

Process – Which documents are to hand in?

You can access all documents on the platform 'Mobility Online' and upload them there as well after you fill them out.

The entire application process is digital and hence paperless and ecofriendly.

Before the mobility	Curriculum Vitae	e.g.: you can take 'europass' as a draft ¹
	Motivation letter	Pay attention to form (address, addressee, date, subject)
	Criteria Questionnaire	International Center
	Acceptance by the company/institution	Informal verification of acceptance, time period does not need to be set yet
	Learning Agreement for Traineeship	Contract has to be signed by you and the host institution. If the internship is compulsory ² , the contract needs to be signed by a representative of your faculty as well
	Foreign insurances - health insurance - liability insurance - accident insurance	Return hospital transport has to be part of the health insurance. Note that this transport is not included in the statutory health insurance. Students of medicine have to take out a professional liability insurance
	OLS language test	The test is to be taken in the working language; the International Center signs you up for the test
	Grant Agreement & ERASMUS students Charta	Two weeks prior departure, you have to hand in the original funding agreement document
Arrival	Confirmation of Arrival	Confirmation about the beginning of the internship, host institution has to sign the confirmation letter. This has to be done during the first week
After the mobility	Traineeship Certificate	It is part of the learning agreement (after the mobility); the certificate has to be filled out by the institution. 5 weeks after finishing the internship
	OLS language test	
	EU Survey	The International Center signs you up
	Written report of gained experiences	
	Diploma Supplement (DS) / Transcript of Records (ToR)	The International Center will file a formal application to take in the internship into the DS. ToR will be sent to the relevant examination office. This will be done for voluntary as well as for compulsory internships.

¹ <https://europass.cedefop.europa.eu/de/documents/curriculum-vitae>

² The internship is compulsory if the internship is demanded in your relevant conditions of study or if you can get the internship credited for another performance.