



## Erasmus+ Traineeship Checklist for Stays that end after 31.07.2023

The following documents must be submitted by students to the International Office (SI), but can be submitted or sent separately.

- Address: Goethestr. 3 - 5, 04109 Leipzig, Germany
- Letterbox: Entrance Goethestr 6
- E-mail: [erasmus.praktikum@uni-leipzig.de](mailto:erasmus.praktikum@uni-leipzig.de)

Further information and all forms listed here: [Website](#)

Overview of submitted documents: [Online storage cloud](#)

### Before Starting the Erasmus+ Traineeship

**Internship agreement** – copy or scan, 3 months before start

- to be filled in and signed by the student, the person responsible for recognition and the traineeship institution
- upload during online registration or email to [erasmus.praktikum@uni-leipzig.de](mailto:erasmus.praktikum@uni-leipzig.de)

**Online registration for internship funding** - original, 3 months before start (for recent graduates before exmatriculation)

- fill in and send
- print, sign by hand and submit to International Centre

**Enrollment certificate** for the full traineeship period – PDF, 3 months before start or 1 day before semester start

**Erasmus+ grant agreement (traineeship)** – original, before start

- receive password protected link by e-mail from International Centre
- read carefully and be informed about the amount of the financial support
- print out, sign by hand and submit to International Centre

**Online language test of the working language** (not applicable if native language)

- take language test via Online Language Support (OLS)

## **Additional documents to be submitted by graduate students**

**Letter of intent** (agreement is not yet available)- original, before exmatriculation

- signed by student and responsible person in the department

**Certificate of successful completion of studies (e.g. transcript)** – copy or scan

**Exmatriculation certificate** – copy or scan

## **During Erasmus+ internship**

**Confirmation of the start of the internship** - 4 weeks after start

- by the internship institution (incl. student name and start date) by email to: [erasmus.praktikum@uni-leipzig.de](mailto:erasmus.praktikum@uni-leipzig.de)

**Erasmus+ financial support**

- receiving transferred funding to indicated bank account

**If applicable, extending Erasmus+ internship**

- stay informed: [extending or shortening an internship](#)

## **Concluding your Erasmus+ internship**

**Online Erasmus+ Participant Report** -within 2 weeks

- receive link by e-mail from EU-Survey (check spam folder)
- fill in and send

**Traineeship certificate** – copy or scan, 4 weeks after end of the internship

- to be filled in and signed by the internship institution (not earlier than the last day of the internship)
- submit by email to [erasmus.praktikum@uni-leipzig.de](mailto:erasmus.praktikum@uni-leipzig.de)

**„Entdecker-Story“**

- write and submit your story about your stay abroad online
- stay informed [Website for your story](#)