



Information for students, who want to participate in Erasmus+ program

Before submitting an application, you must familiarize yourself with the selection criteria, as well as the conditions for participation in the Erasmus + program. *

Required documents before mobility:

1. Submit an application for training/internship * **signed by the Program Director** (please fill in electronically);
2. Provide the necessary documents for participation in the program:
 - a) Certificate of student status (issued in the academic part);
 - b) Transcript of Records (check if any of the passed items are not recorded as debt);
 - c) Statement of tuition fees (there should be no financial debts + before departure, it is necessary to fully pay for a semester of study at the BMA);
 - d) Confirmation of non-participation in other EU funding programs + specify the type of transport you will use + indicate whether Travel Days are necessary (1 day before the start of study and 1 day after), it is possible only for short-term mobility (request the document at the Erasmus+ office);
 - e) Training/ Learning agreement* in 3 copies (to be filled in electronically) or Online Learning Agreement**;
 - f) Certificate confirming the B1 level of knowledge of a foreign language (OLS***/ ECL/ certificate obtained in the Department of Foreign Languages/ any other international certificate);
 - g) Insurance (for example, EVAK*).
 - h) For students **without Latvian citizenship**, provide: A letter of recommendation from the program director, as well as a copy of the residence permit. (it must be valid for the period of mobility)
3. Interns also need to provide the address of the place of practice and a signed contract with the selected organization. (request a template from the Erasmus+ office)
4. Come to the Erasmus+ department 2 weeks before departure to sign a financial agreement;

* Selection criteria, conditions of participation, application for training/ internship, Training/Learning agreement, information about EVAK is available on the BSA website, in the Erasmus + section:

<https://www.bsa.edu.lv/index.php/en/international/erasmus.html>

** Online Learning Agreement: <https://learning-agreement.eu/>

*** Foreign language proficiency test OLS: <https://academy.europa.eu/local/euacademy/pages/course/assessment-overview.php?title=english-placement-test#/>

5. Upon return, provide the following documents to the Erasmus+ department:

a) One copy of the Learning/ Training agreement signed and stamped by 3 parties (printed version only);

b) The original Transcript of Records – request from the host organization (only for those who were at study);

c) After the Mobility – is in the Training Agreement, necessarily signed by the host (only for those who were in practice);

d) The original Confirmation of Stay - request from the host organization (the dates are the same as in the financial agreement);

e) Final report (to be sent by e-mail);

f) Erasmus story – send by email (a story in Latin. or English about the impressions, experiences, etc.) an example can be requested at the office (request a template at the Erasmus+ office)