

STAFF MOBILITY PROGRAMME · COHORT 2027

Your route to a working stay in Germany

A step-by-step guide for GJU academic and administrative staff — from checking your eligibility to landing back in Amman.

AMM ✈️ ----- DEU

PROGRAMME
GJU SMPPARTNER
HS Magdeburg-StendalFUNDED BY
DAAD · ERASMUS

WHO

GJU staff
Academic & administrative

STAY

2–4 weeks
Academic: 4
Admin: 2 or 4

FUNDING

800–1,600€
+ up to 650 JOD travel cost

SEATS

9 total
6 academic (4 weeks) ·
3 (2 to 4 weeks) admin

AFTER

Stay 1 year
at GJU on return

PHASE A · APPLY

Everything you do before you're selected

01

Check you're eligible

Confirm you meet every condition before you start your application

- GJU academic or administrative staff member
- **B2 in English or German** — administrative staff must have it certified within the last 2 years
- If you were funded in 2025 **you can apply but will not be given priority**
- **No German citizenship**, and no current Erasmus+ staff-mobility grant
- Ready to commit to **one more year at GJU** afterwards

02

Prepare your documents

Applications are only reviewed if complete — gather everything first.

- ☐ Application form (online)
- ☐ Updated CV — max 4 pages
- ☐ Proof of B2 — administrative staff only
- ☐ Letter of recommendation — from your dean or supervisor
- ☐ Letter of intent — why the programme, why this host, the value to you & GJU
- ☐ Invitation letter — optional at this stage

💡 No host institution yet? Tell the IAD at least **10 weeks before** your planned travel and they'll help you find one.

03

Submit before the deadline

Fill your application form online

- Fill the following form : <https://forms.cloud.microsoft/r/Q7FvgGxh2R>
- Only **complete** applications will be considered

APPLICATION DEADLINE
29 October

04

Interview & selection

Shortlisted applicants meet the GJU selection committee.

- You'll be invited to an **interview** with the committee
- Judged on your **qualifications**, your ability to **represent GJU**, and **GJU's benefit** from your mobility
- Final decision by the **GJU President** and the **Project Office in Magdeburg**
- You are notified of the outcome

PHASE B · ONCE YOU'RE SELECTED

The road ahead — plan early, deadlines stack up

05

Prepare your mobility

- Confirm your host institution
- Answer the mandatory preparatory questions
- Attend the mandatory sessions: intro workshop, intercultural training, individual counselling
- Invitation letter & working schedule due well before travel

06

Sort the logistics

- Leave approval: dean/director → Presidency → HR & Finance
- Flights via PR (M. Baniyounis); scholarship collected at Finance (R. Almatar)
- Arrange accommodation early & health insurance (min. €30,000 cover)

07

Apply for your Schengen visa

- C-type short-stay visa via VFS Global — start 6 weeks ahead
- 27 JOD VFS service fee (not covered by the scholarship)
- Key papers: invitation letter, "Stipendienzusage", insurance, bank statement, flight itinerary, etc.

08

During your stay & after

- Act as a GJU ambassador — present on GJU & Jordan
- Check in with the IAD; keep notes & photos for your report
- Back home: stay 1 year, submit your final report, run a dissemination session

QUESTIONS?

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