

Checklist/ Incoming Staff Mobility

Kindly go through this checklist to prepare for your mobility. Please note that the duration of the mobility should be a minimum of five working days, with additional two travel days that do not count towards the total number of working days.

Before Mobility:

- You need to obtain the nomination letter from your home university.
- You need to fill the mobility agreement and to ensure that it is signed by all three parties, noting that Birzeit University section in the mobility agreement should be signed by the External Academic Relations Office.
- You need to check with your home university about the grant agreement.
- You will be receiving an invitation letter from the External Academic Relations Office at BZU.
- You need to arrange travel logistics, including visa, accommodation, flight, health insurance, etc.
- You need to check the following fact sheet and practical information:
<https://www.birzeit.edu/sites/default/files/upload/factsheet-isw.pdf>

During Mobility:

- Kindly arrange for a meeting with the External Academic Relations Office once you arrive at BZU.
- Please bring the certificate of attendance to the External Academic Relations Office at BZU to be signed.

After Mobility:

- Submit a report about your mobility to the External Academic Relations Office at BZU.

For more, please contact us via:

- Dr. Amir Khalil, Director of External Academic Relations
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<https://www.birzeit.edu/en/about/external-academic-relations>