



Erasmus+

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Checklist for Application Documents ERASMUS+ (internship)

1. Complete the **online application (Online-Bewerbung)**
www.erasmuspraktika.de/wie/bewerbungsvorgang
2. Once an internship position has been secured, send the following **documents at least four weeks prior to the start** of the internship as PDFs via e-mail and as printouts via post:

students and graduates:

- **Learning Agreement _ BEFORE THE MOBILITY → 3 copies**
- **Application form → 1 signed original**
- **Nachweis über bisherige ERASMUS Förderung** (if you already received ERASMUS support in the past; → International Office) → **1 copy**
- **CV** (German, English or French) → **1 copy**

students:

- **Transcript of records** (Notenliste/Leistungsübersicht) → **1 copy**
- **Enrolment certificate** (Immatrikulationsbescheinigung) → **1 copy**

graduates:

- **University diploma or certificate → 1 copy**
- **Certificate of exmatriculation/deregistering** (Exmatrikulationsbescheinigung) → **1 copy**

All necessary forms can be accessed on our website: www.erasmuspraktika.de/downloads/.
Please fill out the forms electronically.