

Checklist

For your Erasmus+ internship abroad

Before the stay abroad:

1. Application form
2. Learning Agreement for Traineeships
3. Certificate of enrolment
4. Curriculum vitae (in English)
5. Transcript of records (signed by an officer of the Registration and Examination Office)
6. Confirmation/ contract issued by the company
7. Accident insurance (for the duration of the internship)
8. Liability insurance (for the duration of the internship)
9. Language certificate

After the stay abroad:

1. Experience report
2. Confirmation of stay
3. DAAD Questionnaire (online)
4. Internship certificate (copy)
5. Language test results after completion of study abroad (if applicable)
6. Europass Mobility (original): only for voluntary traineeships that are not recognised under other arrangements and graduate traineeships.

Important! You have to apply for the recognition of your academic achievements abroad yourself at the Enrolment and Examination Office.