

# PRE-DEPARTURE CHECKLIST

Erasmus+ Teacher Mobility Preparation

## 8 WEEKS BEFORE DEPARTURE

- & Complete course registration with Educat Academy
- & Confirm Erasmus+ grant approval from National Agency
- & Complete Learning Agreement with school coordinator
- & Book flights or train tickets
- & Arrange accommodation (hotel/apartment)
- & Purchase travel insurance (if not covered by Erasmus+)

## 4 WEEKS BEFORE DEPARTURE

- & Receive course confirmation from Educat Academy
- & Check passport validity (6+ months remaining)
- & Check visa requirements (non-EU nationals)
- & Inform bank about travel dates
- & Download Educat Academy course materials
- & Arrange airport/station transfers

## 1 WEEK BEFORE DEPARTURE

- & Print all travel documents and confirmations
- & Print course registration confirmation
- & Print accommodation booking confirmation
- & Exchange currency or arrange local ATM access
- & Pack according to destination weather
- & Charge all electronic devices
- & Download offline maps of course location

## ESSENTIAL DOCUMENTS TO BRING

- & Valid passport or national ID card
- & Course registration confirmation from Educat
- & Learning Agreement (signed copy)
- & European Health Insurance Card (EHIC)
- & Travel insurance documents
- & Flight/train tickets (print + digital)
- & Accommodation booking confirmation
- & Emergency contacts list
- & Copy of Erasmus+ grant agreement (if approved)
- & Educat Academy contact details

## PACKING ESSENTIALS

- & Laptop/tablet for course activities
- & Phone charger + universal adapter
- & Notebook and pens for taking notes
- & Comfortable shoes for walking
- & Professional attire for course days
- & Casual clothes for evenings
- & Toiletries and any medications
- & Sunscreen (Cyprus/Greece in summer)
- & Reusable water bottle
- & Business cards (optional)

## IMPORTANT CONTACTS

Educat Academy:

Email: [info@educat.academy](mailto:info@educat.academy)

Emergency Phone: [Save upon registration]

Your School Coordinator:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Emergency Contact at Home:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_