

**PEDAGO [INSTITUTO SUPERIOR DE CIÊNCIAS EDUCATIVAS; INSTITUTO SUPERIOR DE CIÊNCIAS EDUCATIVAS DO DOURO] – P LISBOA 97**

**INSTRUCTIONS FOR THE COMPLETION OF EUROPASS DOCUMENT**

Please find the Europass form at: <https://europass.cedefop.europa.eu/pt>

The form must be all completed electronically, except of the signatures.

It is mandatory to complete the following fields: 1-23, 26-29a and 36a-38a.

Please make sure that the fields 18 and 37a are signed by your supervisor/coordinator of the host University/Organization at the Host Country you have conducted your mobility.

The field 9 must be complete by the EUROPASS mobility number.

In the field 23 please describe in 2-3 lines your goal in the program.

In the field 26 please mention the name of the program for example Erasmus+.  
In the field 29a please describe in detail what you did during the Program.

You should sign the fields 7 and 38a. The Erasmus Office at EUC will sign the filed 12.

The duly signed version of the document should be sent to the National Europass Center.

An example to a completed form you may find  
at:[http://www.kepa.gov.cy/europass/Uploads/Documents/MobExamples\\_en\\_US.pdf](http://www.kepa.gov.cy/europass/Uploads/Documents/MobExamples_en_US.pdf)

For more information please contact us: [gri@isce.pt](mailto:gri@isce.pt)