<please insert logo, name and address or print in headed paper>

**Erasmus+ Programme**

**Staff Mobility For Teaching (STA)**

Invitation Letter

To whom it may concern:

We are pleased to invite the teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name) from ISCTE – Instituto Universitário de Lisboa to visit the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (University name), in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (country), preferably between \_\_\_\_\_\_\_\_\_\_\_\_\_ (date of arrival, dd/mm/yyyy) and \_\_\_\_\_\_\_\_\_\_\_\_\_ (date of departure, dd/mm/yyyy), for a staff mobility for teaching under the frame of the Erasmus+ bilateral agreement established between both institutions.

The visit will include \_\_\_\_\_ (total hours) teaching hours in the subject of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (subject/course name).

*\* to be signed by contact person responsible for the mobility, at the host institution/organization.*

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Date: |  |
| Signature: |  |