 **EN Co-funded by the EU_quer_kleiner Erasmus_klein**

**Declaration of Honor on Social Top-Up**

**Project 2023 and 2024**

I, Tap to enter first and last name born on Tap to enter DD.MM.YYYY in Tap to enter place of birth, hereby confirm that as part of my studies at/ as a recent graduate of th European University Viadrina, I will do an internship abroad at       (name of the internship company/ institution). in       (city/ country of the internship) and I have the eligibility to apply for the following Social Top-Ups in the Erasmus+ program (please check and refer to explanations on page 2):

|  |  |  |
| --- | --- | --- |
| **Please tick** | **Top-Up** | **Amount** |
| The Green Travel Top-Up can be combined with all Social Top-Ups. However, it is only possible to request **one** Social Top-Up, even if several apply to you. **Therefore, please tick only one of the following Top-Ups:** | | |
|  | Social Top-Up for “**first-time academics**“   * Please list your parent's highest degree: | 250 Euro / Month |
|  | Social Top-Up for “**employed students**“   * Please submit a copy of your most recent payroll | 250 Euro / Month |
|  | Social Top-Up for “**students with child(ren)**“   * Please submit copy of birth certificate or similar. | 250 Euro / Month |
|  | Social Top-Up for “**students with** **disability or chronic disease**“   * Please submit a medical attestation or similar | 250 Euro / Month |

I am informed about the conditions and criteria of the individual Top-Ups. I am aware that I must keep proof of my requested Top-Ups for 5 years in order to be able to present them for a possible audit.

I have made all statements to the best of my knowledge and belief and acknowledge that if I make any false statements, I will be required to repay all of the approved funds.

|  |  |
| --- | --- |
| **Student:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Place, Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature | **After completing this document, please print it out and sign it by hand. Send us a scan with your hand signature and keep the original for 5 years. Please do send to us the original version the scan is sufficient!** |

**Explanations of the Top-Ups**

**Academic Year 2022/23**

Possible proof for each Top-Up must be kept for 5 years and presented only on request in the event of an audit. Sample checks are also carried out by the university if deemed necessary. To apply for the Social Top-Up, you only need to submit this Declaration of Honor.

1. **Social Top-Up for “first-time academics“**

Both parents or caregivers have no academic degree (from a university of applied sciences/technical college or university, university of cooperative education or a foreign academic degree even if it is not recognized as such in Germany).

Possible proof: Informal information about the educational qualifications of the parents, additional declaration of honor of the parents.

1. **Social Top-Up for “employed students“**

The employment must have been carried out continuously for at least 6 months with a temporal relation to the mobility. The employment period must be within a time frame of 6 months before the application deadline or the date of the start of the mobility. The activity must have taken place during this period:

* Study abroad in the winter semester: December 1 of the previous year until July 31 of the year abroad.
* Study abroad in the summer semester: December 1 of the previous year until January 1 of the year abroad.

The employment in the sending country will not be continued during the stay abroad (this also includes mobile working, online working, paid leave, etc.). Termination is not a requirement, the employment contract can also be paused. During the minimum period of employment prior to application, monthly earnings must be above 450 Euro and below 850 Euro (net earnings of all occupations per month summed up). As a rule, self-employed activities and dual/ extra-occupational study programs with a fixed salary are excluded.

Possible proof: pay checks, tax returns, employment contract.

1. **Social Top-Up for “students with child(ren)”**

At least one child is brought along during the entire stay abroad. Top-up amount independent of the number of children. Possible proof: Birth certificate, travel documents of the child.

Alternatively, an actual cost application (Realkostenantrag) and a preparatory trip can be submitted (max. 15,000 Euro per semester and mobility or 30,000 Euro per academic year and mobility regardless of the number of children) – please contact the Viadrina International Affairs Department also separately for this purpose.

1. **Social Top-Up for „students with disability or chronic diseases“**

Degree of disability of 20% or more. Chronic disease, with additional financial expenses abroad.

Possible proof:

* Disability - disabled person's card, notice from the state social welfare office, medical certificate.
* Chronic disease- medical certificate confirming that due to the existing chronic disease there is an additional financial need abroad (the type of disease and the amount/scope of the additional need do not have to be noted or quantified).

Alternatively, an actual cost application (Realkostenantrag) and a preparatory trip can be submitted (max. 15,000 Euro per semester and mobility or 30,000 Euro per academic year and mobility) – please contact the Viadrina International Affairs Department also separately for this purpose.