

Before your arrival please:

1. Check the validity of your travel document.
2. Define the exact dates of your visit with your host institution.
3. Please fill in and send to your host institution:

- **OIB application form**

You can find it at the following link:

https://www.porezna-uprava.hr/en/EN_obrasci/Documents/PINrequest.pdf

YOU DO NOT NEED TO FILL IN THE 2nd PART of the application form.

- **your ID/passport**
- **power of attorney (attached).**

Note: the University of Split will obtain an OIB number for you. Procedure takes too long so it is important to send these requested documents as soon as possible to your contact person at host institution.

4. The total amount for travel costs of your Erasmus+ staff mobility has been calculated based on the calculator for Erasmus+ programme of certain air distances

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

and the total amount of your financial support (travel+living costs).

5. If you have an EHIC (European Health Insurance Card), check whether it is valid and, if necessary, request a new one.

6. In the same e-mail with previous documents mentioned above, please send a copy of your EHIC and the model of the contract (in word format) filled with your personal data to the contact person at your host institution.

7. At the end of your mobility, depending on host institution, you will receive Statement of Host Institution accordingly and questionnaire for the final report in Beneficiary Module tool.