

1

Sending Organisation
("Sending Partner")
Registers at the
Europass Mobility
Registration and Logins

2

Partially completed
Europass Mobility
documents are
automatically emailed to
the Sending Organisation-
instructions for completing
the document are attached

3

The Sending Organisation
completes sections 1 to 4
of the Europass Mobility
Document (where it has
not automatically been
completed as part of the
online registration)

4

The Sending Organisation
sends the Europass
Mobility Document to the
Host Organisation and the
individual participants take
part in the mobility
programme.

5

The Host Organisation
completes either
section 5a or 5b of the
Europass Mobility
document and signs or
stamps the document

6

The Host Organisation
("Host Partner") returns
the Europass Mobility
Document to the Sending
Organisation ("Sending
Partner")

7

The Sending Organisation
stamps or signs the
Europass Mobility
Document before issuing
it to the holder in paper
and/or electronic form
and stores the completed
document as appropriate

