Erasmus+
Enriching lives, opening minds.

Funded by the European Union

a.i.m. rlp
Agency for international
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Application form

1. Personal data

Last name(s)		First name(s)	
Date of birth		Sex	☐ w ☐ m ☐ d
Address (Street, Post code, City)		Nationality	
Phone		Mobil	
E-Mail			
University	Please choose...		
Faculty			
☐ Bachelor ☐ Master ☐ PhD ☐ Diplom ☐ Magister ☐ StEx			
Field of study			
Enrolled since:		Enrolled until (presumably):	

2. Bank details and tax office

IBAN		BIC	
Bank name		Bank location	
German tax ID		Residence tax office	

3. Internship

Receiving organisation	
Country	

4. Insurance during the stay abroad ⓘ

☐ I confirm that a sufficient and valid insurance coverage (health insurance, liability insurance and accident insurance) is arranged or will be arranged.

Health insurance
Insurance company: _____
Insurance number: _____

Liability insurance
Insurance company: _____
Insurance number: _____

Accident insurance
Insurance company: _____
Insurance number: _____

5. Declaration of Honour

☐ I confirm that I do not receive or applied for other scholarships.

☐ I receive or ☐ applied for another scholarship for the stay abroad.
Support programme: _____

☐ As a cross-border commuter, I will not be living in the country where I am completing my internship.

☐ I will not use sustainable (low-emission) means to travel to my internship.
Mainly by: Please choose...
Outward journey: _____
Return journey: _____

☐ I will use sustainable (low-emission) means to travel to my internship (Green Travel → see annex).
Mainly by: Please choose...
Start (Postcode + city): _____
Outward journey: _____
Return journey: _____

☐ I confirm that I did not receive an ERASMUS support for a semester (SMS) or an internship (SMP) abroad previously.

☐ I confirm that I already received one or more scholarships by the ERASMUS programme for a semester (SMS) or an internship (SMP) abroad.
☐ for a semester abroad (_____ – _____)(Downloads: „Proof of previous ERASMUS funding (studies)“)
☐ for an internship abroad (_____ – _____); (_____ – _____)

Participants with fewer opportunities → see annex
☐ I have a degree of disability of 20 or more.
☐ I have a chronic illness.
☐ I will carry out my stay with my child/my children.
☐ I am a first-generation student.(Please indicate the parents' highest educational qualifications under point 6!)
☐ I am a working participant employed in Germany.

I declare that I have read and understand the attached information and I am aware of the application requirements and criteria.
I hereby certify on my honour that I meet the requirements and possess the necessary supporting documents. I agree to submit these documents to the DAAD for verification purposes upon request.

With my signature, I confirm that the information specified above is true and complete.
Changes and amendments I will communicate to the a.i.m. rlp immediately, especially, if I will receive another scholarship or cancel the internship.

☐ I agree to be available for questions of future ERASMUS scholars, who want to absolve an internship in my country of destination (optional).

_____ Place, Date	_____ Signature

6. Further notes to a.i.m. rlp

Annex

Information about Green Travel and additional funding for participants with fewer opportunities

Green Travel

Green travel refers to trips where lower-emission means of transport such as trains, buses, Bicycles or carpooling are used for the majority of the journey (at least 50% of the journey). Depending on the distance and means of transport, up to 6 additional travel days can be subsidised. Appropriate evidence must be submitted with the final documents.

Participants travelling with Children

Participants bringing their child or children can receive an additional 250 EUR per month. The prerequisite is that the child or children accompany the participant during the entire stay. The top-up amounts to 250 EUR per family per month, regardless of the number of children and regardless of whether accompanied by a caregiver (partner). With the declaration of honour, participants commit to presenting supporting documents (copies of birth certificates, travel documents, tickets) upon request.

Participants with a Disability

If a participant has a degree of disability of 20% or above, the participant can receive 250 EUR top-up support. With the declaration of honour, participants commit to presenting supporting documents (copy of the disability card) upon request.

Participants with Additional Expenses due to a Chronic Disease

Participants with a chronic disease, who are confronted with additional expenses while abroad due to their condition, are entitled to a monthly top-up of 250 EUR. With the declaration of honour, participants commit to presenting supporting documents (medical certificate) upon request.

Participants with a Non-Academic Background (First-Generation Students)

Studies have shown that students whose parents have not studied are less likely to consider a stay abroad. By means of additional funding, the Erasmus programme wants to encourage these students to take the first step towards spending time abroad. In this particular case, first-generation students refers to **students and graduates whose parents or legal guardians do not possess a degree from a higher education institution**.
A degree from a university of cooperative education ("Berufsakademie") is considered an academic degree. Similarly, degrees obtained abroad that are not recognised in Germany are considered an academic degree. A craftsman's diploma (so-called "Meisterbrief") is not considered an academic degree. In case of doubt, please refer to the Hochschulkompass (Higher Education Compass) provided by the HRK for the evaluation of degrees: www.hochschulkompass.de/hochschulen/hochschulsuche.html
Applicants are responsible for proving that their parents' degrees are not considered academic degrees in the country in which they were obtained and that they are therefore entitled to the top-up amount. Degree programmes completed abroad by one of the parents that are not recognised as such in Germany are considered academic degrees within the framework of the eligibility criteria. It consequently follows that the top-up amount cannot be granted in these cases.
With the declaration of honour, participants commit to presenting supporting documents (declarations and contact details of parents) upon request.

Working Participants Employed in Germany

Individuals who earn most of their income independently may be reluctant to spend an extended period of time abroad. They are often unable to continue working during the mobility phase, which results in their main income being lost. To mitigate this problem, there is a top-up amount of 250 EUR if the following criteria apply:

- Net earnings amount to more than 450 EUR and less than 850 EUR each month. (In case of several employments, the income of all of them will be added up.)
- The period of employment must be within a timeframe of six months before the application deadline and the start of the mobility.
- Continuous employment for at least six months prior to the mobility phase. This can refer to a single employment or several shorter employments that immediately follow each other. An interruption within the framework of the regular vacation period during employment is admissible.
- Employment in the country of residence will not be maintained during the stay abroad (this includes mobile working, working from home, paid leave, etc.). Ending the work contract is not a prerequisite for the top-up; the employment contract can also be paused.
- Self-employment, dual study programmes as well as part-time degree programmes with a fixed salary are generally excluded.

With the declaration of honour, participants commit to presenting supporting documents (payrolls, tax statements) upon request.

Application for Additional Support Based on Real Costs ("Realkostenantrag")

In case a participant with a disability or chronic disease or a participant travelling with a child/children requires additional financial support while abroad – for instance, due to requiring assistance from an accompanying person or special equipment – a so-called "Realkostenantrag" (application for additional support based on real costs) can be submitted at least two months prior to the mobility. This may cover costs of up to 15,000 EUR per semester. Moreover, participants can also apply for a subsidy for a preparatory visit to explore the local conditions. As this application needs to be submitted well in advance, we ask participants to contact us early on in the application process.