

TRAVEL.UPB.RO

Travel Request and Disposition
STUDENTS

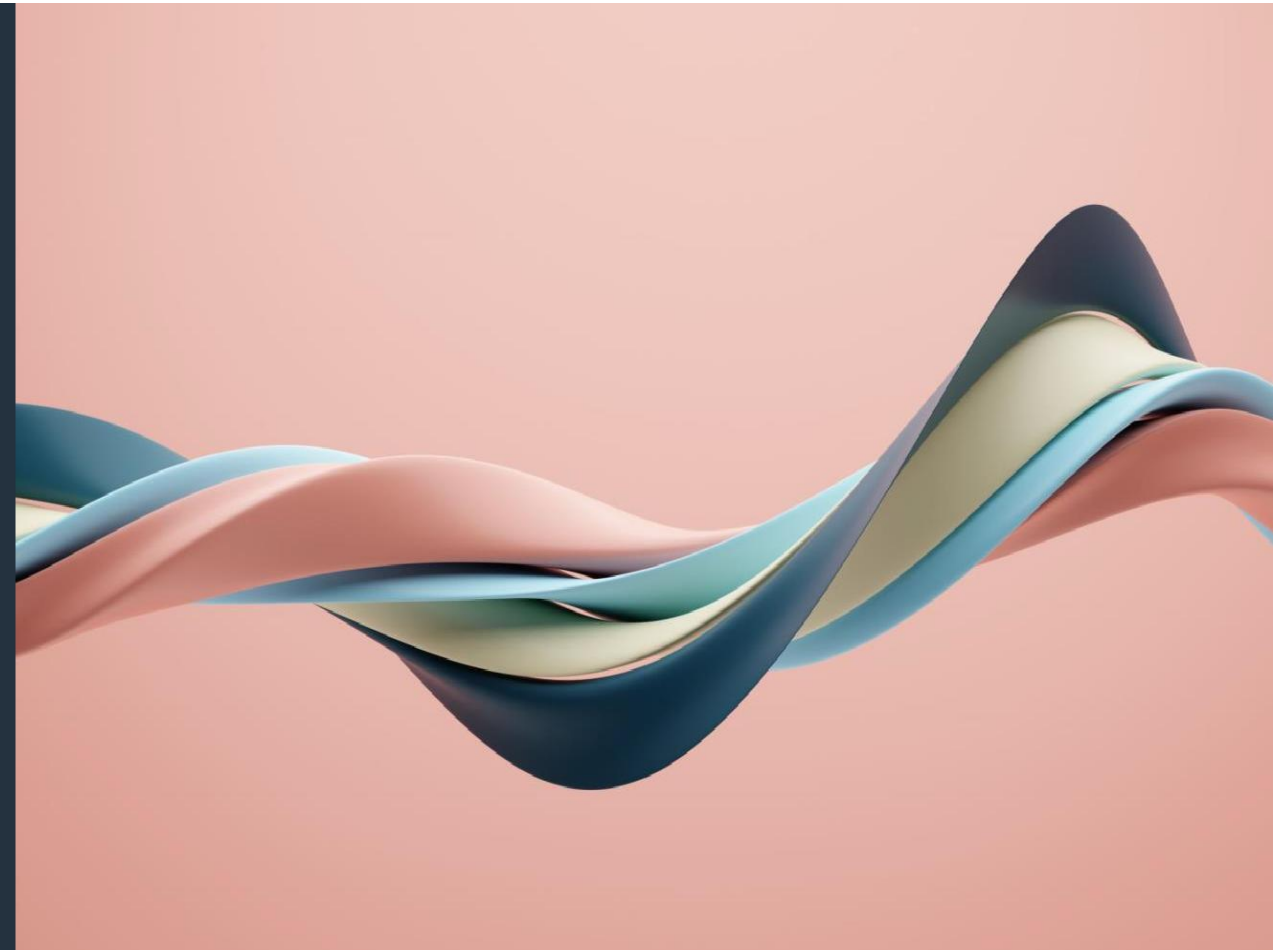


Erasmus+
Enriching lives, opening minds.



User guide for the
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.

The screenshot shows the top navigation bar of the University Politehnica website. On the left is the university's logo. In the center is the text "University Politehnica". On the right are two buttons: "New request" with a dropdown arrow and "Request history". Below the navigation bar is a white dropdown menu with three options: "External travel request" (with a globe icon), "Internal travel request" (with a map of Romania icon), and "Erasmus+ program travel request" (with a blue "Erasmus+" logo icon). The "Erasmus+ program travel request" option is highlighted with a red rectangular border. A red arrow points from the text "New request" below to this highlighted option. To the right of the dropdown menu, partially visible, is the text "Platform of the Science and" and "ite requests for tr".

University Politehnica

New request ▾ Request history

External travel request

Internal travel request

Erasmus+ Erasmus+ program travel request

Platform of the Science and

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New request

This section allows you to initiate a travel request, both for trips within the country and for external travel.

Completion of Personal Information

- 1 About you
- 2 Travel details
- 3 Signatures

Personal information

University center *

Please select the university center

User type *

Please select the user type

Phone number *

Please enter your phone number

Email address *

Please enter your email address

Social security number (CNP/Passport) *

Please enter your social security number

☒ Yes, I accept the privacy statement *

Continue

- 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

Personal information

University center *

Bucharest

User type *

Student

Phone number *

0712345678

Email address *

ion.popescu@stud.fils.upb.ro

Degree *

Bachelor's degree

Year *

2

Specialization *

Mechanical Engineering

Social security number (CNP/Passport) *

2950125420101

Faculty *

Facultatea de Inginerie În Limbi Străine

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

☒ Yes, I accept the privacy statement *

1 About you

2 Travel details

3 Signatures

Continue

Completion of Personal Information

✓ About you

2 Travel details

3 Signatures

Request details

Erasmus+ program guidelines

Mobility type *

Please select the mobility type

Institution *

Please select a institution

Country *

Please choose the country

City *

Please select the city

Start date *

DD/MM/YYYY

End date *

DD/MM/YYYY

Attention! The first and last day of the mobility period are days of physical presence at the partner university, and travel days fall outside this period. Tickets with departure or return dates within the mobility period are not permitted; departure must be scheduled no later than one day before the first day, and return after the last day of the mobility period.

☐ Are you employed by the university? *

Round-trip travel method *

Please select the round-trip travel...

- **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

Request details

Erasmus+ program guidelines

Mobility type *

Study

Institution *

Universidad Politecnica de Madrid

Country *



Spain

City *

Madrid

Start date *

18/03/2026



End date *

22/03/2026



Attention! The first and last day of the mobility period are days of physical presence at the partner university, and travel days fall outside this period. Tickets with departure or return dates within the mobility period are not permitted; departure must be scheduled no later than one day before the first day, and return after the last day of the mobility period.

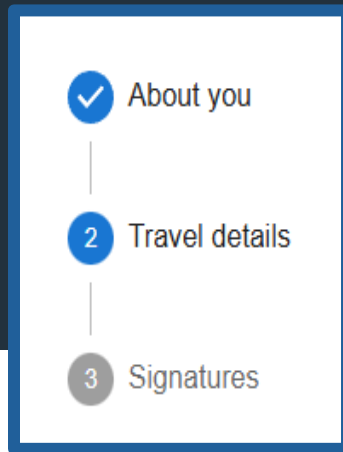
☐

Are you employed by the university? *

Round-trip 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. Guarantor
7. Invitation
8. ERASMUS+ Learning Agreement
(LA)
9. ID Card (Identity Card)
10. 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. Additional person responsible to reimburse the grant, if the student does not to respect the financial contract and cannot reimburse the grant
7. Issued by the partner university, including the mobility period
8. Completed by the student and validated/signed by the student, POLITEHNICA Bucharest, and the partner university
9. Passport/residence permit for students without a national ID card
10. IBAN, personal account in EUR at BCR

Required Documents for Uploading

Identity card/Residence permit *

No document was selected

Choose or upload a document

Bank account statement (personal bank account statements in RON and EUR from any bank except Revolut or Salt). *

No document was selected

Choose or upload a document

Europass curriculum vitae completed in English *

No document was selected

Choose or upload a document

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

Required Documents for Uploading

Guarantor's identity card *

No document was selected

Choose or upload a document

Guarantor's last name *

Please enter the guarantor's last name

Guarantor's first name *

Please enter the guarantor's first name

Relationship with the guarantor *

Parent/spouse/friend, etc.

Guarantor's phone number *

Please enter the guarantor's phone number

Guarantor's email *

Please enter the guarantor's email

School situation (issued by the faculty registrar's office) / Doctoral student certificate. *

No document was selected

Choose or upload a document

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

Required Documents for Uploading

Language certificate *

No document was selected

Choose or upload a document

Letter of motivation (personally signed) *

No document was selected

Choose or upload a document

☐ Do you have a social scholarship? *

Invitation *

No document was selected

Choose or upload a document

Erasmus+ Learning agreement (signed by all parties) *

No document was selected

Choose or upload a document

Back Continue

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

Finalization of Travel Request

The screenshot shows a web interface for finalizing a travel request. On the right, a vertical progress bar indicates three steps: 'About you' (completed with a checkmark), 'Travel details' (completed with a checkmark), and 'Signatures' (current step, indicated by a blue circle with the number 3). The main area is titled 'Signers' and contains a label 'Erasmus Vice-dean' with a red asterisk. Below this is a dropdown menu currently showing 'ADRIANA LUNGU'. At the bottom right of the form are 'Back' and 'Continue' buttons.

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](#).