IMG FEBRUARY 2006 - INSTRUCTIONS FOR THE SUBMISSION OF SUPPORTING DOCUMENTS

Please note that 2 supporting documents are necessary to complete your Individual Mobility Grant Agreement. These must be sent together with the signed Grant Agreements by registered mail to the following address at the European Commission:

Mr Klaus Haupt
Acting Head of Unit
European Commission
Directorate General Education and Culture
Tempus – Erasmus Mundus
Office MADO – 15/027
B-1049 Brussels (Belgium)

These include:

1) Signed Declaration of Home Institution

This is obligatory and must be sent for all IMG types. The declaration must be on letter-headed paper, signed and with the official stamp or seal of the Beneficiary’s Institution.

2) Invitation letter/Agenda/Abstract

- For IMG Types 1 and 3:
  Official invitation/s from the Host Institution/s
  The invitation/s must be on letter-headed paper, signed and with the official stamp or seal of the Host Institution/s.

- For IMG Type 2.1:
  Agenda/Provisional Programme

- For IMG Type 2.2:
  Abstract of the planned presentation

Origins or copies of supporting documents must be sent together with the two signed copies of the Grant agreement by registered mail only

Documents sent by e-mail or by fax cannot be accepted

Please note that models for the Declaration and Invitation Letter are also available on the Tempus Website http://ec.europa.eu/tempus under the section ‘Actions’>‘Manage Your Project’ > ‘Reports’ ‘Tempus Contractual documents and report forms for Individual Mobility Grants’. 