



**HOW TO
CREATE FINAL DOCUMENTS
(PARTICIPATING UNIT)**

At the end of a realised mobility, every scholar needs a signed mobility report and letter of confirmation uploaded to their mobility application. There are different ways, how this can be done, but the most efficient approach would be, that the host institution is informed via email, as soon as the scholar finished the mobility report. Then the host institution can fill in the letter of confirmation and print, sign and upload both final documents.

As Host PPU, you will find a deeplink to the mobilities in the current academic year on your desktop. Click on awarded mobilities to access the list:

Active networks

Partner	awarded mobilities	mobilities waiting	used months	free months	fulfillment
[Redacted]	100	2	148M 25D	62M 5D	70%
Partner	0	3	0M 0D	203M 0D	0%

The tab „mobility“ shows all the mobilities sorted by state in the current academic year for your PPU:

< [Redacted]

CONTENT | DOCUMENTS | STATISTICS | ASS. QUOTA | **MOBILITY** | TRAFFIC

PPU: University [Redacted]
Direction: Incoming

Mobilities

CPMNR	NAME	
State: accepted by applicant		
PPU: Ma [Redacted]		
[Redacted]	[Redacted]	[Edit icon]

In the state accepted by applicant, you will find the mobility for which you want to fill in the letter of confirmation. Click on the edit button.

Here you can print, sign and upload both final documents (mobility report and letter of confirmation):

CONTENT | FINALIZE

Mobility Report

ready

The "Mobility Report" is filled out and can be printed and signed/stamped by the host institution.

Following this, the documents are to be uploaded by either the applicant or the host institution. For the technically minded there is also an upload/verification procedure via smartphone and QR-Code.

(Extras for SI and SK: hardcopies to be sent the NCO. SK also demands a list of activities to be entered in the LoC.)

Letter of Confirmation (LoC)

no letter of confirmation found

Please edit the "Letter of Confirmation" first.

The documents are then to be printed and signed/stamped by the host institution.

Following this, the documents are to be uploaded by either the applicant or the host institution.

For the technically minded there is also an upload/verification procedure via smartphone and QR-Code.

(Extras for SI and SK: hardcopies to be sent the NCO. SK also demands a list of activities to be entered in the LoC.)

Important Notice: Please note that once you have printed the Mobility Report and/or the Letter of Confirmation, you **should not edit them again**, since the software will not permit uploading in this case!

Once both documents have successfully been uploaded, the application's status will change to completed.

If you need assistance, please contact the technical live support by clicking the question mark.

