

ERASMUS+ Traineeship

Checklist for students**1. Before the traineeship**

The following application documents must be sent by post or by e-mail to the International Relations Office (Sigmund-Haffner-Gasse 18, 5020 Salzburg - erasmus-outgoing@sbg.ac.at) **at least 6 weeks** before the proposed start of the traineeship:

- Application form
- „Antrag auf Anerkennung“
- Digital CV in English (for traineeships in the German-speaking realm a German version is also permitted). Tip: Use www.europass.at to create your CV.
- Digital letter of motivation (for traineeships in the german-speaking realm a German version is also permitted).
- Enrollment document for the current semester
- Certificate for registration of residence in Austria (applicable for mobility to home country)

2. Completing the Learning Agreement

- The International Relations Office will provide you with the Learning Agreement*
- The Learning Agreement must be completed by the student as well as the host company.
- The Learning Agreement must be signed by the host company, the University of Salzburg (CUKO-Representative) as well as the student.
- The Learning Agreement has to have been received by the International Relations Office at least 2 weeks before the beginning of the traineeship.

3. Nomination and approval of contract

- Nomination by the International Relations Office within the Erasmus-Databank STUDENTSonline. Participants receipt of nomination e-mail.*
- Grant approved by the OeAD Erasmus-Referat Salzburg.*
- OeAD contract: twice printed and signed, sent in original form to the OeAD Erasmus-Referat Salzburg (Kaigasse 28, 5020 Salzburg) - (Download STUDENTSonline)

4. After completion of traineeship

The following tasks must be completed within 4 weeks after the end of the traineeship:

- Hand in the **Traineeship Certificate** (signed by the host company) in the International Relations Office
- Complete the **EU-Survey** online.
- Submit the **Confirmation of attendance** in its ORIGINAL form (signed by the host company) in the OeAD Erasmus-Referat Salzburg.
- Fill out and submit a copy of the second page of the „Antrag auf Anerkennung“ in the International Relations Office.