



Education and Culture DG



Lifelong Learning Programme

Name of evaluator: _____

TRANSVERSAL PROGRAMME – KEY ACTIVITY 1

STUDY VISITS FOR EDUCATION AND VET SPECIALISTS

COMMON EUROPEAN ELIGIBILITY CHECKLIST

2010 – 2011

Applicant's reference N°

Name of the applicant:

Family name:

First name:

The applicant is a national of a country participating in the Lifelong Learning Programme or a national of another country employed or living in a country participating in the LLP, under the conditions fixed by the participating country.	
The application has been submitted to the National Agency (NA) of the country where the applicant is resident and/or works	
The application has been submitted on time (both in electronic and printed format).	
The application has been submitted using the correct application form.	
The application form is filled out on the OLIVE database.	
The application form is completed in full	
The application form has been completed using the working language of the first selected visit.	EU lang <input type="checkbox"/> Other lang <input type="checkbox"/>
If submitted in the national language of an EFTA/EEA or candidate country, a translation into the working language of the first selected visit is provided	
The application bears the applicant's original signature.	
The application form is also signed by the applicant's employer organisation	
The applicant belongs to one of the staff categories eligible for a grant under the Study Visits Programme, or qualifies for participation.	
The applicant has selected 1 – 4 study visits from the current catalogue	
The applicant applies for a study visit in a country participating in the LLP, in which the applicant is not a resident nor works (for the candidate countries: and which is not a candidate country).	
The Visit will take place within the eligible period.	

