



Education and Culture  
Lifelong Learning Programme  
GRUNDTVIG

Name of evaluator: \_\_\_\_\_

**GRUNDTVIG**  
**VISITS AND EXCHANGES**  
**COMMON EUROPEAN ELIGIBILITY CHECKLIST**  
**2010**

**GRU-VIS Reference N°**

**Name of the applicant:**

**Family name:**

**First name:**

	<b>YES</b>
<b>The application has been submitted to the National Agency (NA) of the country where the applicant is resident. If the applicant works in a country other than that in which he/she is resident, the application has been sent to the NA in the country where the applicant works.</b>	
<b>The application has been submitted on time.</b>	
<b>The application has been submitted using the correct application form.</b>	
<b>The application form is not handwritten.</b>	
<b>The application form is completed in full and includes all the requested attachments, including notably the required letter of acceptance from the host organisation for the Visit (not needed if the purpose of the Visit is to attend a conference / seminar).</b>	
<b>The application form has been completed using one of the official languages of the EU or, in the case of the EFTA/EEA or candidate countries, in the national language of the country concerned.</b>	<b>EU lang</b> <input type="checkbox"/> <b>Other lang</b> <input type="checkbox"/>
<b>If submitted in the national language of an EFTA/EEA or candidate country, a translation into EN or FR or DE is supplied</b>	
<b>The application bears the applicant's original signature.</b>	
<b>If the applicant is an employed person, the application form is also signed by the applicant's employer organisation.</b>	
<b>The applicant is a national of a country participating in the Lifelong Learning Programme or a national of another country working or living in a participating country in compliance with that country's legal requirements (please refer to relevant National Agency website). (NA may require applicants to submit proof of nationality, e.g. photocopy of identity card / passport, if they wish.)</b>	
<b>The applicant belongs to one of the staff categories eligible for a grant under the Grundtvig Visits &amp; Exchanges Action.</b>	
<b>The type of activity to be undertaken is eligible under the Grundtvig Visits &amp; Exchanges Action.</b>	
<b>The Visit will take place in one of the countries participating in the Lifelong Learning Programme.</b>	
<b>The country of origin and/or the country of destination is a Member State of the EU, except in the case of applicants applying for a grant to participate in official Grundtvig events at European level (category 8, 9 or 10 of section 3.1.1 in the Application Form).</b>	
<b>The Visit will take place in a country other than the country where the applicant is living / working.</b>	
<b>The Visit will take place within the eligible period.</b>	
<b>The Visit is eligible in terms of duration (from 1 full working day up to 12 weeks)</b>	

*(If applicable, NA to add national eligibility criteria)*

**ASSESSMENT**

The application is eligible: Yes   
No

**If the application is not eligible on the basis of one or several of the criteria above, please give details if necessary:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and signature