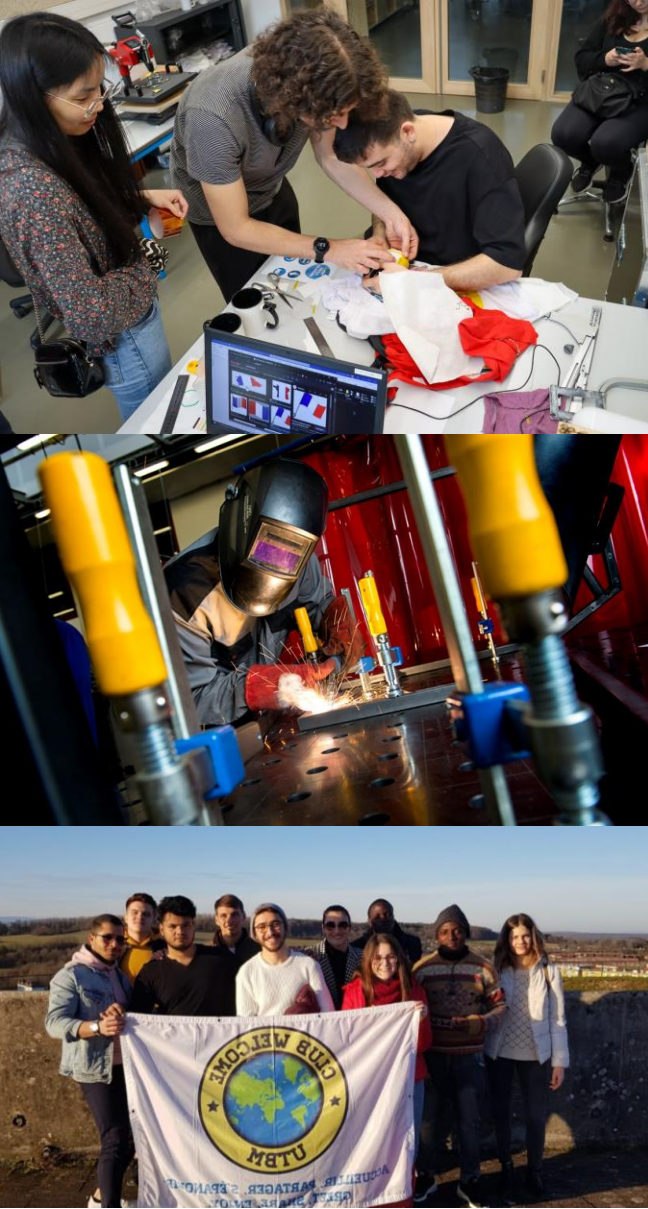
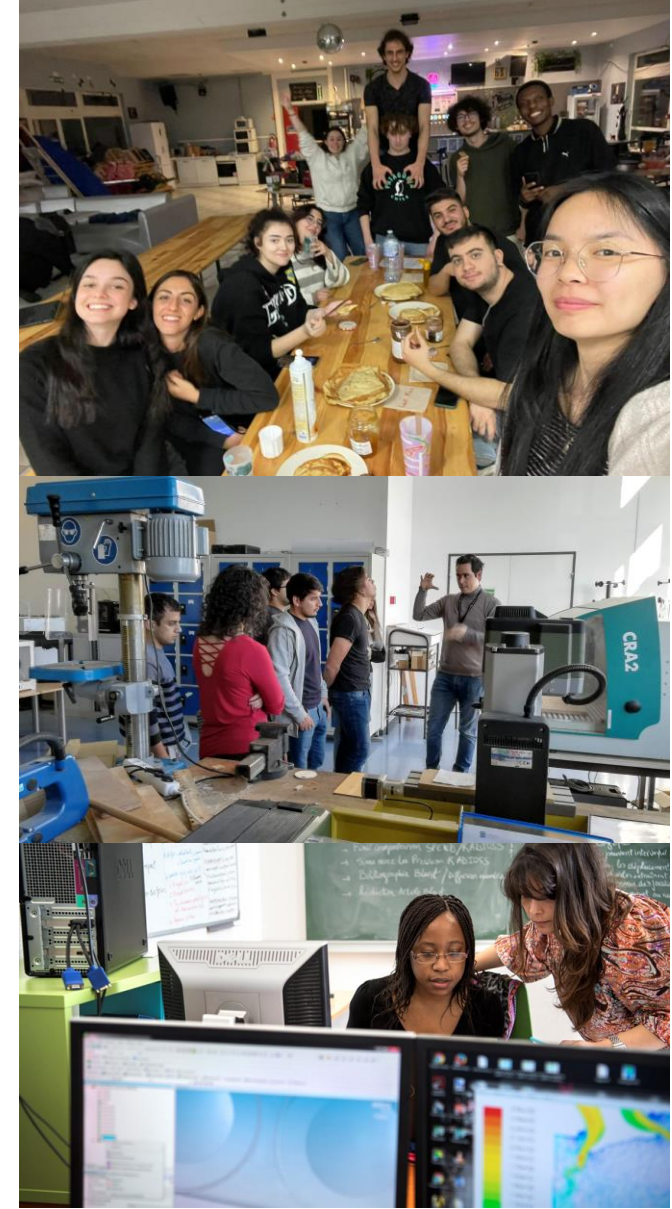




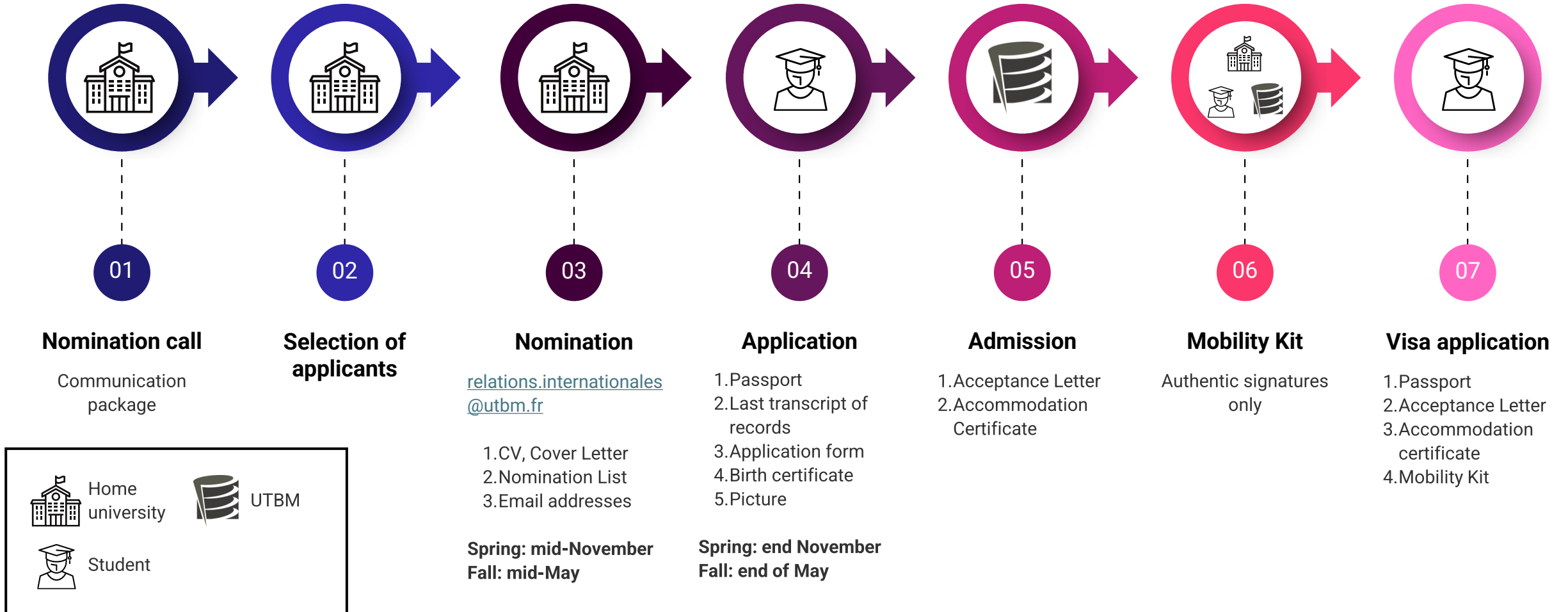
Erasmus+ student mobilities



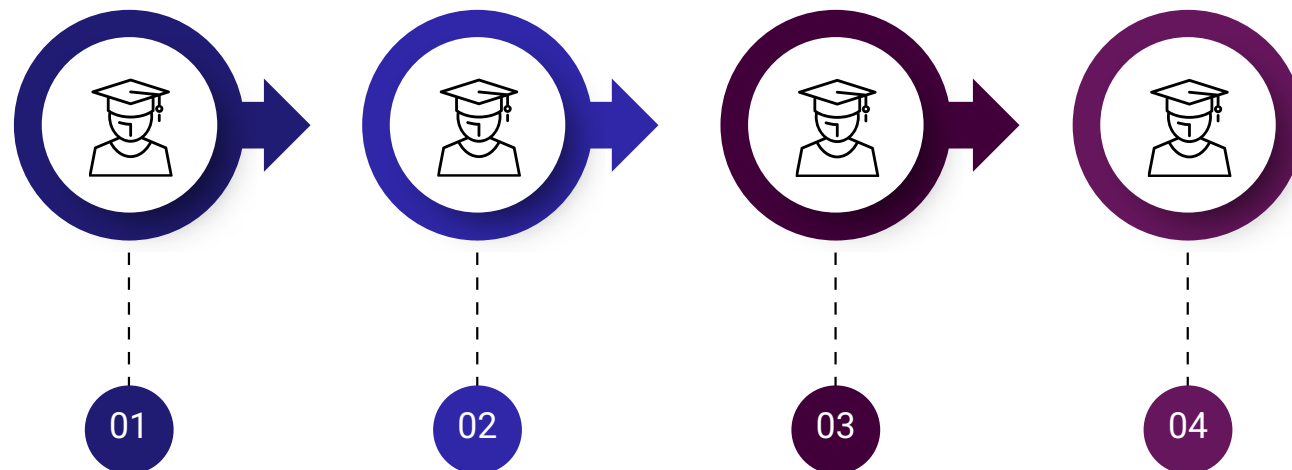


1. [Overview of the process](#)
2. [Selection and nomination](#)
3. [Admission of students](#)
4. [Support before the stay](#)
5. [Arrival: Welcome Week](#)
6. [Support during the stay](#)
7. [Support at the end of the stay](#)
8. [Our contacts](#)

BEFORE ARRIVAL - ADMISSION



BEFORE ARRIVAL - PREPARING YOUR STAY



**Booking an
accommodation**

**Required
documents**

1. International Health Insurance 1.5 months
2. Civil liability
3. Vaccination DTP

**Erasmus+
documents**

1. Proof of transport - Arrival
2. Supporting documents fewer opportunities

Arrival

Spring: Mid-February
Fall: end of August



Home
university

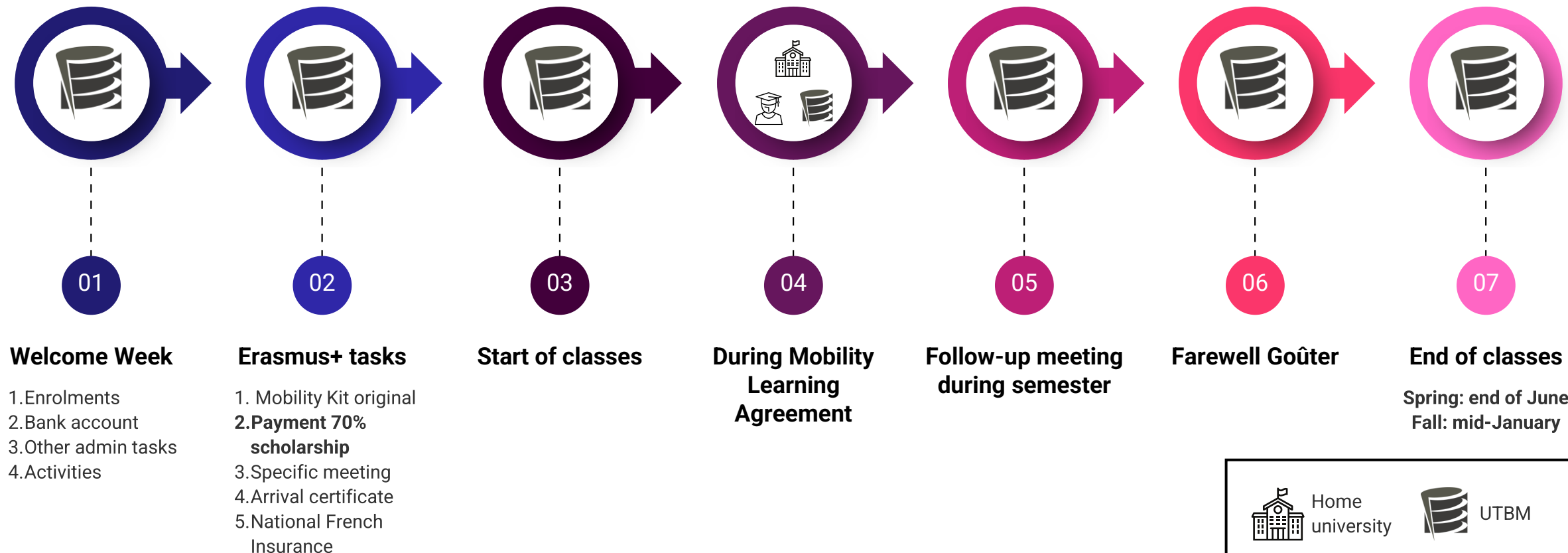


UTBM

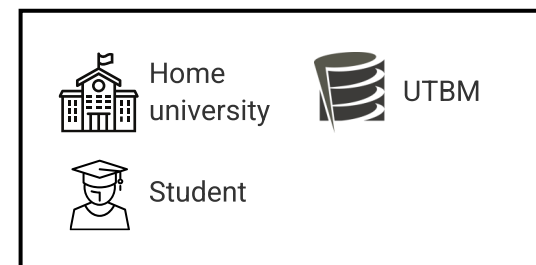


Student

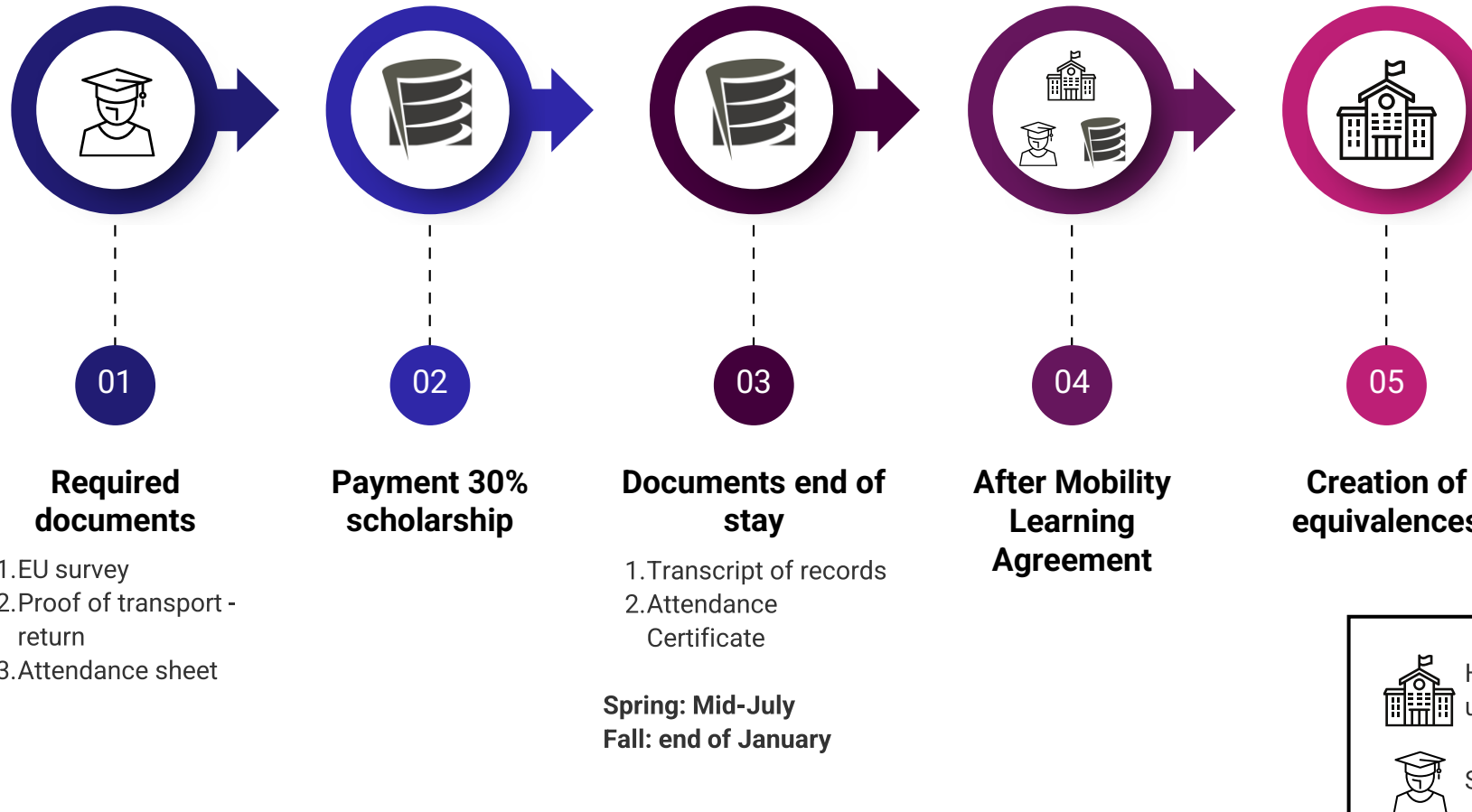
SEMESTER OF STUDIES



We strongly advise students to be in capacity of paying for: their arrival journey + their first month in France + their accommodation deposit. Payment of the scholarship will arrive on their French bank account at the end of their first month in France.



END OF STAY



1/ Publication of the nomination call (**partner university**)

- Dissemination of the nomination call for Erasmus+ student mobility within the university or a component of the university **in a transparent and fair manner.**
- **Support document: Erasmus+ poster** (*UTBM_2025_Poster Erasmus+ KA171*).

2/ Selecting the applicants (**partner university**)

- The selection process is determined by the partner university of UTBM. The process must be **identical** for the entire duration of the project, **transparent** and detailed in a **written procedure**.
- The partner university must be able to provide documents justifying its decision (at least: **CV and cover letter from the applicant**).
- The partner university should not exclude students with fewer opportunities. It must inform them about the support process included in the Erasmus+ programme. **Support document: Inclusion and diversity framework**.
- **Please follow the student flows determined in the project frame. Please let us know if there are any changes.**

3/ Nominating the applicants (**partner university**)

- The partner university nominates the students by email to relations.internationales@utbm.fr with:
 - **CV and Cover Letter**
 - **UTBM_KA171_Nomination_List**: official list stamped and signed
 - **Email address of each student**
- **Deadline:**
 - Spring semester (February – June): **mid-November**
 - Autumn semester (August – January): **mid-May**
 - **Support document: UTBM Factsheet** (*UTBM_Factsheet Erasmus+ KA171*)

1/ First contact with students (UTBM)

- UTBM send the welcome pack by email: *Exchange Student Guide, Little Survival Guide, university calendar, list of required documents.*
- Students must submit: passport, last transcript of records, application form, birth certificate, picture.
- Deadline:
 - **Autumn: end of May**
 - **Spring: end of November**
- **Students must make a first choice of subjects (which may be subject to change).**

2/ Admission of students (UTBM)

- After the study of the application file by the pedagogical teams, students are admitted.
- UTBM sends: acceptance letter, certificate of accommodation.
- UTBM declares students to Campus France* (for visa applications).

**For countries not linked to Campus France, students can apply for visa directly to their local French embassy.*

3/ Mobility Kit (**UTBM and partner university**)

- The **Mobility Kit** is the contract governing student mobility. It specifies the amount of the scholarship and serves as proof of resource when applying for a visa. The "Learning Agreement" section specifies the students' choice of courses
- 4 steps:
 - UTBM sends a pre-filled document, which the student completes.
 - UTBM signs the document.
 - The student signs the document with an **authentic signature (manual with a pen)**.
 - The partner signs the document with an **authentic signature (manual with a pen)**.
- **The student must bring his authentic Mobility Kit signed by everyone in France for archiving.**

3/ Mobility Kit: payment of the scholarship

- Scholarship amount:
 - Travel support: 309€
 - Green travel top-up: +108€ **only if the required supporting documents are provided.**
 - 900€ per month of base amount for individual support.
 - Top-up amount for students with fewer opportunities **only if the required supporting documents are provided.**
- Payment of the scholarship:
 - 70% upon the student's arrival in France – to a European bank account.
 - 30% at the end of the mobility, after submission of the participant's report on the *EU survey*.
- **We advise students to be able to finance:**
 - **Their mean of transportation;**
 - **Their security deposit (one rent, i.e.e €277 for 2025-2026);**
 - **Their first month in France (900€).**

3/ Mobility Kit: filling the Learning Agreement (UTBM and partner university)

Recognition at the Sending Institution Reconnaissance dans l'établissement d'envoi

Table B Tableau B	Component code (if any) Référence de la composante pédagogique (si existante)	Component title at the Sending Institution (as indicated in the course catalogue) Intitulé de la composante pédagogique dans l'établissement d'envoi (tel qu'indiqué dans le catalogue de cours)	Term [e.g. autumn/spring; term] Trimestre [ex : 1 ^{er} /2 ^{ème}]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution Nombre de crédits ECTS (ou équivalent) reconnus dans l'établissement d'envoi	Automatic recognition [yes/No] Reconnaissance automatique [oui/non]

3/ Mobility Kit: filling the learning agreement (UTBM and partner university)

- The partner university must fill in Table B: equivalence of subjects taken at UTBM. Equivalence works in two ways:
 - Direct equivalence with a subject at the home university;
 - No direct equivalence but consistency with the student's curriculum.
- If your institution does not use ECTS credits system, please indicate the credit system used and include an explanatory web link or PDF of the system.
- Automatic recognition means that all credits earned abroad will be transferred without delay and counted in the student's degree without additional work or evaluation of the student. If you do not apply this system, please check "no". In this case, you will need to provide a clear justification as well as an indication of the other type of formal recognition that will be applied (for example: recording in the [diplome supplement](#) of the student or the mobility document [Europass](#)).

4/ Applying for a visa (**student**)

- Submitting a visa application to Campus France or the closest French embassy. More information: [Demande en ligne - France-Visas](#)
- Required documents:
 - Passport
 - Acceptance letter
 - Certificate of accommodation
 - Mobility Kit

1/ Our support for students (UTBM)

- Email support throughout the process
- Opening of a WhatsApp group before arrival
- Q&A online session before arrival



2/ Support in booking accommodation (UTBM)



3/ Required documents before arrival (student)

- International health insurance for 1.5 months. Students will then be attached to the French national health insurance, which is free and mandatory.
- Civil liability insurance (linked with accommodation insurance).
- Vaccination certificate (Diphtheria, Tetanus and Poliomyelitis up to date)

4/ Supporting documents for Erasmus+ (student)

- Proof of transport – Arrival
 - Plane: invoice + boarding pass
 - Train: invoice + tickets
 - Car: petrol invoice + toll tickets + stamped passport
 - Bus (green travel): invoice + tickets
 - Carpooling (green travel): petrol invoice + toll tickets + stamped passport + written confirmation of all passengers
 - **Support document: Timeline of your Erasmus+ mobility**
- Supporting documents for students with fewer opportunities. **Support document: Inclusion and diversity framework**

The Welcome Week, a week of administrative and social integration activities to start the semester peacefully!



1/ Administrative support

- Administrative and pedagogical enrolment;
- Bank account opening in France;
- Subscribing to a bus card;
- SIM card purchase;
- Registration with the French national health insurance;
- Application for housing allowances.

2/ Social integration

- Shared meals;
- Campus tours;
- Visiting the city and region;
- Activities: tree climbing, bowling, karaoke...



Social activities are led by our students from the *Welcome Club*.

They are entirely free for students.

3/ Administrative tasks for Erasmus+

- Signature of the payment order resulting in the payment of 70% of the scholarship amount into a European bank account.
- Specific meeting: reminder of the rights and duties of Erasmus+ students.
- Issuance of a certificate of arrival.
- Reception of Mobility Kits and supporting documents.

1/ During Mobility Learning Agreement (UTBM, partner university, student)

- Only if the student has been enrolled in subjects other than those announced in their first Learning Agreement.

2/ Help and support from UTBM services (practical life, administration, health, etc.).

3/ Follow-up meetings

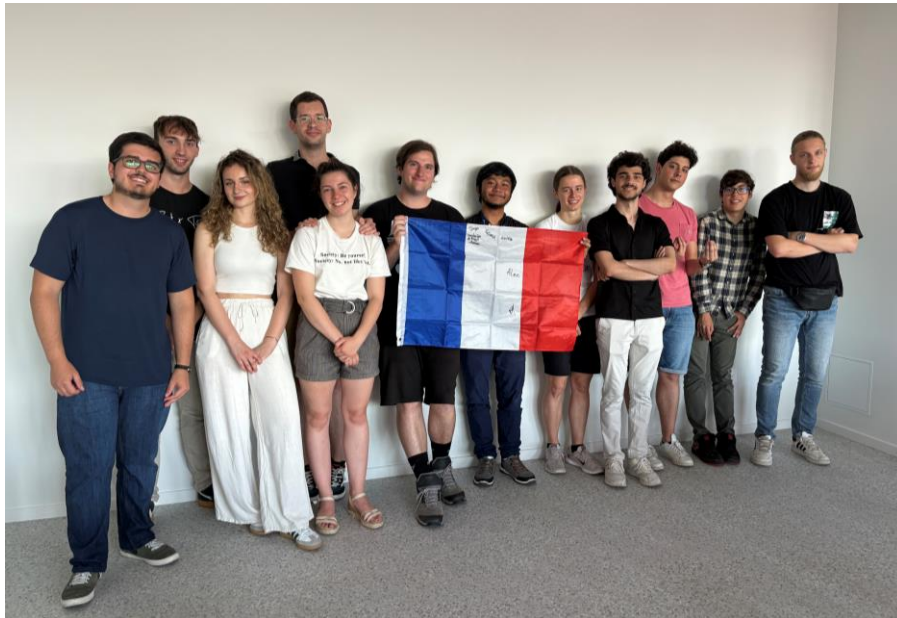
4/ Activities by the Welcome Club

- Visits, parties, meals, weekends... organized by the Welcome Club throughout the semester.



1/ Farewell Goûter

- Final snack time to gather the students' experiences and say goodbye.
- Students are invited to fill out a satisfaction form.



2/ Documents at the end of the stay (**UTBM, students**)

- Attendance sheet;
- Attendance certificate;
- Proof of transport – Return. **Support document: Timeline of your Erasmus+ mobility**
- **Student:** submission of the EU survey participant's report. **Induce the payment of the remaining 30% of the scholarship.**
- Transcript of records, sent by UTBM to the partner university. Delay:
 - Spring semester: mid-July
 - Autumn semester: end of January
- After Mobility Learning Agreement, integrating the student's results. To be signed by: **UTBM, student, partner university.**

3/ Integration of results into the curriculum (**partner university**)

- At the end of the student mobility, the partner university undertakes to integrate the results obtained by the student into the student's curriculum, in accordance with the terms and conditions set out in the Learning Agreement.

Note: students wishing to extend their stay in France with an internship in a company must have their internship agreement signed by the partner university. They will have to make a round trip to their country of origin in order to apply for a visa for internship at the French embassy.

More information on our website: [Exchange students | UTBM \(University of Technology Belfort Montbéliard\) | UTBM](#)

A question? An issue? Contact us!



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