

Dear partner,

Eurocultura is pleased that you have chosen Eurocultura and Vicenza as the right place for your participants' traineeship. In order to organize their stay in the best way possible, we need the documents and information listed below.

Thanks for the cooperation.

Eurocultura team

## CHECKLIST

### *Documents and information for Eurocultura*

<b>Weeks before departure</b>	<b>Activity</b>	<b>Done</b>
12	Signing of budget agreement	
12	Project number and project title notification	
12	Sending of the participants' CVs and motivation letters	
<i>min. 8</i>	Setting of the date for the evaluation visit to the participants (optional)	
<i>min. 8</i>	Invoice amount transfer	
8	Confirmation of "Occupational safety course"	
8	Notification of insurance policy	
8	Sending of declaration of consent from the parents of minors	
8	Sending of criminal record certificate (only for professions dealing with minors or people)	
5	Organization of video interviews between the participants and Eurocultura	
4	Travel details notification	
4	Sending of Erasmus+ documents to be signed (Learning agreement, Quality Commitment...)	
2	Europass login data notification	