

ICM INCOMING STAFF
APPLICATION PROCESS FOR TEACHING/TRAINING

In order to apply for Studies or Traineeship at HMU, please:

STAGE 1:

1. Contact your International Relations Office for **available Mobilities**, and then ask for a **Nomination Letter**.
2. Apply online at **Morpheus** morpheus.hmu.gr and **upload the following:**

1. Passport

2. Nomination Letter

Notes:

Apply from an external provider.

Write your mail, then you will receive a password.

Write your password and you will enter the application.

STAGE 2:

After your application on Morpheus is approved by HMU, we will ask you to send the following documents before your arrival:

- 1) **Mobility Agreement for Teaching** [*attached in the mail we will send you*]. To be filled in and signed by you. Also, to be signed and stamped by the person in charge.
- 2) **Grant Agreement** [*attached in the mail we will send you*]. To be filled in and signed by you. Also, to be signed and stamped by the person in charge.
- 3) **VISA or Passport.**
- 4) **Bank Account:** Copy of the 1st page of your bank account in English where YOU are the 1st beneficiary (your Full Name/Bank Name/IBAN/SWIFT CODE must be shown clearly). If you cannot have a copy of your bank account, you must provide us with an official document signed by your bank in English where Full Name/Bank Name/IBAN/SWIFT CODE are shown clearly.
- 5) a) Detailed **Insurance Coverage contract** in ENGLISH.
Note: You must have adequate Insurance Coverage as stated in ARTICLE 6 of the Grant Agreement. So we strongly advise that you print ARTICLE 6 and give it to your insurance company in order to prepare a proper insurance for your mobility, as required by EU.
b) **Declaration of Insurance Coverage by the Participant** [*attached*], signed by you.
- 6) **Copy of Ticket receipts/invoices AND Boarding passes.**
- 7) **Receipt of accommodation.**

Note: Upon your arrival at HMU, you must provide the International Relations Office with all the original Boarding Passes and Receipts/Invoices that you used for your journey from your country to the HMU.

Please mind that in order for the ICM program CALL 2022 to be valid and in order for you to receive the full amount of the scholarship, you must stay at HMU for at least five (05) working days, as well as to arrive at least 1 day BEFORE the Teaching or Training and leave at least 1 day AFTER the Teaching or Training.

For clarifications, you may send an email at: kottievi@hmu.gr, evamen@hmu.gr