The European scholarship programme Erasmus+ supports students and recent graduates financially and helps to organise and complete an internship abroad in one of the 28 EU-Countries and Iceland, Norway, Liechtenstein, Turkey or Republic of Macedonia. The complete applications have to be handed in at International Office of Goethe University Frankfurt at least till 1 month before the internship starts, applications without an internship place – at least till 2 months before the internship starts. The earliest possible submission date: 7 months before the internship starts. The date refers to the time the application is being received by the Placements Abroad Coordinator of the International Office (and not the postal stamp in case of sending your application by mail).

**Application has to be handed in at INTERNATIONAL OFFICE of Goethe University Frankfurt:**

All documents 1x in original und 1x copy

1. **Curriculum vitae** by indicating your birth date and nationality (template: see website!), signed, in German or English
2. **Letter of Motivation** for an application for a grant within the EU-programme – ERASMUS+ PLACEMENTS- in continuous text (template: see homepage!), signed, in German or English

→ Please send your CV and Letter of Motivation also by e-mail to: auslandspraktikum@uni-frankfurt.de

3. Current confirmation of enrollment
4. **Insurance form** (template: see website!), signed in original
5. **Language certificate** (not necessary for German, English, French, Italian, Dutch, Spanish). For all other languages - DAAD language certificate (template: see website!). In any case, applicants without an internship place must submit this language certificate
6. **Confirmation from department of studies** (template: see website!), signed by your department of studies, in original
7. **Confirmation of the internship** by the host organization (a simple version, by indicating the working language), e.g. by e-mail, fax etc. Not necessary, if the Learning Agreement has already been submitted

**Documents to be handed in after the acceptance for the scholarship:**

1. **Learning Agreement** (please keep at least one original and send us either another original or a copy!), signed by participant, host organization and home institution (department/International Office)
2. **Grant Agreement**, in original, signed

**Final documents have to be handed in at REGIONALE KONTAKTSTELLE in Fulda:**

1 month after finishing your internship

1. **Trainee Evaluation**, in original (signed and stamped by your host organization)
2. **Final report**, the EU-survey in the software and database of the European Commission (Mobility Tool).
3. **ERASMUS Online Report** by the software of the Hands-on-Learning Course
4. **Declaration** for the processing of personal data
5. **Confirmation of participation** at the intercultural online-training Hands-on-Learning
6. **Confirmation of two language tests** (Online Linguistic Support) at the beginning and the end of your internship.

Please note the conditions of participation, information and *downloads on: www.eu-placements.de*