**Application for staff training – Erasmus+**

This is an application for staff training within Erasmus+. Before you hand in your application, make sure that you have been in touch with the organisation, institution or company that you wish to visit. Also make sure that your nearest supervisor is in agreement with your plans.

If your application is approved by the International Relations Office and your supervisor approves the training programme, a number of other Erasmus+ documents have to be completed. These documents will be provided to you by Kelly.grahn@ki.se.

## Conditions

* You must be employed by Karolinska Institutet
* You must stay abroad at least for two days
* You have make your own arrangements for travel, work programme etc.
* You have to complete all the necessary Erasmus+ documents before and after the training
* You have to write a report or blog post for KI

**Application**

Email your application to:

Kelly.grahn@ki.se

|  |  |
| --- | --- |
| **Personal Data** | |
| Last name | First name |
| Personnummer | Gender  kvinna  man |
| Citizenship | |
| Address | |
| Postal code | City |
| Phone number | |
| Email | |
| Have you participated in staff exchange before? yes  no | |
|  | |
| **Your employment at KI** | |
| Department/unit | |
| Position | |
| Nearest supervisor/contact person | |
|  | |
| **Receiving university/organisation/company** | |
| Name | |
| Address | City |
| Country | Web site |
| Contact Person | Position |
| Phone number | Email |
| Planned time period |  |
|  | |
| **Background, goal and motivation for the recipient in question** | |
|  | |
| **Planned activities during the training period** | |
|  | |
| Type of activities  workshop  training  job shadowing  other | |
| Working language | |
| Language preparations | |

|  |
| --- |
| Date |
| Signature |
| Name in print |