

[TRAVEL.UPB.RO](https://travel.upb.ro)

Travel Request and Disposition

STUDENTS



Erasmus+
Enriching lives, opening minds.



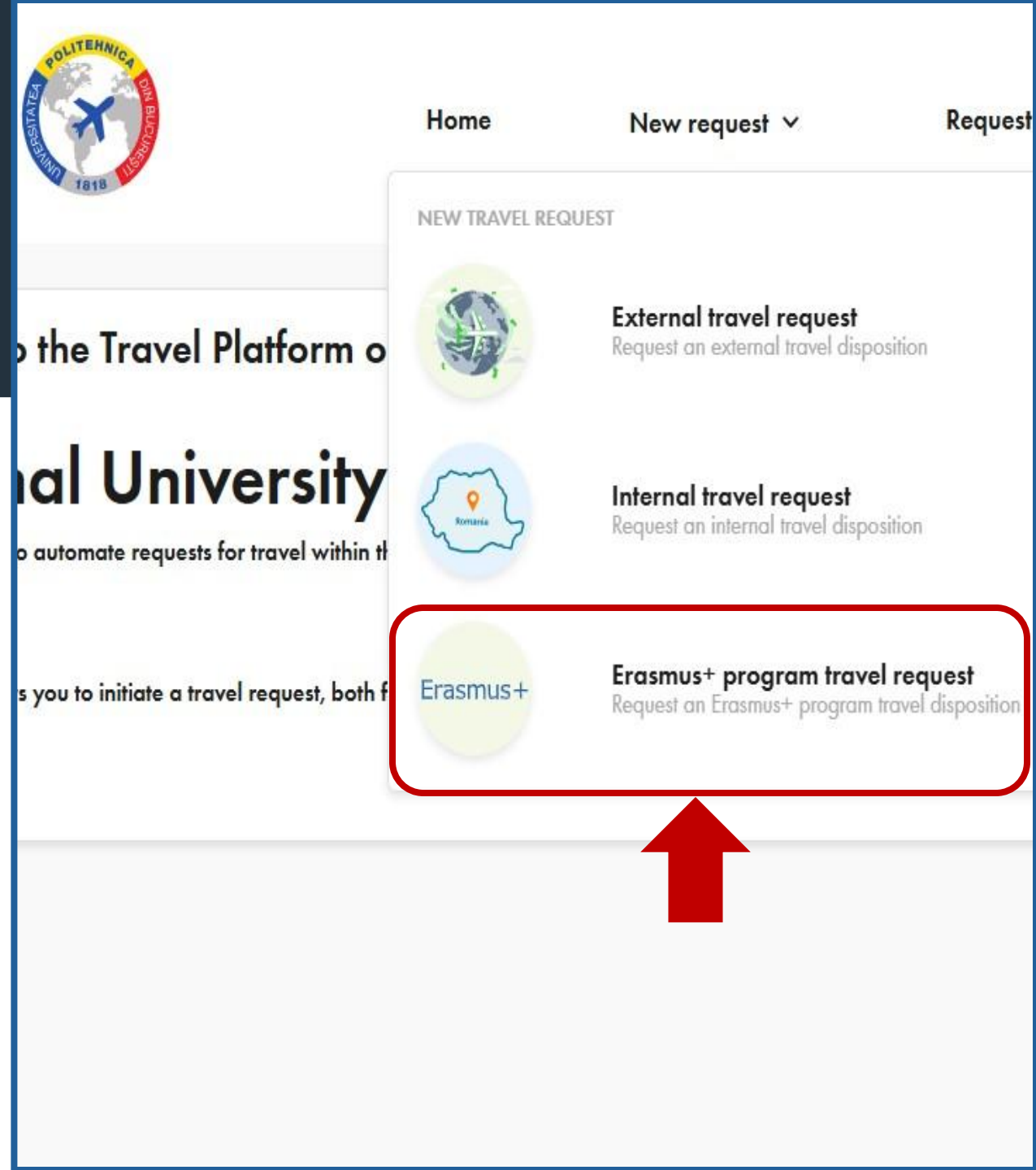
User guide for the
[TRAVEL.UPB.RO](https://travel.upb.ro)
platform

ERASMUS+
Mobility



ERASMUS+ Funding Application

After participating in the ERASMUS+ selection organized by the faculty, and upon being declared admitted and accepted for the study/placement mobility, the students must log in to travel.upb.ro to complete the ERASMUS+ Travel Request and to upload the documents required for the funding file.



< About you

Personal information

Please provide the required personal information

1. Personal information

University center *

Please select the university center ▼

User type *

Please select the user type ▼

Personal numerical code *

Please enter your personal numerical code

Email address *

Please enter your email address

Phone number *

Please enter your phone number

Faculty *

Please enter your faculty ▼

If you are not affiliated with any faculty please select "Altele"

☒ Yes, I accept the privacy statement

Continue

Completion of Personal Information

- The student must register on the travel.upb.ro page using its institutional (university) personal account (e.g. ion.popescu@stud.fils.upb.ro)
- Next, the student must provide his personal information, including the POLITEHNICA Bucharest campus associated with the faculty or doctoral school where he is enrolled in as a bachelor's, master's, or doctoral student
- The User Type must be set to Student

EXAMPLE

1. Personal information

University center *

Bucharest

User type *

Student

Degree *

Bachelor's degree

Year *

2

Specialization *

Mechanical Engineering

Personal numerical code *

2950125420101

Email address *

ion.popescu@stud.fils.upb.ro

Phone number *

0723953253

Faculty *

Facultatea de Inginerie În Limbi Străine

If you are not affiliated with any faculty please select "Altele"



Yes, I accept the privacy statement

Continue

Completion of Personal Information

1. Request details

Erasmus+ program guidelines

Mobility type *

Study

Institution *

Universidad Politecnica de Madrid

Country *



Spain

City *

Madrid

Start date *

18/03/2025



End date *

22/03/2025



Please note that, in accordance with the travel regulations, travel requests must be submitted at least 20 days prior to the travel date for employees and at least 30 days prior for students.

☐ Are you employed by the university?

Additional information

Travel method *

Plane

- **The type of mobility for which the student was nominated and accepted following the application to the partner (host) institution must be selected**
- **The name of the institution must be chosen from the list (if it is not listed, it can be typed manually and added alongside country and city)**
- **The start date must be the first day of on-site activity**
- **The end date must be the last day of activity when the participant is required to be present at the host institution**

EXAMPLE

1. Request details

Erasmus+ program guidelines

Mobility type *

Study ▼

Institution *

Universidad Politecnica de Madrid ▼


Country *

 Spain ▼

City *

Madrid

Start date *

18/03/2025 

End date *

22/03/2025 

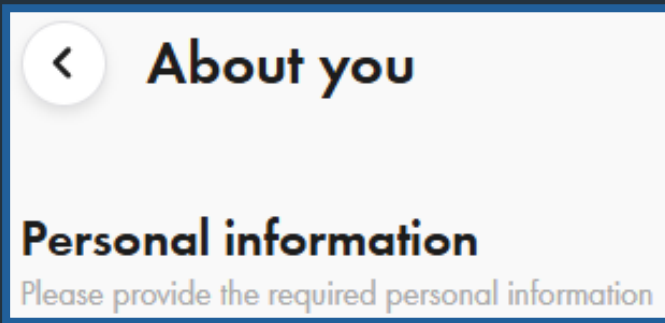
Please note that, in accordance with the travel regulations, travel requests must be submitted at least 20 days prior to the travel date for employees and at least 30 days prior for students.

☐ Are you employed by the university?

Additional information

Travel method *

Plane ▼



Completion of Personal Information

- 1. Travel Request Information**
- 2. Curriculum Vitae (CV)**
- 3. Transcript of Records**
- 4. Language Certificate
(EN/FR/DE/ES)**
- 5. Motivation Letter**
- 6. Invitation**
- 7. ERASMUS+ Learning Agreement
(LA)**
- 8. ID Card (Identity Card)**
- 9. EUR Bank Statement from BCR**

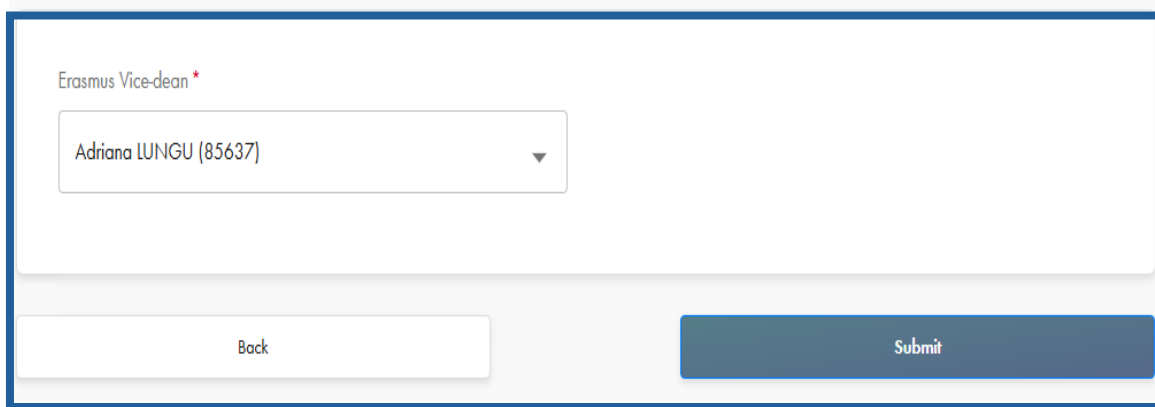
- 1. See the example on the previous page**
- 2. Europass CV format**
- 3. Signed by the secretariat**
- 4. Issued by POLITEHNICA Bucharest or by a qualified institution
(e.g. TOEFL, Cambridge, IELTS, etc.)**
- 5. Addressed to the Institutional ERASMUS+ Coordinator**
- 6. Issued by the partner university, including the mobility period**
- 7. Completed by the student and validated/signed by the student,
POLITEHNICA Bucharest, and the partner university**
- 8. Passport/residence permit for students without a national ID card**
- 9. IBAN, personal account in EUR at BCR**

Required Documents for Uploading

<p>2. Identity card/Passport</p> <p>No document was selected</p> <p>Choose or upload a document</p>	<p>5. Identity card/Passport of the custodial parent</p> <p>No document was selected</p> <p>Choose or upload a document</p>	<p>8. Letter of motivation</p> <p>No document was selected</p> <p>Choose or upload a document</p>
<p>3. Bank account statement</p> <p>No document was selected</p> <p>Choose or upload a document</p>	<p>6. School situation</p> <p>No document was selected</p> <p>Choose or upload a document</p>	<p>9. Social scholarship certificate</p> <p><input type="checkbox"/> Do you have a social scholarship?</p>
<p>4. Curriculum vitae</p> <p>No document was selected</p> <p>Choose or upload a document</p>	<p>7. Language certificate</p> <p>No document was selected</p> <p>Choose or upload a document</p>	<p>10. Invitation</p> <p>No document was selected</p> <p>Choose or upload a document</p>
		<p>11. Erasmus+ Learning agreement</p> <p>No document was selected</p> <p>Choose or upload a document</p>

*** The documents must be uploaded only in PDF format**

Finalization of Travel Request



A screenshot of a web form for finalizing a travel request. The form is enclosed in a blue border. At the top, there is a label "Erasmus Vice-dean" followed by a red asterisk. Below this is a dropdown menu with the text "Adriana LUNGU (85637)" and a small downward arrow. At the bottom of the form, there are two buttons: a white "Back" button on the left and a blue "Submit" button on the right.

In the final step, the student must select the ERASMUS+ Responsible Vice-Dean from his faculty and submit the request for his signature within the system.

The list with the ERASMUS+ Responsible Vice-Deans can be found [here](#).