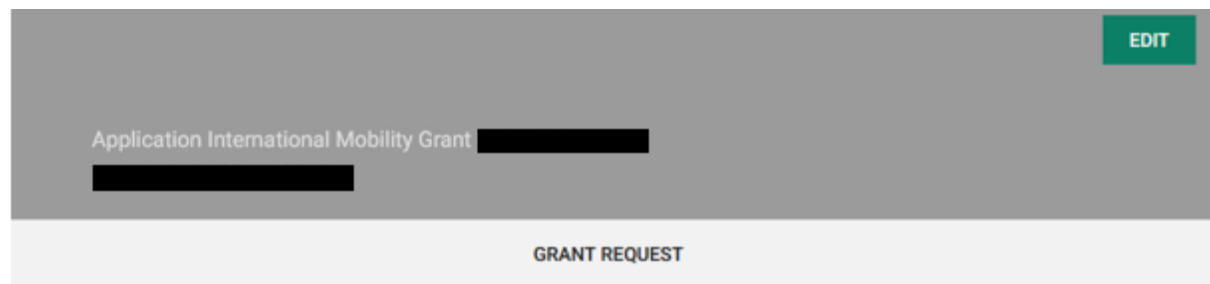


Step 2: Grant Agreement

After your application has been processed you will receive a grant agreement via email. This grant agreement is a contract in which the period of your exchange is mentioned and the grant amount that you will receive.

Login to Osiris – Stay Abroad

Go to the application process and select Edit at the grant request. Upload your signed grant agreement.

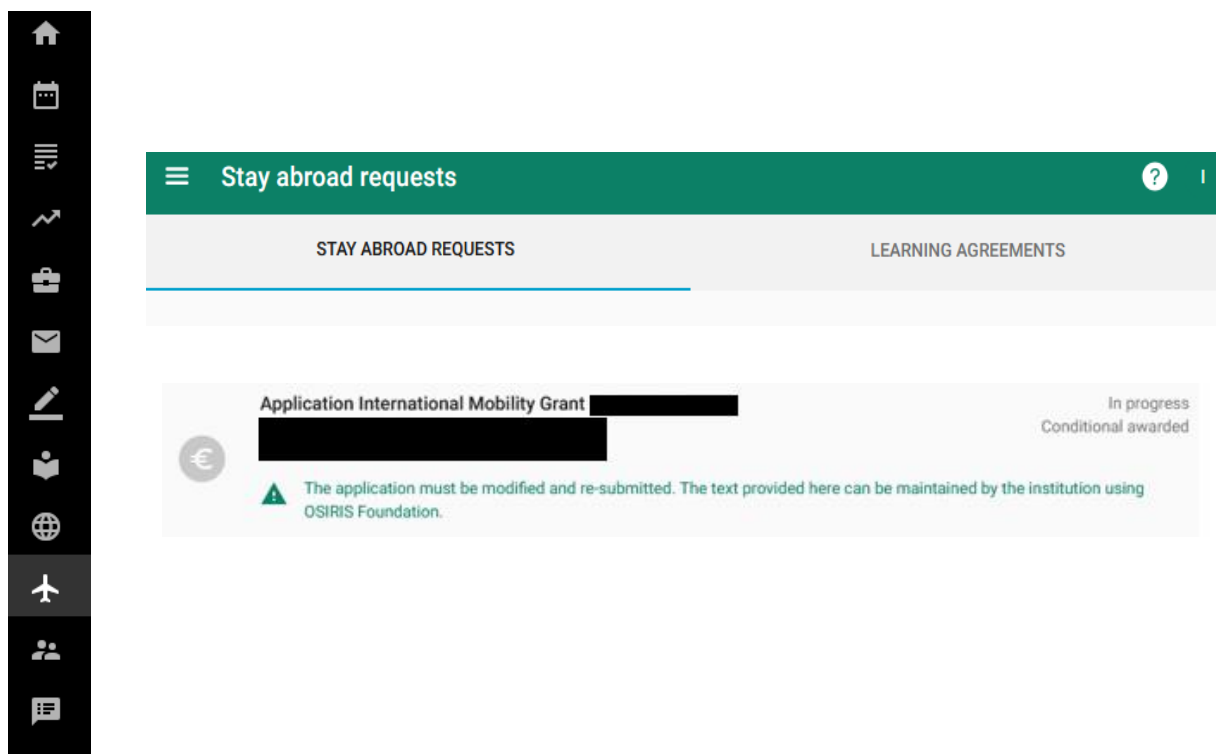


The International Office EUR will process your grant agreement and you will receive the first 75% of the grant. In Osiris, questions for after mobility will be created. The Stay abroad page shows a message saying ‘*The application must be modified and re-submitted.*’ This is not an error but means that there are questions ready for AFTER your mobility. You can find them by clicking on Edit.

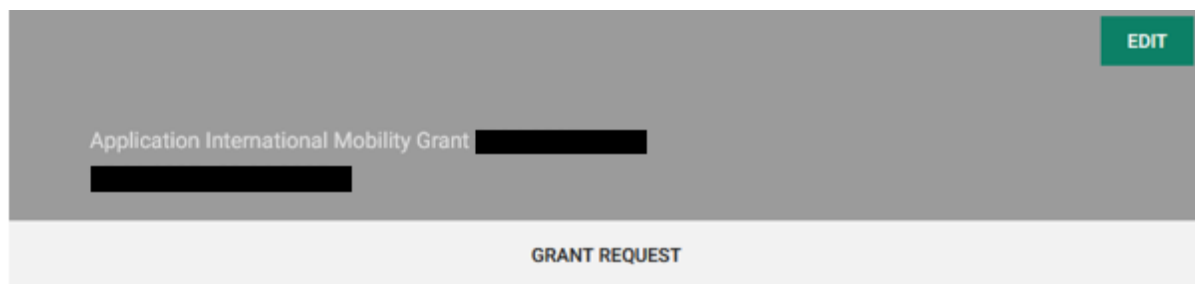
Please continue with step 3 after your mobility to finalize your Erasmus+ grant.

Step 3: After the mobility

- After the mobility you hand in your final documents
- Go to Osiris Student
- Log on with your student ID
- Choose the “Stay Abroad” button



- Click on Edit to open the application.



Upload the requested information as can be found on the procedure page:

- Your Transcript of Records
- Your Certificate of Attendance
- Changes to your Learning agreement if applicable.
- Participant Report results

Choose *Continue* and then click *Submit* on the next page

Your final documents have now been submitted and will be reviewed by the International Office EUR. You can check the status anytime under “Stay Abroad”. As soon as your application has been approved the status and decision will be changed and you will receive a notification of this via email. After approval, you will receive the final payment of your Erasmus+ grant based on the dates in your certificate of attendance.