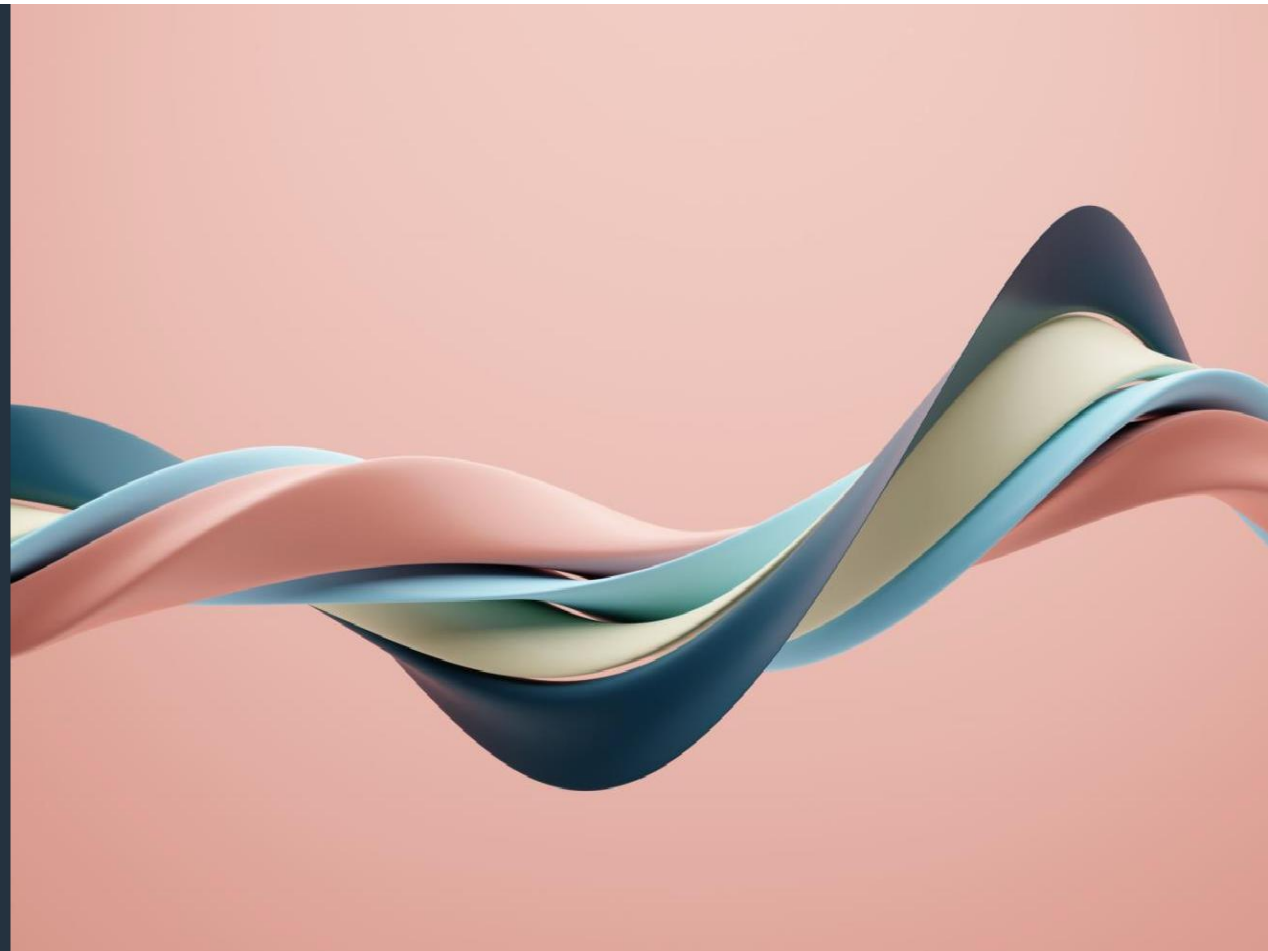
TRAVEL.UPB.RO

Travel Request and Disposition

STUDENTS

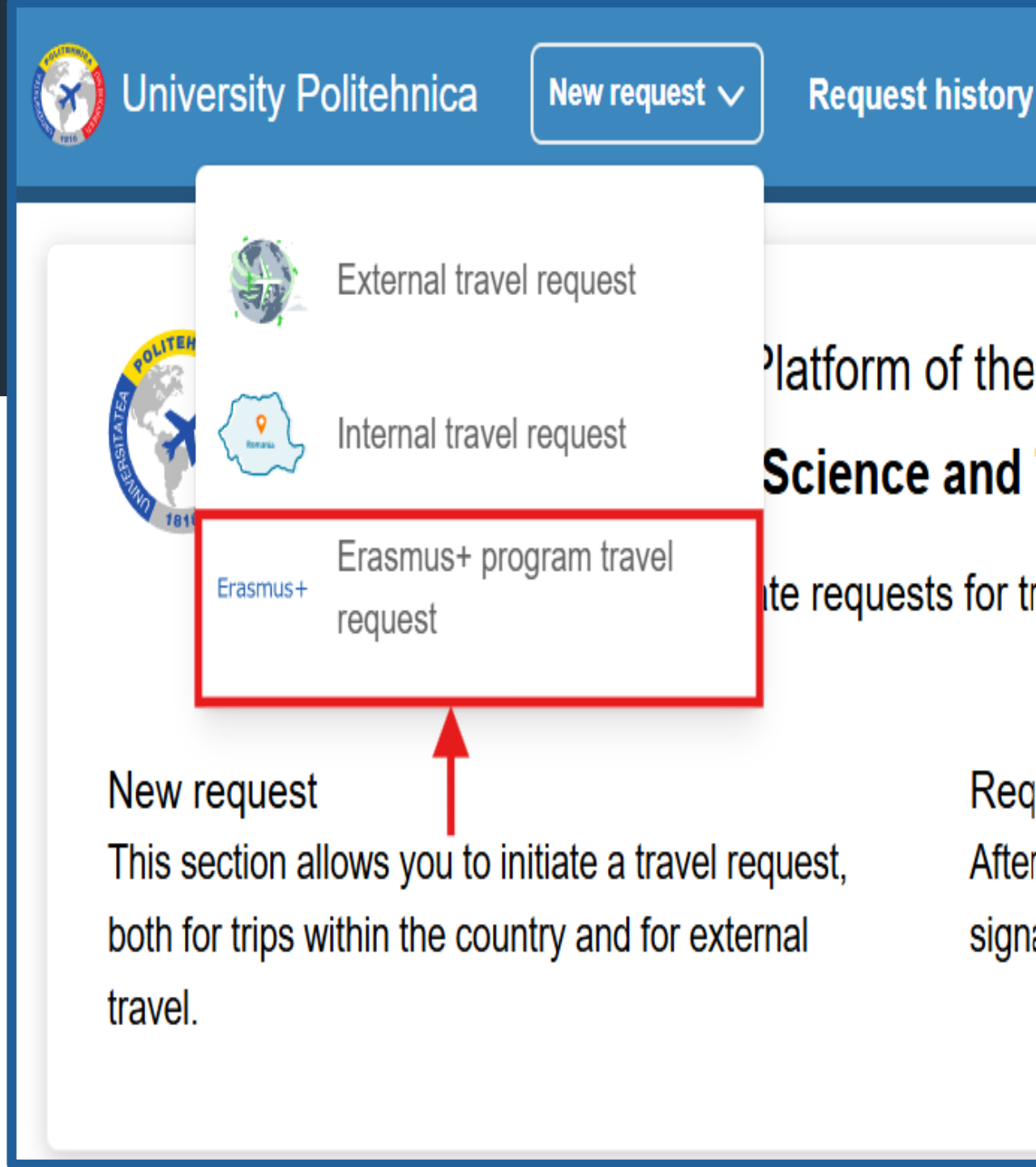
User guide for the TRAVEL.UPB.RO platform

ERASMUS+ Mobility

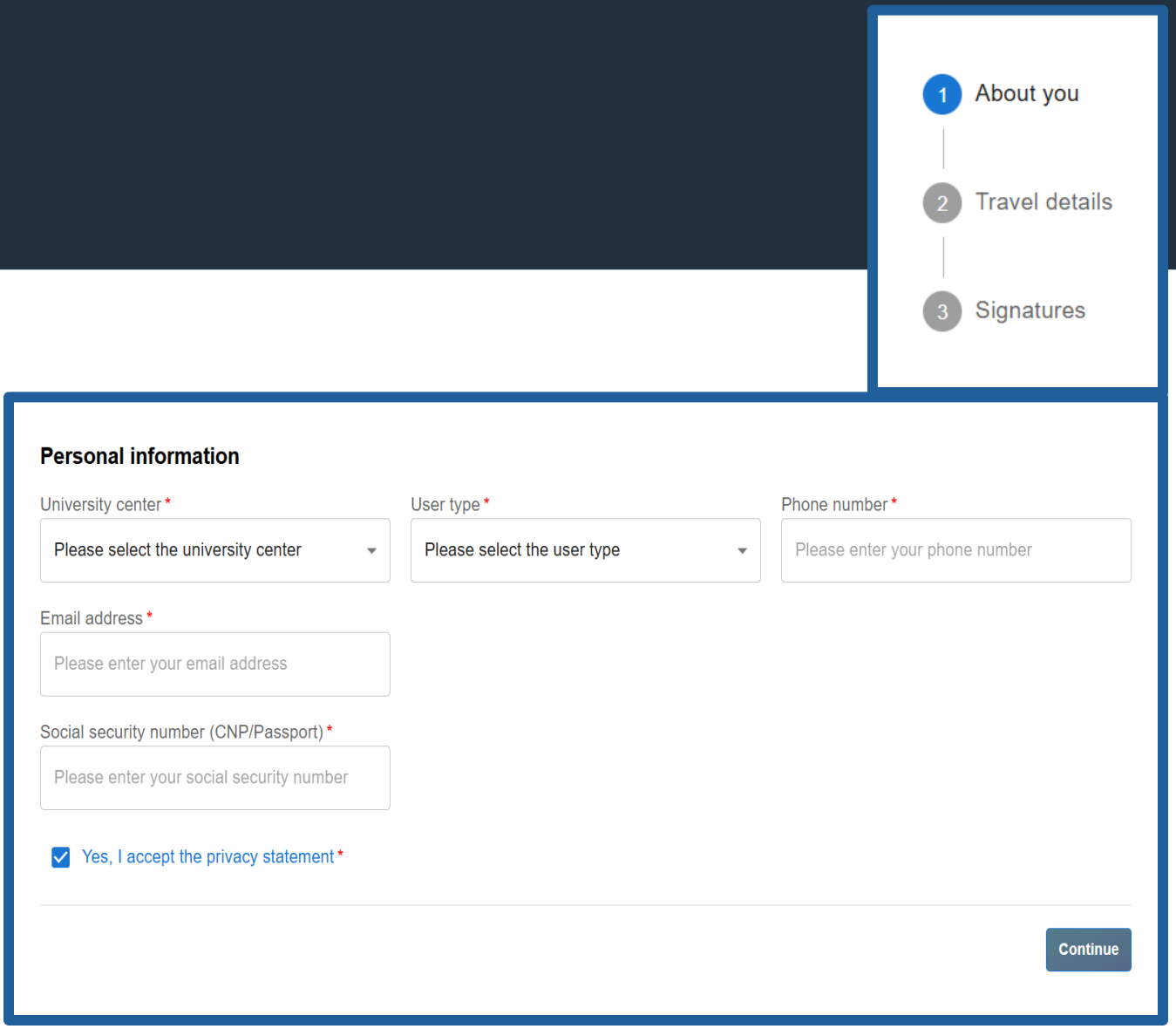


ERASMUS+
Funding Application

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.

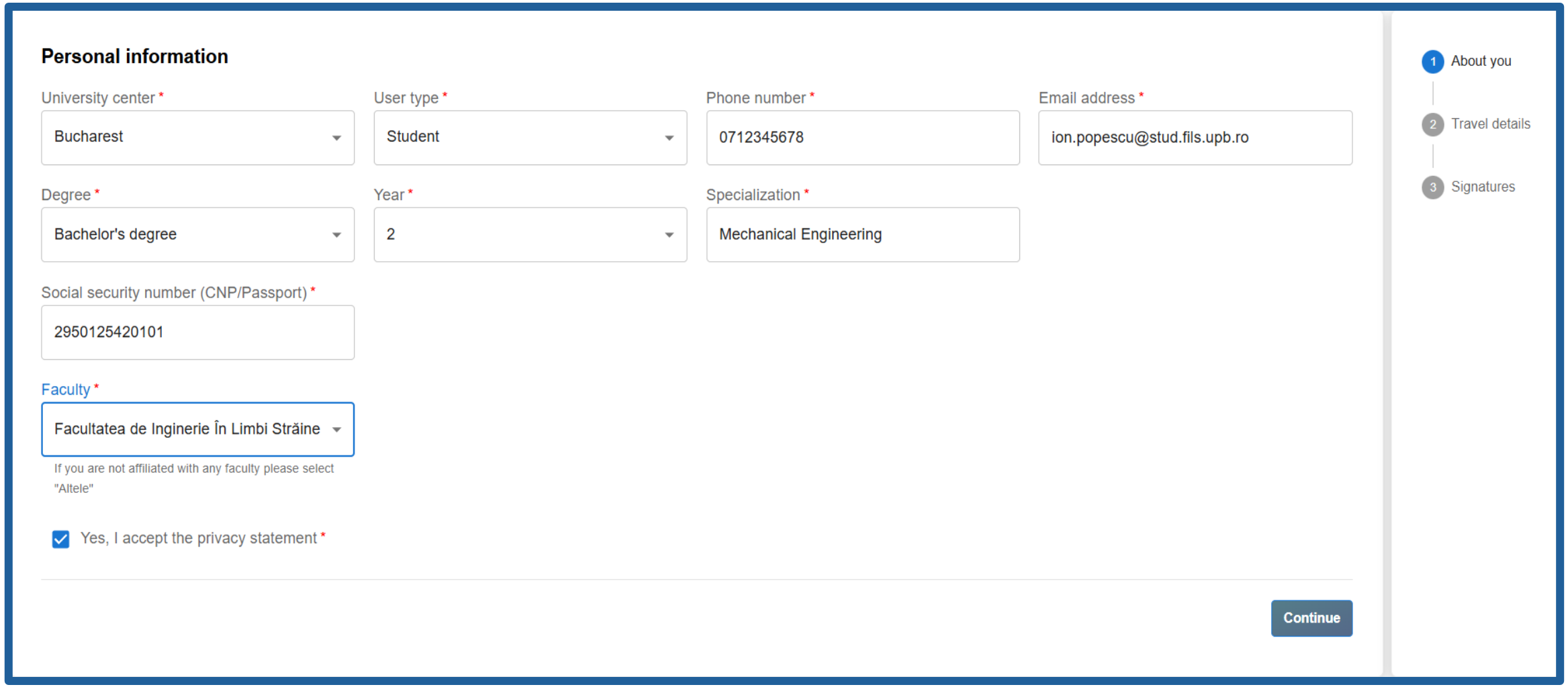


Completion of Personal Information

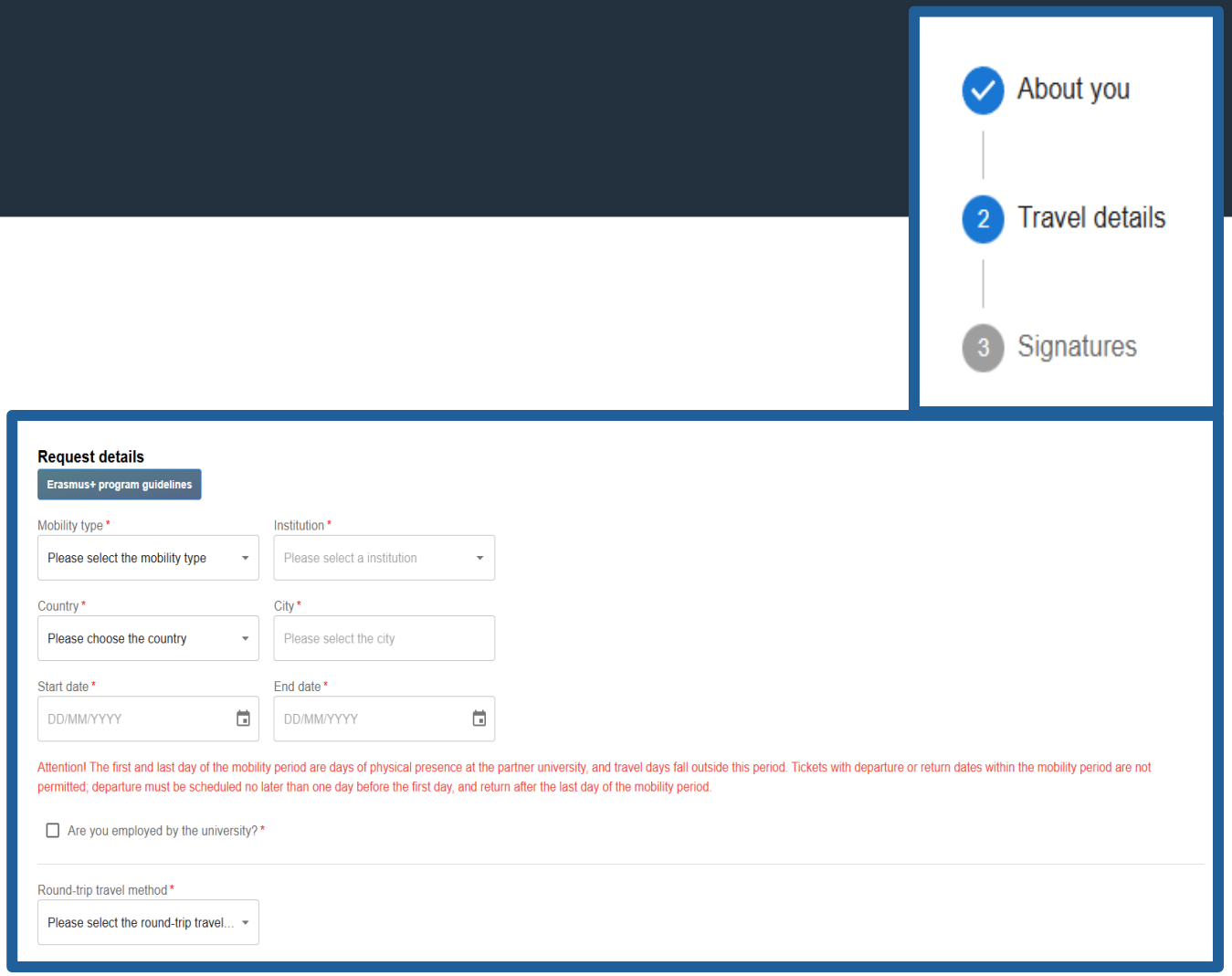


- **The student must register on the travel.upb.ro page using its institutional (university) personal account (e.g. ion.popescu@stud.fils.upb.ro)**
- **Next, the student must provide his personal information, including the POLITEHNICA Bucharest campus associated with the faculty or doctoral school where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

EXAMPLE

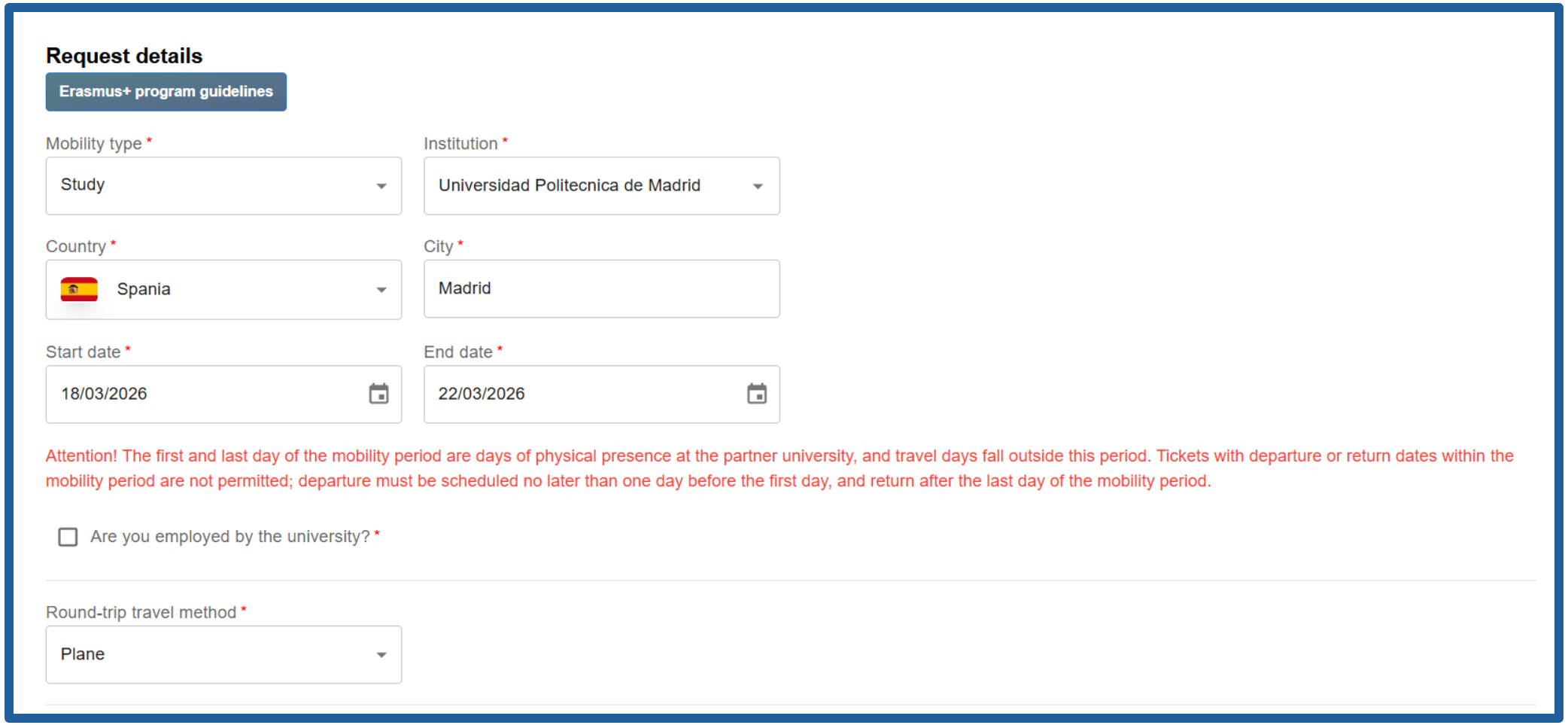

Personal information
University center *
Bucharest
User type *
Student
Phone number *
0712345678
Email address *
ion.popescu@stud.fils.upb.ro
Degree *
Bachelor's degree
Year *
2
Specialization *
Mechanical Engineering
Social security number (CNP/Passport) *
2950125420101
Faculty *
Facultatea de Inginerie În Limbi Străine
If you are not affiliated with any faculty please select "Altele"
Yes, I accept the privacy statement *
Continue
1 About you
2 Travel details
3 Signatures

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



Request details

Erasmus+ program guidelines

Mobility type *
Study

Institution *
Universidad Politecnica de Madrid

Country *
Spania

City *
Madrid

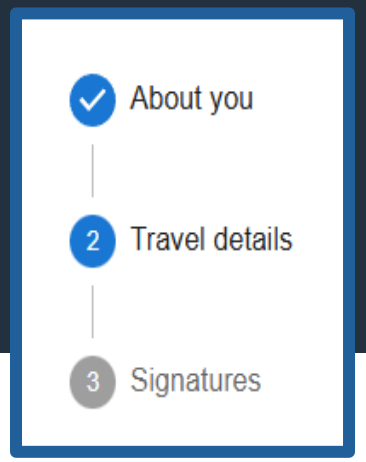
Start date *
18/03/2026

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

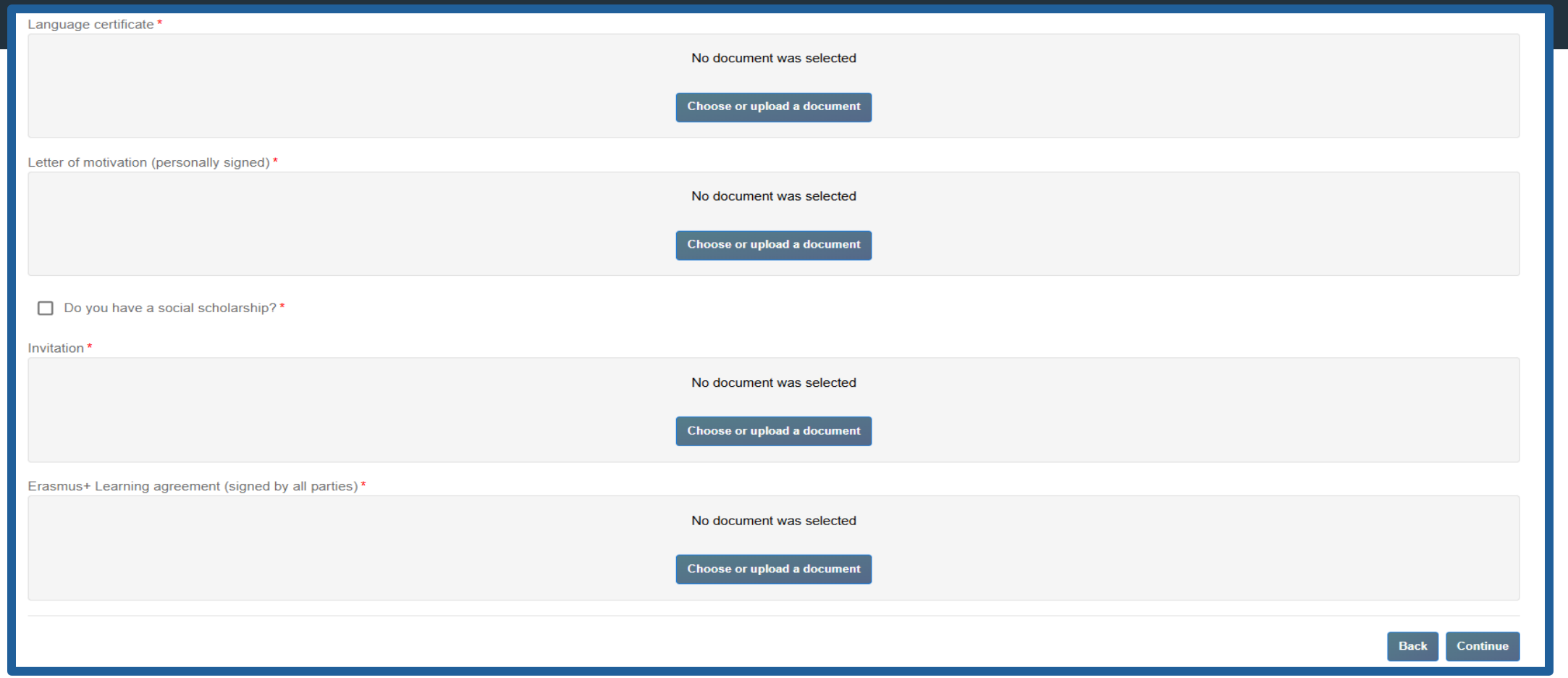
School situation (issued by the faculty registrar's office) / Doctoral student certificate. *

No document was selected

Choose or upload a document

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

Required Documents for Uploading



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

Finalization of Travel Request

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.