

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

Travel Request and Disposition

STUDENTS

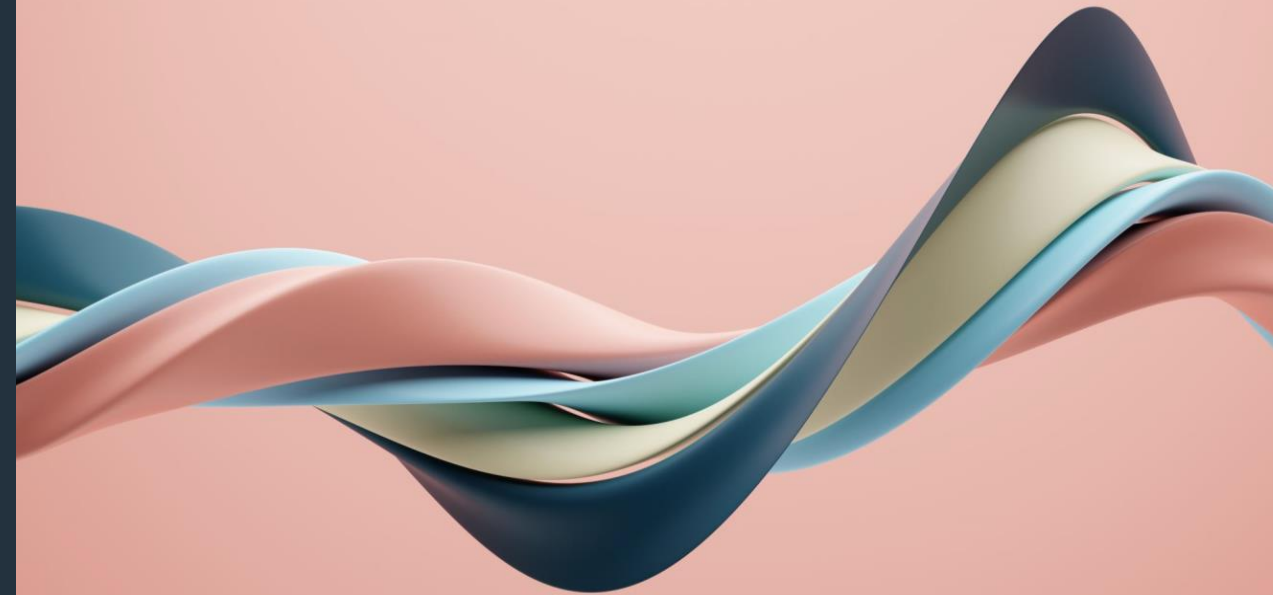


Erasmus+
Enriching lives, opening minds.



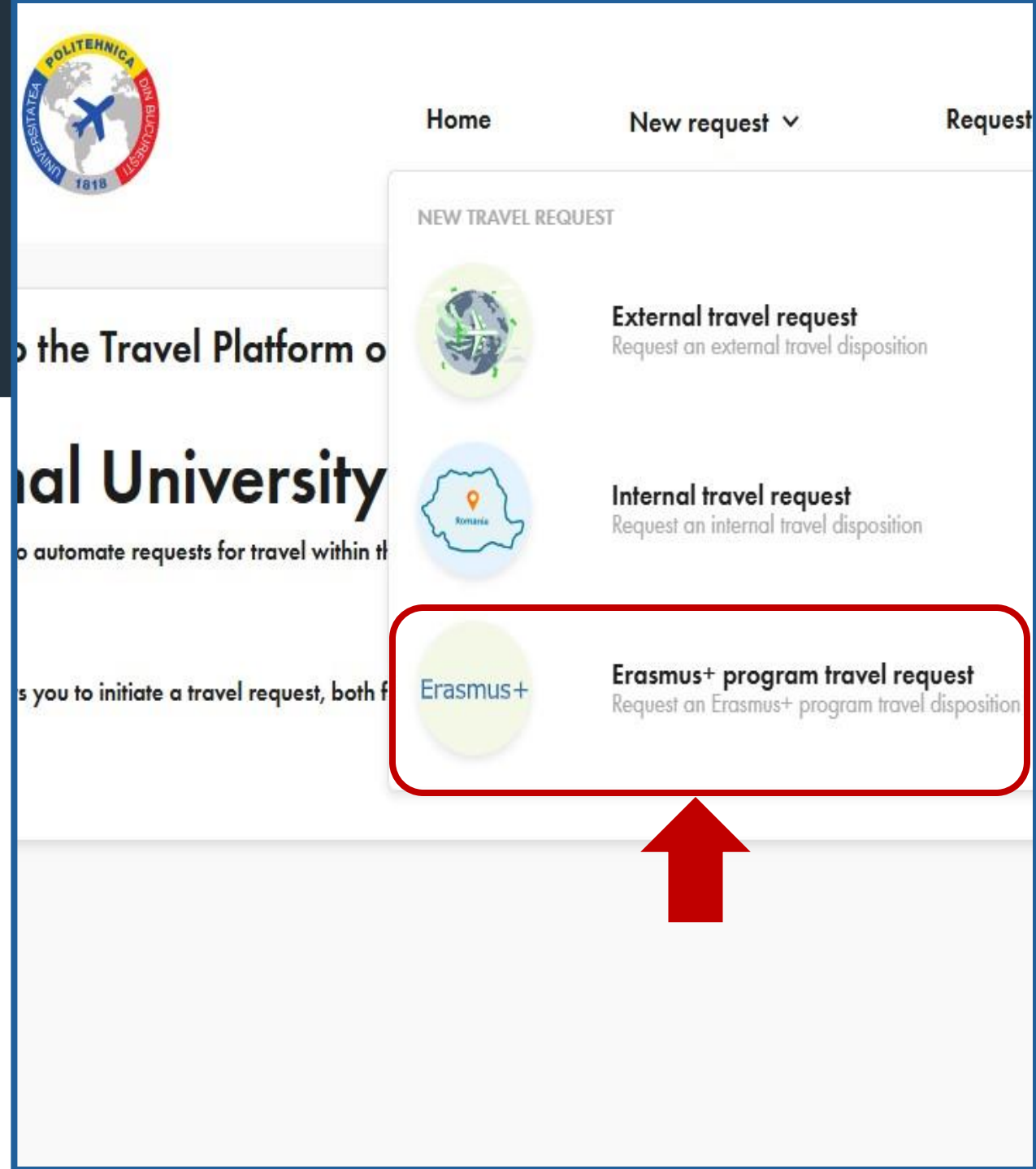
User guide for the
[TRAVEL.UPB.RO](https://travel.upb.ro)
platform

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 student must log in to travel.upb.ro to complete the ERASMUS+ Travel Request and to upload the documents required for the funding file.



The screenshot displays the website's navigation menu and a dropdown menu for 'NEW TRAVEL REQUEST'. The navigation menu includes 'Home', 'New request' (with a dropdown arrow), and 'Request'. The dropdown menu lists three options: 'External travel request' (Request an external travel disposition), 'Internal travel request' (Request an internal travel disposition), and 'Erasmus+ program travel request' (Request an Erasmus+ program travel disposition). The 'Erasmus+ program travel request' option is highlighted with a red rounded rectangle, and a red arrow points to it from below. The website header features the logo of 'UNIVERSITATEA POLITEHNICA BUCUREȘTI' (1818) and the text 'to the Travel Platform of al University' and 'to automate requests for travel within th'.

< 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 students must register on the travel.upb.ro page using its institutional (university) personal account (e.g. ion.popescu@stud.fils.upb.ro)**
- **Next, the students must provide their personal information, including the POLITEHNICA Bucharest campus associated with the faculty or doctoral school they are 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

About you

Personal information

Please provide the required 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

Completion of Personal Information

- **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

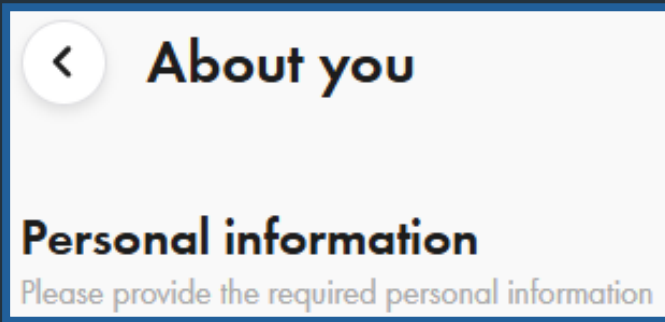
Please note that, in accordance with the travel regulations, travel requests must be submitted at least 20 days prior to the travel date for employees and at least 30 days prior for students.

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

2. Identity card/Passport

No document was selected

Choose or upload a document

3. Bank account statement

No document was selected

Choose or upload a document

4. Curriculum vitae

No document was selected

Choose or upload a document

5. Identity card/Passport of the custodial parent

No document was selected

Choose or upload a document

6. School situation

No document was selected

Choose or upload a document

7. Language certificate

No document was selected

Choose or upload a document

8. Letter of motivation

No document was selected

Choose or upload a document

9. Social scholarship certificate

Do you have a social scholarship?

10. Invitation

No document was selected

Choose or upload a document

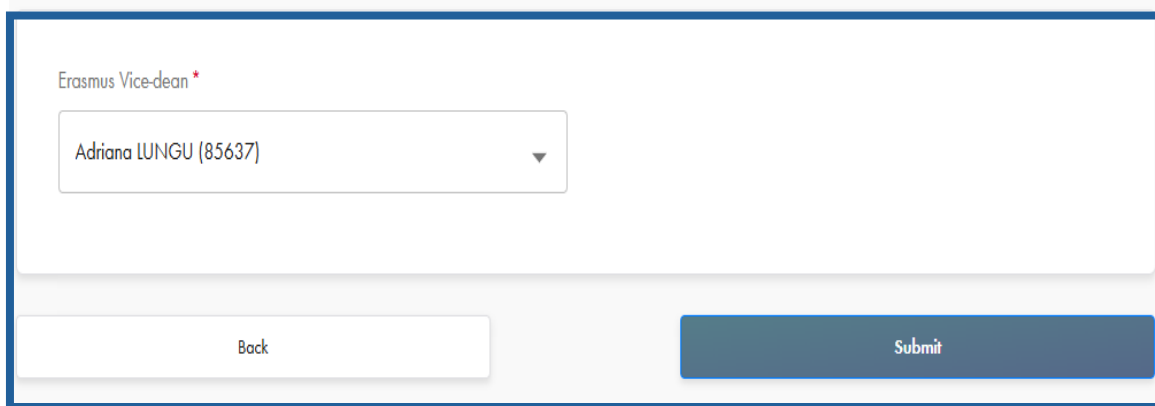
11. Erasmus+ Learning agreement

No document was selected

Choose or upload a document

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

Finalization of Travel Request



The screenshot shows a web form for finalizing a travel request. At the top, there is a label "Erasmus Vice-dean*" followed by a dropdown menu. The dropdown menu is currently open and displays the name "Adriana LUNGU (85637)". Below the dropdown menu, there are two buttons: a white "Back" button on the left and a blue "Submit" button on the right.

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

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