

ICM OUTGOING STAFF
APPLICATION PROCESS FOR TEACHING/TRAINING

In order to apply for Teaching or Training at a foreign University, please:

STAGE 1:

1. Contact the International Relations Office of HMU for **available Mobilities**, and then ask for a **Nomination Letter**.
2. Once your **application** is approved by the foreign University and an **Invitation Letter** is sent to you, apply online at **Morpheus**: [ΕΛΜΕΠΑ – Εφαρμογή Προσκλήσεων \(hmu.gr\)](http://ΕΛΜΕΠΑ – Εφαρμογή Προσκλήσεων (hmu.gr))

STAGE 2:

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

- 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 where YOU are the 1st beneficiary (your Full Name/Bank Name/IBAN/SWIFT CODE must be shown clearly).
- 5) a) Detailed **Insurance Coverage contract**.
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 in the mail we will send you*], signed by you.
- 6) **Ticket receipts/invoices AND Boarding passes.**
- 7) **Receipt of accommodation.**

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 abroad for at least five (05) working days, as well as to arrive in the foreign country at least 1 day BEFORE the Teaching or Training and leave at least 1 day AFTER the end of Teaching or Training.

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