

TRAVEL.UPB.RO

Travel Request and Disposition

STUDENTS

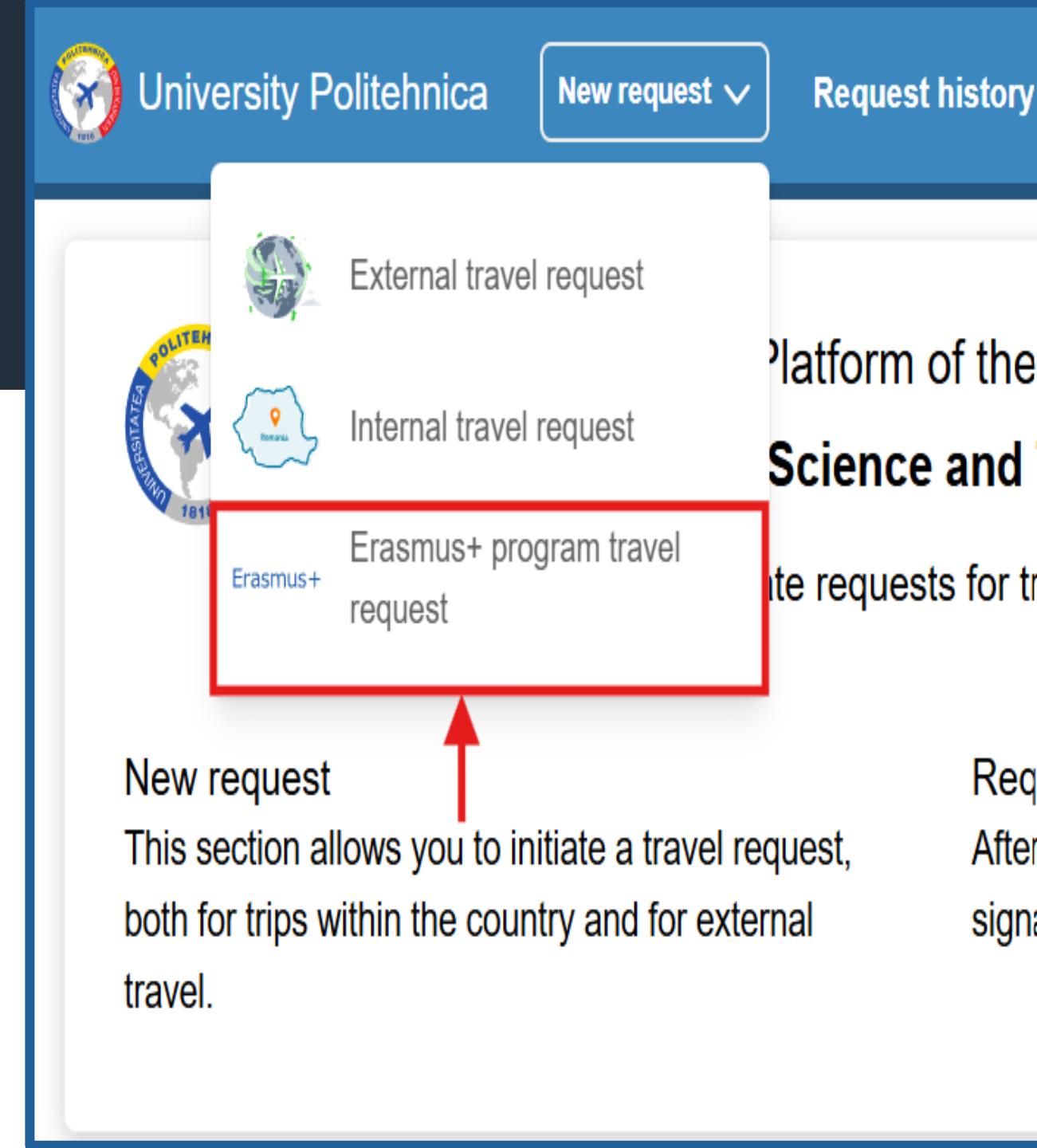
User guide for the
TRAVEL.UPB.RO
platform

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.

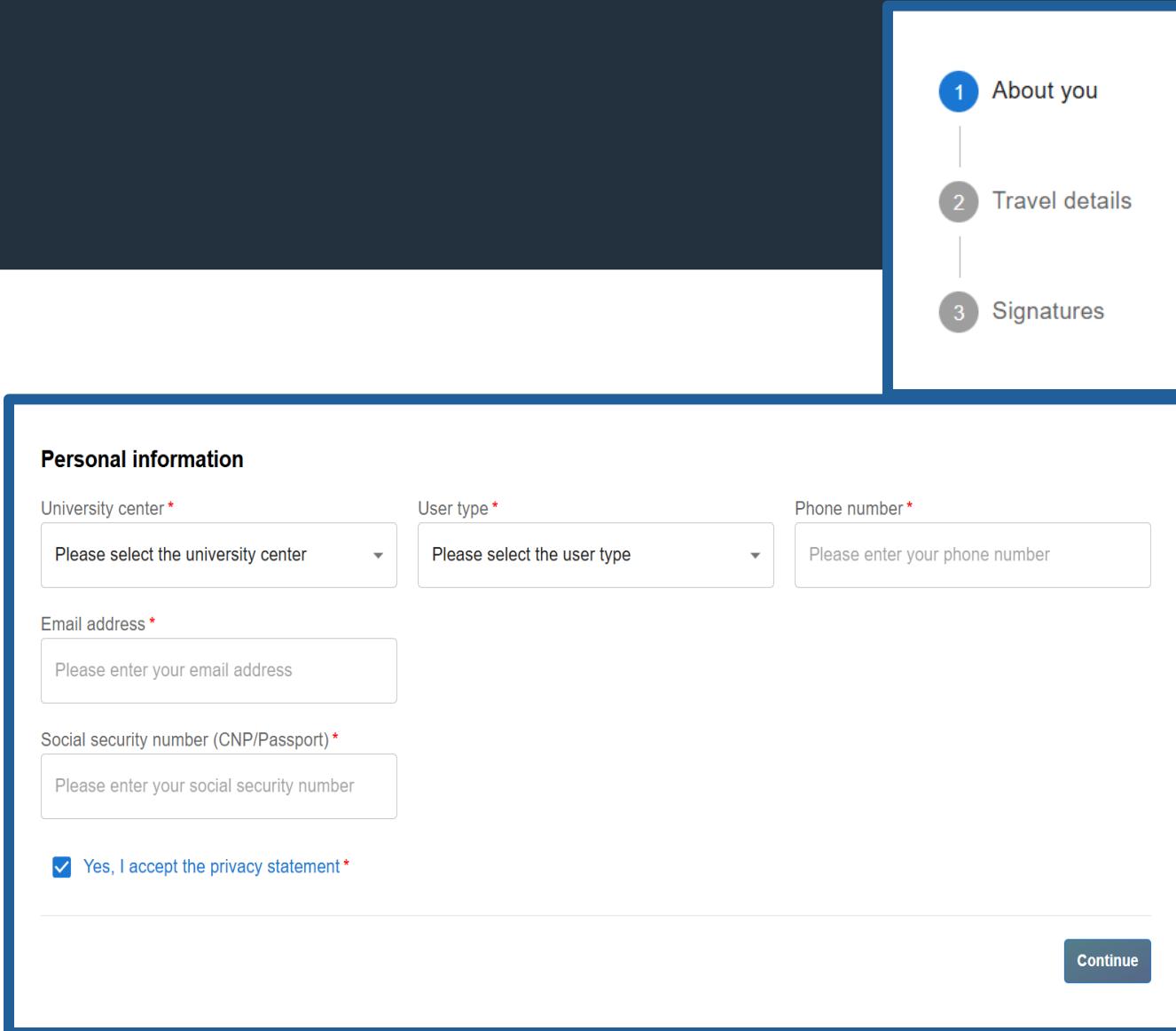


The screenshot shows the University Politehnica travel request interface. At the top, there is a logo of the University Politehnica of Bucharest, the text "University Politehnica", a "New request" button, and a "Request history" button. Below this, there is a list of travel request types:

- External travel request (with a globe icon)
- Internal travel request (with a map of Romania icon)
- Erasmus+ program travel request (with a globe and airplane icon, highlighted with a red box and a red arrow pointing to the "New request" text below)

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



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.filf.upb.ro

Degree * Bachelor's degree

Year * 2

Specialization * Mechanical Engineering

Social security number (CNP/Passport) * 2950125420101

Faculty * Facultatea de Inginerie în Limbi Străine

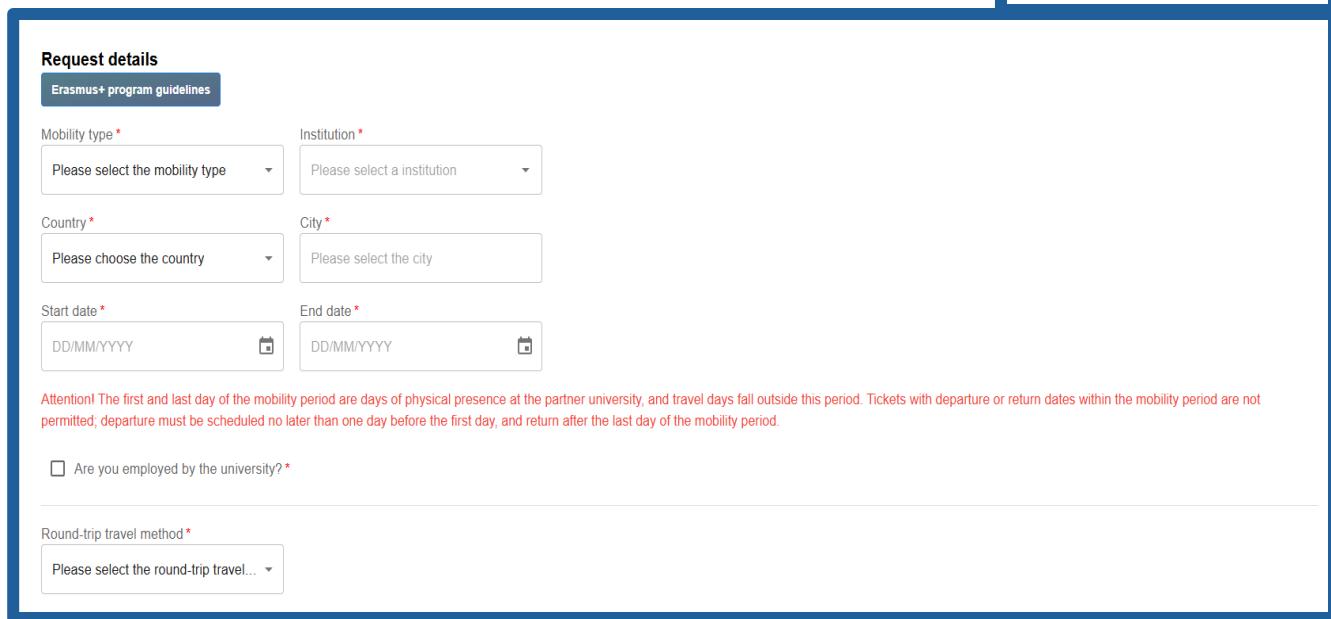
If you are not affiliated with any faculty please select "Altele"

Yes, I accept the privacy statement *

Continue

1 About you
2 Travel details
3 Signatures

Completion of Personal Information



The screenshot shows a travel application form with a progress bar on the right. The progress bar has three steps: 1. About you (checkmark), 2. Travel details, and 3. Signatures. The 'About you' step is highlighted with a blue border. The form includes fields for Request details, Mobility type, Institution, Country, City, Start date, End date, and Round-trip travel method. A note at the bottom states: '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.'

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 *

 Spانيا

City *

Madrid

Start date *

18/03/2026

End date *

22/03/2026

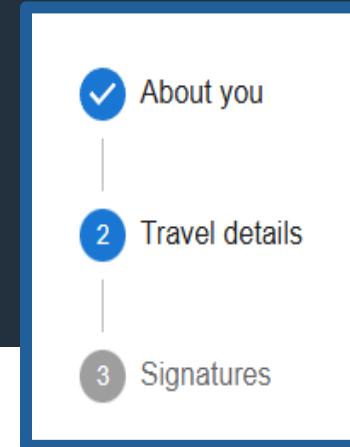
Attention! The first and last day of the mobility period are days of physical presence at the partner university, and travel days fall outside this period. Tickets with departure or return dates within the mobility period are not permitted; departure must be scheduled no later than one day before the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

Signers
Erasmus Vice-dean *

ADRIANA LUNGU

Back Continue

- About you
- Travel details
- 3 Signatures

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](#).