ERASMUS+ OFFICE

INSTRUCTIONS on verifying whether mobility participants qualify for the FEWER OPPORTUNITIES category,

for the purpose of receiving an increased Erasmus+ grant

2026 Version

Having regard to the following:

1. In order to promote student mobility by reducing economic barriers and encouraging inclusion and equity, the Erasmus+ Programme Guide provides for an increase in the Erasmus+ grant for students and recent graduates undertaking study and traineeship mobilities who fall within the category of participants with fewer opportunities;

2. In accordance with the National Call and the provisions of the financial agreements for Erasmus+ mobility projects, the category of participants with fewer opportunities includes students and recent graduates who fall within one or more of the following categories:

a) a student who receives a social scholarship or is eligible/meets the conditions for receiving a social scholarship awarded by the higher education institution in which they are enrolled, in accordance with Ministry of Education Order No. 6463/2023, as subsequently amended and supplemented;

b) a student who is an orphan of one or both parents;

c) a student from a single-parent family (due to the death, disappearance or imprisonment of the other parent, or because the other parent is not acknowledged on the birth certificate);

d) a student who qualifies as the "first student in the family" (meaning that the student does not already hold a Bachelor's degree and their parents have not obtained a university degree; however, they may have brothers or sisters who are already university students or have graduated from a university);

e) a person with a disability (including physical, mental, intellectual or sensory impairments) or health problems (including serious illnesses, chronic illnesses or any other physical or mental health-related situation that prevents a person from participating in the programme);

f) a person whose family's average monthly net income per family member did not exceed the net national minimum basic wage during the 12 months preceding the submission of the supporting documents;

g) a person who is a single parent (due to the death, disappearance or imprisonment of the other parent, or because the other parent is not acknowledged on the birth certificate);

h) a person of Roma ethnicity;

i) a person with migrant or refugee status.

3. The eligibility criteria apply to eligible participants regardless of citizenship, subject to the Erasmus+ documents applicable to the project. Foreign citizenship or Romanian citizenship for Romanians living abroad, in itself, does not determine inclusion in the category of participants with fewer opportunities. For incoming participants funded by RAU, verification is carried out on the basis of

documents/confirmation issued by the sending institution, while the RAU Erasmus+ Office validates the classification against the project rules and applicable contractual documents.

4. In the event of any discrepancy between these Instructions and the Erasmus+ Programme Guide, the National Call, the financial agreement or other binding instructions issued by ANPCDEFP for the project concerned, the Erasmus+ documents applicable to that project shall prevail.

5. These Instructions govern the top-up awarded as part of the Erasmus+ grant. Any separate financial support scheme, including additional support funded through ESF+/PEO, shall be governed by its own eligibility rules and shall not automatically amend the criteria set out in these Instructions.

Verification of eligibility for the Fewer Opportunities category for the purpose of increasing the Erasmus+ grant shall be carried out as follows:

1. The faculties of the Romanian-American University shall send the Erasmus+ Office nominal lists of students who, according to the applications submitted to the faculty, meet the conditions for receiving a social scholarship, indicating the type of scholarship (regardless of whether they actually receive a social scholarship), after completion of the application verification process;

2. Students selected for Erasmus+ mobilities who have not submitted an application for a social scholarship and consider that they meet one of the criteria set out in point 2 may request verification against the relevant criteria before signing the financial agreement for the Erasmus+ mobility concerned. For this purpose, they shall submit the application file and the necessary supporting documents to the Erasmus+ Office for an eligibility assessment. The documents shall be checked and eligibility determined by the Erasmus+ Office, with the support of the relevant specialist departments where necessary.

3. For financial matters, the Erasmus+ Office shall request confirmation from the Finance Department or the competent unit, without requesting or retaining more data than is necessary for the verification. Medical documents shall be checked by the Medical Office/competent medical unit, which shall communicate to the Erasmus+ Office only the conclusion necessary to establish eligibility (e.g. “criterion met/not met”).

4. The outcome of the verification, i.e. eligible/not eligible, shall be communicated to the participant by the Erasmus+ Office within 5 working days from the date on which the application file is complete. If the participant is eligible, the Erasmus+ Office shall prepare the documents required for awarding the Erasmus+ grant top-up.

5. If the application file is incomplete or clarifications are required, the participant shall be asked to complete it within a reasonable period set by the Erasmus+ Office. The processing period shall run from the date on which the file is completed.

6. The participant may request a review of the outcome within 3 working days of notification. The review shall be carried out by a person/committee that did not take part in the initial assessment and shall normally be completed within 5 working days.

Annexes:

A. List of documents required for each of the categories referred to in point 2

B. Declaration templates

Important information for participating students:

Meeting just one eligibility criterion is sufficient to receive the top-up. If a participant meets several criteria, they may indicate the criterion on the basis of which they are requesting verification; meeting several criteria does not, in itself, result in the top-up being multiplied.

ANNEX A – List of documents required for each category

Students who are orphans of one or both parents shall submit the following documents:

1. Standard application form – Annex 1;
2. Copy of the student's identity card;
3. Copy of the student's birth certificate;
4. Copy of the identity card of the surviving parent;
5. Copies of the death certificate(s) of the deceased parent(s);
6. Handwritten consent of family members to the processing of personal data for the purpose of verifying compliance with the award criteria – Annex 7.

Students from single-parent families shall submit the following documents:

1. Standard application form – Annex 1;
2. Copy of the student's identity card;
3. Copy of the student's birth certificate;
4. Copy of the identity card of the surviving parent;
5. A declaration on the parent's own responsibility regarding their marital status, stating that they are unmarried, widowed or divorced (as applicable);
6. Copy of the death certificate of the deceased parent (if applicable);
7. Copy of the court judgment granting the divorce or copy of the divorce certificate issued by a public notary upon dissolution of the marriage (if applicable);
8. Copy of the court judgment declaring the parent missing / social investigation report (if applicable);
9. Copy of the court judgment establishing a curatorship (if applicable);
10. Copy of the court decision maintaining the parent's remand in custody (if applicable);
11. Copy of the court judgment establishing guardianship (if applicable);
12. Handwritten consent of family members to the processing of personal data for the purpose of verifying compliance with the criteria – Annex 7.

Students who have been placed in residential care or family-based care shall submit the following documents:

1. Standard application form – Annex 1;
2. Copy of the student's identity card;
3. Copy of the student's birth certificate;
4. Certificate confirming that the student is in institutional care;
5. Court judgment confirming that the student is in family-based care;
6. Student's declaration on their own responsibility regarding the regular net income subject to income tax received by family members or by the person with whom the student is placed in family-based care (as applicable) during the 12 months preceding the application – Annex 3;
7. Supporting documents issued by the National Agency for Fiscal Administration (ANAF) regarding net income from authorised activities (e.g. rent, self-employed activities, family associations, commercial companies) and activities involving the use of personal property, such as agricultural land, forests, etc., for the relevant reference period, in accordance with Law No. 227/2015 on the Fiscal Code – **mandatory document for the student;**
8. Certificate of net salary for the reference period (the last 12 months) – student;

9. Certificate issued by AJPIS regarding the "Monthly Allowance for Young People".

In the absence of the parents or guardian, the income of the person/persons responsible for supporting the student shall be taken into account.

Students requesting eligibility on medical grounds shall submit the following documents:

1. Standard application form – Annex 1;

2. Copy of the student's identity card;

3. Copy of the student's birth certificate;

4. Copy of a medical certificate issued by a specialist physician other than the family doctor, describing the progression and clinical picture of the student's medical condition and confirming that it falls within the provisions of letter b) (students suffering from tuberculosis who are registered with medical units during anti-tuberculosis treatment; insulin-dependent diabetes; malignant diseases; severe malabsorption syndromes; chronic kidney disease requiring dialysis; persistent moderate or severe asthma; grand mal epilepsy; congenital heart disease; chronic hepatitis with advanced fibrosis (stage F3 or F4); glaucoma; severe myopia; severe autoimmune immunological diseases; rare diseases; autism spectrum disorders; severe haematological diseases requiring continuous treatment or frequent hospitalisation; bilateral deafness; cystic fibrosis; persons infected with HIV or suffering from AIDS; and persons with severe mobility impairments – in accordance with Order No. 6742/04.12.2023), or an A5 form issued by the specialist physician.

Students from families whose average monthly net income per family member is lower than the net national minimum basic wage shall submit the following documents:

Students financially supported by their parents:

1. Standard application form – Annex 2;

2. Copy of the student's identity card;

3. Copy of the student's birth certificate;

4. Copies of the parents' identity cards;

5. Copies of the birth certificates and identity cards (where applicable) of the other family members financially supported by the parents;

6. Certificates confirming school or university student status for family members enrolled in full-time education (if applicable);

7. Declaration on the applicant's own responsibility regarding the regular net income subject to income tax received by family members during the 12 months preceding the application – Annex 3;

8. Handwritten consent of family members whose income has been declared to the processing of their personal data – Annex 7;

9. Supporting documents regarding the income of the student submitting the application and their parents, as applicable;

10. Certificate of net salary for the reference period (the last 12 months);

11. Pension certificate / pension payment slips for the reference period (the last 12 months);

12. Supporting documents issued by ANAF regarding net income from authorised activities (e.g. rent, self-employed activities, family associations, commercial companies) and activities involving the use of personal property, such as agricultural land, forests, etc., for the relevant reference period, in accordance with Law No. 227/2015 on the Fiscal Code – mandatory for the parents and the student;

13. Declarations on their own responsibility, made by each parent who has no income of any kind (for the reference period – the last 12 months), before a notary or at the town hall of their place of residence;

14. A declaration on their own responsibility made by one of the parents, covering adult family members who lack legal capacity or minor children supported by the family who are not enrolled in any form of education and do not earn their own income.

Students aged between 26 and 35:

1. Standard application form – Annex 2;

2. Copy of the student's identity card;

3. Copy of the student's birth certificate;

4. Copies of the birth certificates and identity cards of the other family members dependent on the student, such as children, spouse, etc. (if applicable);

5. Certificates confirming school or university student status for family members enrolled in full-time education (if applicable);

6. Handwritten consent of each family member whose income has been declared to the processing of their personal data – Annex 7;

7. Declaration on the applicant's own responsibility regarding the regular net income subject to income tax received by family members during the 12 months preceding the application – Annex 3;

8. Supporting documents regarding the income of the student submitting the application, as applicable:

a. Certificate of net salary for the reference period (the last 12 months);

b. Pension certificate / pension payment slips for the reference period (the last 12 months);

c. Supporting documents issued by ANAF regarding net income from authorised activities – mandatory for the student and the other family members (as applicable);

d. Supporting documents concerning the persons for whom the student is responsible, such as children, spouse or other persons, where applicable, in accordance with the legislation in force.

Married students:

a) *For married students who are both under 26 years of age and have no personal income, the parents' income shall be taken into account and documents shall be submitted for the family of origin of each spouse*:

1. Standard application form – Annex 2;

2. Copy of the student's identity card;

3. Copy of the student's birth certificate;

4. Copy of the marriage certificate;

5. Certificate confirming the other spouse's student status (if applicable);

6. Copies of the children's birth certificates (if applicable);

7. Copies of the birth certificates and identity cards of the other family members supported by the student's family (if applicable);

8. Certificates confirming school or university student status for family members enrolled in full-time education (if applicable);

9. Handwritten consent of each family member whose income has been declared to the processing of their personal data – Annex 7;

10. Student's declaration on their own responsibility regarding the regular net income subject to income tax received by family members during the 12 months preceding the application – Annex 3;

11. Supporting documents issued by ANAF regarding net income from authorised activities – **mandatory for the student and the other family members (as applicable).**

b) *For student families in which both spouses have income, the average net income per family member shall be calculated as the average of the income of the two spouses. They shall submit*:

1. Standard application form – Annex 2;
2. Copy of the student's identity card;
3. Copy of the student's birth certificate;
4. Copy of the marriage certificate;
5. Certificate confirming the other spouse's student status (if applicable);
6. Copies of the children's birth certificates (if applicable);
7. Handwritten consent of each family member whose income has been declared to the processing of their personal data – Annex 7;
8. Student's declaration on their own responsibility regarding the regular net income subject to income tax received by family members during the 12 months preceding the application – Annex 3;
9. Certificate of net salary for the reference period (the last 12 months);
10. Supporting documents issued by ANAF regarding net income – mandatory for students.

c) *Where the student is married and their spouse is not a student, documents shall be submitted for the student's family of origin if the student has no income. If the student has personal income, the following documents shall be submitted:*

1. Standard application form – Annex 2;
2. Copies of the identity cards of the student and their spouse;
3. Copy of the student's birth certificate;
4. Copy of the marriage certificate;
5. Copies of the children's birth certificates (if applicable);
6. Handwritten consent of each family member whose income has been declared to the processing of their personal data – Annex 7;
7. Declaration on their own responsibility regarding the regular net income subject to income tax received by family members during the 12 months preceding the application – Annex 3;
8. A declaration made before a notary, stating that the spouse of the student has no income other than that declared, where applicable (the reference period must be specified);
9. Certificate of net salary for the reference period (the last 12 months);
10. Supporting documents issued by ANAF regarding net income – **mandatory for the student and spouse (as applicable).**

I. In accordance with Order No. 6463/2023, a social investigation is mandatory if no one in the student's family, including the student, earns income, or if at least one of the student's parents works or resides abroad.

II. Under the law, a child is considered dependent on their parents until the age of 18, or until the age of 26 if enrolled in full-time education.

III. These documents shall apply to all participating students, as applicable.

Students who qualify as the "first student in the family" shall submit the following documents:

1. Declaration confirming first-student-in-the-family status – Annex 4;
2. Handwritten consent of each family member to the processing of personal data – Annex 7;
3. Birth certificate of the mobility participant;
4. Copy of the mother's identity card;
5. Copy of the father's identity card;
6. Copy of the parents' marriage/divorce/death certificate (if applicable);
7. The parents' secondary-school / post-secondary / other educational qualification certificates, certified by the Ministry of Education;
8. Declarations on their own responsibility, made by each parent, regarding the level of education completed.

The "first student in the family" category refers to a student who does not hold a Bachelor's degree and whose parents have not completed university studies (however, the student may have brothers or sisters who are already university students or have graduated from a university).

Students with refugee or migrant status shall submit the following documents:

1. Standard application form – Annex 1;
2. Copy of the student's identity card;
3. Residence permit for beneficiaries of temporary protection (original and copy).

Please note that the documents must be officially translated into Romanian.

Students of Roma ethnicity shall submit the following documents:

1. Standard application form – Annex 1;
2. Copy of the student's identity card;
3. Written recommendation issued by one of the legally established Roma organisations, regardless of its field of activity, certifying that the applicant belongs to the Roma ethnic group.

ANNEX B – Application and Declaration Templates

Annex 1 – Standard Application Form

APPLICATION FOR CLASSIFICATION IN THE "FEWER OPPORTUNITIES" CATEGORY

I, the undersigned, _____, a student / graduate of the Faculty of _____, study programme _____, study cycle (Bachelor's / Master's), year ___, Personal Identification Number (CNP) _____, selected to participate in an Erasmus+ study / traineeship mobility at the university _____ in _____, during the period _____, hereby request approval of my classification in the "fewer opportunities" category for the purpose of receiving the additional amount (top-up) for Erasmus+ mobility participants.

I request classification in the following category:

_____

For the purpose of being classified in this fewer-opportunities category, I declare on my own responsibility that the following supporting documents attached to my application

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are accurate and truthful.

Under the penalties provided for in the Criminal Code for making false statements, I declare on my own responsibility that the information provided above is true and correct, and I acknowledge that making a false statement entails legal consequences.

I declare that I have been informed about the processing of my personal data by the Romanian-American University for the purpose of verifying eligibility and awarding Erasmus+ financial support, in accordance with Regulation (EU) 2016/679 and the privacy notice applicable to this procedure. The legal basis, categories of data, recipients, retention period and data-subject rights are those set out in the privacy notice; processing is not based on consent where it is necessary to apply programme rules, fulfil legal/contractual obligations or manage funding.

Full name _____

Signature _____

Date _____

Annex 2 – Standard Application Form (for students from families whose average monthly net income per family member is lower than the net national minimum basic wage)

APPLICATION FOR CLASSIFICATION IN THE "FEWER OPPORTUNITIES" CATEGORY

I, the undersigned, _____, a student / graduate of the Faculty of _____, study programme _____, study cycle (Bachelor's / Master's), year ____, Personal Identification Number (CNP) _____, selected to participate in an Erasmus+ study / traineeship mobility at the university _____ in _____, during the period _____, hereby request approval of my classification in the "fewer opportunities" category for the purpose of receiving the additional amount (top-up) for Erasmus+ mobility participants.

I request classification in the following category:

Students from families whose average monthly net income per family member is lower than the net national minimum basic wage

For the purpose of being classified in this fewer-opportunities category, I declare on my own responsibility that the following supporting documents are attached:

I request this verification to confirm my classification in the above-mentioned category, subcategory _____ _____

Income received during the last 12 months:

No.	Description	Supporting document attached	Average amounts (RON/month)
A.	A. INCOME RECEIVED (total: 1+2+3+...)		
1.	Total net salaries		
	Other income categories:		
2.			
3.			
...			
B.	B. Number of dependent persons, of which: (total)		
1.	Number of school pupils		
2.	Number of university students		
3.	Number of pre-school children		
4.	Number of other dependent family members		
	AVERAGE NET INCOME PER FAMILY MEMBER (Vnm = A / B)		

To be completed for classification in a scholarship category (students from single-parent families or students from residential care who do not receive income exceeding the threshold for the award of a social scholarship).

Other supporting documents attached:

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I also declare on my own responsibility that the supporting documents included in the application file are accurate and truthful.

Under the penalties provided for in the Criminal Code for making false statements, I declare on my own responsibility that the information provided above is true and correct, and I acknowledge that making a false statement entails legal consequences.

I declare that I have been informed about the processing of my personal data by the Romanian-American University for the purpose of verifying eligibility and awarding Erasmus+ financial support, in accordance with Regulation (EU) 2016/679 and the privacy notice applicable to this procedure. The legal basis, categories of data, recipients, retention period and data-subject rights are those set out in the privacy notice; processing is not based on consent where it is necessary to apply programme rules, fulfil legal/contractual obligations or manage funding.

Full name _____

Signature _____

Date _____

Annex 3 – Student's Declaration of Net Income

DECLARATION

I, the undersigned,
_____, a student / graduate of the Faculty of _____, study programme _____, study cycle (Bachelor's / Master's), year ____, Personal Identification Number (CNP) _____, residing at _____ _____,

Under the penalties provided by law for making false statements, I declare on my own responsibility that, during the period _____, I and the family members taken into account when calculating the average monthly net income per family member received exclusively the income declared and evidenced by the attached documents. To the best of my knowledge, there is no other income that must be taken into account under the applicable rules.

Date: _____ **Signature: _____**

Annex 4 – Declaration Regarding Classification in the "First Student in the Family" Category

DECLARATION regarding classification in the "FIRST STUDENT IN THE FAMILY" category

I, the undersigned, _____, a student / graduate of the Faculty of _____, study programme _____, study cycle (Bachelor's / Master's), year ____, Personal Identification Number (CNP) _____, selected to participate in an Erasmus+ study/traineeship mobility at the University/Institution _____ _____ in _____, during the period _____, hereby request approval of my classification in the category of participants with fewer opportunities for the purpose of receiving the additional amount (top-up) for Erasmus+ mobility participants.

I request classification in the "**First Student in the Family**" category.

For the purpose of being classified in this fewer-opportunities category, I declare on my own responsibility that my parents have not pursued university studies, as follows:

- My father's highest level of education completed is _____ (secondary / post-secondary / other studies).
- My mother's highest level of education completed is _____ (secondary / post-secondary / other studies).

This declaration is supported by the following documents attached to the application file:

- Birth certificate of the mobility participant
- Mother's identity card
- Father's identity card
- Parents' marriage certificate
- Mother's secondary-school / post-secondary education certificate
- Father's secondary-school / post-secondary education certificate

which are accurate and truthful.

Under the penalties provided for in the Criminal Code for making false statements, I declare on my own responsibility that the information provided above is true and correct, and I acknowledge that making a false statement entails legal consequences.

I declare that I have been informed about the processing of my personal data by the Romanian-American University for the purpose of verifying eligibility and awarding Erasmus+ financial support, in accordance with Regulation (EU) 2016/679 and the privacy notice applicable to this procedure. The legal basis, categories of data, recipients, retention period and data-subject rights are those set out in the privacy notice; processing is not based on consent where it is necessary to apply programme rules, fulfil legal/contractual obligations or manage funding.

Full name _____

Signature _____

Date _____

Annex 5 – Declaration Regarding the Highest Level of Education Completed (for parents)

DECLARATION ON ONE'S OWN RESPONSIBILITY

regarding the highest level of education completed

I, the undersigned, _____, identified by identity card series _____ no. _____, Personal Identification Number (CNP) _____, as the father/mother of the student/graduate _____, enrolled at the Romanian-American University, Faculty _____, selected to participate in an Erasmus+ study/traineeship mobility,

hereby declare on my own responsibility that:

- I have not completed university studies and do not hold a university degree;

- the highest level of education I have completed is: _____ (lower-secondary / upper-secondary / post-secondary / other studies).

Under the penalties provided for in the Criminal Code for making false statements, I declare on my own responsibility that the information provided is true, correct and complete, and I acknowledge that making a false statement entails legal consequences.

I declare that I have been informed about the processing of my personal data by the Romanian-American University for the purpose of verifying eligibility and awarding Erasmus+ financial support, in accordance with Regulation (EU) 2016/679 and the privacy notice applicable to this procedure. The legal basis, categories of data, recipients, retention period and data-subject rights are those set out in the privacy notice; processing is not based on consent where it is necessary to apply programme rules, fulfil legal/contractual obligations or manage funding.

This declaration is made for the purpose of verifying whether the student meets the criteria for classification in the category of participants with fewer opportunities – "First Student in the Family" – under the Erasmus+ programme.

Full name _____

Signature _____

Date _____

Annex 6 – GDPR Acknowledgement (for students)

DECLARATION

I, the undersigned, _____, a student / graduate of the Faculty of _____, study programme _____, study cycle (Bachelor's / Master's), year _____, Personal Identification Number (CNP) _____,

I declare that I have received/read the privacy notice regarding the processing of personal data applicable to the procedure for verifying classification in the category of participants with fewer opportunities, and that I have been informed about the purposes of processing, the applicable legal bases, categories of data, recipients, retention period and data-subject rights.

Date, Signature,

Annex 7 – GDPR Acknowledgement (for family members)

DECLARATION

I, the undersigned, _____, Personal Identification Number (CNP) _____, in my capacity as _____ (parent / brother / sister / guardian / husband / wife) of the student _____,

I declare that I have been informed about the processing of my personal data, strictly to the extent necessary to verify the participant's eligibility for Erasmus+ financial support, in accordance with the privacy notice applicable to this procedure.

Date, Signature,