



How to deal with a Europass mobility in PDF format

Download the PDF form to your computer. For flawless functionality, we recommend filling it out in the free [Adobe Reader](#).

Filling out the form

After opening the file, the Europass Mobility document will be displayed with the text fields to be filled out. When you click on the text field, a cursor will appear, and you can type the text in. You can use the mouse or tab key to select following field and continue in the same way till the end of the document.

Saving

The document can be saved at any stage of the filling process clicking on the floppy disk icon, using the menu pane File > Save or the “Ctrl+S” keyboard shortcut. The first time you save the file, the programme will ask for the name of the new file; the next time you use the save function, the file name will not be required anymore. We recommend that you keep saving the PDF document continuously while filling it out.

Signature

Once all the necessary information has been filled in, the document must be signed. The document is usually signed on behalf of the organisation / institution (within the Erasmus+ programme for the period 2021-2027, all participating organisations are obliged to sign all documents (e.g. grant agreements) electronically and dispose of a certified electronic signature). However, the document can also be signed by a specific person listed as the reference person / mentor.

When signing, select the left signature field, select your signing certificate and click on “Continue”. After that click on “Sign”. The programme will suggest saving the signed PDF document as a new file. Once saved, you will no longer be able to change the content in the PDF document (see options below). Only the signature field will be functional.

After signing and opening the file save prompt, you have these options:

1. To save it as a new file with a different name – recommended procedure.
2. To replace the original file, but in that case, you will lose the possibility of further editing.

In case you do not have a certified electronic signature

If you do not have a certified electronic signature, you can use the functionality in Adobe Acrobat Reader. It is called “Simple Signature”, however it is not equipped with sufficient security features. When creating it, you must fill in solely truthful information. Follow these steps:

1. When you click on the signature field, the “Sign with Digital ID” dialog box appears. Click on “Configure Digital ID”.
2. Select “Create a new Digital ID” and click on “Continue”.
3. The next choice is yours. However, we recommend going with the default “Save to Windows Certificate Store”. Then click on “Continue”.
4. Fill in the required information truthfully and click on “Save”.
5. You can then proceed to sign the PDF document as described above.

The Europass Mobility document in PDF format is intended primarily for electronic publishing (not for printing).