 ****

**Incoming mobilities Erasmus + at University of Tirana**

**PIC 998022137**

**OID: E10198722**

The International Relations Office of Universtity of Tirana is responsible for all incoming and outgoing mobilities (student and staff) in the framework of Erasmus + Programme with all our partners.

Documents template for incoming:

* Learning Agreement, incoming student; (clic here)
* Mobility Plan for Teaching, incoming staff; (clic here)
* Mobility plan for Training, incoming staff; (clic here)

Course catalogue offered in English language at UT:

<https://unitiredu-my.sharepoint.com/:u:/g/personal/iro_unitir_edu_al/ESsYyoo7QCRIuoLl694q5tABx2pYaOwVnVs7r3GxNVrjnA?e=8zuInF>

Incoming students and staff should be nominated from their home university.

The nomination should be send at the address: [iro@unitir.adu.al](mailto:iro@unitir.adu.al) (International Relations Office of UT).

Student documents:

* Nomination from their home university via e-mail at [iro@unitir.edu.al](mailto:iro@unitir.edu.al)
* Learning Agreement document\*;
* Copy of the Passport (1-st page with their data)
* Student visa\*\*

\*LA document at the first step will be a provisional document. After sending the LA at the address [iro@unitir.edu.al](mailto:iro@unitir.edu.al), we will pass this document to the respective faculty for final approval.

\*\* Visa regime for foreign citizens: <https://punetejashtme.gov.al/wp-content/uploads/2018/11/3-visa-regime-for-foreign-citiznes-01.11.2018.pdf>

Foreign citizens who will stay for more than 3 months in Albania should apply for Resident Permit within 30 days after entering the Republic of Albania.

Our office will help the incoming students to apply for the resident permit document at the Regional Directorate of Border and Migration Office.

Documents for Residence Permit:

* Residence Permit Application form; <https://photos.state.gov/libraries/albania/19452/pdfs/form8.pdf>
* Four photos, size (47 mm x 36 mm);
* Proof of accomodation while in Albania, rental contact (should be signed by the student with the rental person or company upon arrival);
* Criminal Record document (issued by the student’s home country) legalized;
* Erasmus + Grant document issued by the home university;
* Letter of Acceptance or Invitation issued by the University of Tirana;
* Trevel health insurance document for the whole period of staying;

UT can not guarantee the accommodation in student dormitories due to limited capacities, but will provide information on accommodation possibilities in Tirana.

Staff documents:

* Mobility Plan document (teaching or training)
* Nomination from their home university via e-mail at [iro@unitir.edu.al](mailto:iro@unitir.edu.al)
* Short CV or Bio

Staff form EU countries who will enter Republic of Albania does not need visa as their stay is a short visit. (less than 3 months).

All incoming students and staff in the framework of Erasmus + Programme at University of Tirana should contact us via e-mail at [iro@unitir.edu.al](mailto:iro@unitir.edu.al)

The mobility documents are better to be arranged 45 days before the beginning of the mobility.

IRO Team at UT

[iro@unitir.edu.al](mailto:iro@unitir.edu.al)

+35542250166