

# Process Erasmus+ Internship

## One month prior to the internship

Deadline:

**One month prior to the beginning of the internship**

Submission of the application form at ISA (AR-SSC 113)

Consisting of:

- Printout of the online-application form (signed)
- Internship contract or confirmation
- CV with signature
- Study certificate or Exmatriculation certificate

Confirmation of grant eligibility by the Erasmus Coordinator

## Before the mobility

1. Submission of the Learning Agreement (copy or scan)

2. Completion of the first OLS- language assessment (online; native speakers excluded)

3. Receiving and handing in the signed Grant Agreement in original form at ISA (via mail or at AR-SC-113)

4. Payment of first the installment (70%) (The Erasmus grant is only guaranteed if all necessary documents are submitted)

## During the mobility

If necessary, document changes in the Learning Agreement (latest 4 weeks after the beginning of the mobility)

If necessary, extension of stay (at least 4 weeks before the end of the internship)

Have the Confirmation of Stay issued (last day of your internship or later)

## After the mobility

Submission of conclusive documents:

- Confirmation of Stay (copy or scan)
- EU Survey (online)
- Completion of the second OLS- language assessment (online)
- Internship certificate (copy or scan)
- Letter of recognition
- Writing a travel report (voluntary)
- Recording the stay in unisono

Payment of the second installment (30%)

Please note that this overview is a schematic representation intended to give you an overview. Changes in the time schedule may occur!