Guidelines and Checklist for a Funding Application for an Internship within the Erasmus+ Program

You have been accepted for an internship abroad in one of the countries participating in the Erasmus program and would now like to apply for funding through the Erasmus+ program?

Eligibility Conditions:

☐ Your internship must last at least 60 days (note: Erasmus counts 30 days/month) and no more than 360 days

☐ Your internship must be full-time (min. 30-40 hours/week; school internships can include teaching preparation time and follow-up work)

☐ Your internship is NOT taking place in a European institution or organization, a national diplomatic mission or organization which administers EU programs

☐ You still have a sufficient contingent of Erasmus funding months available (you are permitted max. 12 months of funding per study phase!)

☐ You remain enrolled at Osnabrück University for the entire duration of the internship (in cases of graduate funding you do not have to be enrolled at Osnabrück University for the entire duration of the internship)

☐ In cases of graduate funding: Your application must be submitted while you are still enrolled at the university and the internship be completed max. 12 months following your graduation.

Application Deadline:
Please submit all necessary application documents to Ms. Rohe at the International Office at least 6 weeks before the start of the internship. In exceptional cases and by prior arrangement, the application deadline may be extended. However, it is generally advisable to submit the application documents as early as possible!

Contact:
International Office of Osnabrück University
Laura Rohe
Neuer Graben 27, 49074 Osnabrück
Tel.: +49 541 969 4708; Fax: +49 541 969 4495
Email: laura.rohe@uni-osnabrueck.de

Application Documents:

☐ Online-Application (printed out and signed)

☐ For Students: Enrolment certificate(s) covering the entire period of the internship (may be submitted later)

☐ For Graduates: Enrolment certificate(s) for the semester in which funding was applied for and your termination of registration [Exmatrikulationsbescheinigung]

☐ Declaration of other/previous funding, termination of registration (graduates) and insurance cover, see attachment

☐ Tabular Resumée

☐ Letter of Motivation (3/4 page to max. 2 pages)

☐ Performance Record (Opium printout or Transcript of Records)

☐ Proof of language competence in the working language, see attachment (not applicable if you are studying the working language or your main language of instruction is the same as the working language)

☐ Learning Agreement for Traineeships, see attachment; please fill out completely (preferably on your PCI) and sign every page (Student, School, Internship Host Institution) Please read the relevant instructions on the Osnabrück University website (English Version under “Downloads”)

We strongly recommend you attend an event dealing with intercultural communication! Osnabrück University offers various seminars on this topic (see course catalog). There are also a number of free intercultural online training courses (e.g. The Vocal Project).