|  |  |
| --- | --- |
| C:\WINNT\Profiles\Administrator\Desktop\logo_ec_17_colors_300dpi.gif | Education, Audiovisual and Culture Executive Agency    **Erasmus+: Higher Education - Knowledge Alliances, Bologna Support, Jean Monnet** |

**Institutional Profile - Change of Status   
of the Higher Education Institution**

**A. Name of the institution:**

**B. Erasmus ID code: (e.g. F PARIS34)**

**C. PIC code**

**D. Type**[[1]](#footnote-1) **of status change**

Please tick the applicable box and describe briefly in the description box the reason for the change and the consequences:

|  |  |
| --- | --- |
| 1) Regrouping completely different institution(s) [case I.1] |  |
| 2) Regrouping partially different institution(s) [case I.2] |  |
| 3) Splitting the institution completely [case I.3] |  |
| 4) Splitting the institution partially [case I.4] |  |
| 5) Absorbing other institution(s) completely [case II.5] |  |
| 6) Absorbing other institution(s) partially [case II.6] |  |
| 7) Others |  |
| **Description:**  (please indicate the Erasmus ID codes of the institutions involved) | | | |

|  |  |
| --- | --- |
| Date of status change |  |

**E. New name (if applicable):**

|  |  |
| --- | --- |
| Full legal name of the institution in a national language of the Programme country |  |
| Official date of the name change |  |
| Translation of this name into English |  |
| New PIC[[2]](#footnote-2) |  |
| Internet address |  |
| Erasmus Policy Statement website link |  |

*Please send this form to your national agency[[3]](#footnote-3) for verification. Your national agency – after verification with the national authority on the eligibility - will then transmit it to the Executive Agency by email to the following address:*[*EACEA-ECHE@ec.europa.eu*](mailto:EACEA-ECHE@ec.europa.eu)*. You will be informed when the change has been entered into the ECHE database.*

***Original*** *signature of the LEAR[[4]](#footnote-4) of the institution*

***Original*** *stamp or seal of the institution*

1. Please see the note on "procedure to be followed in case of a change in the status of the ECHE holder" to identify your specific case of status change [↑](#footnote-ref-1)
2. 1. The applicant must be [registered in the Participant Portal in order to receive](http://ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html) a new Participant Identification Code (PIC). For practical details on how to use the Participant Portal, please consult the following [presentation](https://eacea.ec.europa.eu/sites/eacea-site/files/participant-portal-eform.pdf). <https://www.youtube.com/watch?v=h1NYzMx38D4>.  
   **Important notice:** Given that each applicant organisation should use only one PIC code, please first check with your legal representative's office whether such a PIC number has already been created for your organisation. In case of multiple PIC codes associated with your organisation, please check which one has been validated. You may do that at the URF/PDM portal.

   2. For the status change in the Portal applicants should attach:

   The [legal entity form](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) accompanied by the statutes of the applicant organisation

   The f[inancial identification form](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm) duly completed and certified by the bank [↑](#footnote-ref-2)
3. <http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm> [↑](#footnote-ref-3)
4. LEAR (Legal Entity Appointed Representative) [↑](#footnote-ref-4)