

Checklist Erasmus+ Internship Grant

Personal details	Internship details
Name:	Internship Provider:
First name:	Country:
Date of birth:	Sector of the company:
E-mail:	Period of the internship:
Telephone:	Duration in months:
Information on studies	Notes of the ZKK
Study programme:	Received on:
Number of semesters when applying:	Completeness checked:
ECTS points:	Confirmation of receipt sent:
Grade point average:	

At least 6 weeks before the start of the internship must be submitted:

(only complete documents will be accepted)

For your own control, tick off the documents in this checklist.

This field is
filled in by the
ZKK

- | | |
|---|--------------------------|
| <input type="checkbox"/> A complete, signed online Erasmus application | <input type="checkbox"/> |
| <input type="checkbox"/> Letter of motivation in German or English | <input type="checkbox"/> |
| <input type="checkbox"/> Europass curriculum vitae (CV) in German or English | <input type="checkbox"/> |
| <input type="checkbox"/> Proof of language skills of the host country or the language of the internship | <input type="checkbox"/> |

Proof of insurance cover for the entire internship period with validity **abroad** (insurance document):

- | | |
|--|--------------------------|
| <input type="checkbox"/> Health insurance | <input type="checkbox"/> |
| <input type="checkbox"/> Liability insurance | <input type="checkbox"/> |
| <input type="checkbox"/> Accident insurance | <input type="checkbox"/> |
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| <input type="checkbox"/> <i>Learning Agreement for Traineeships</i> with signature of the company (if possible with company stamp) and the student | <input type="checkbox"/> |
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| <input type="checkbox"/> Hisqis excerpt | <input type="checkbox"/> |
| <input type="checkbox"/> Enrolment certificates for <u>the entire internship period</u> | <input type="checkbox"/> |
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| <input type="checkbox"/> Optional: Declaration of honour for sustainable travel | <input type="checkbox"/> |
| <input type="checkbox"/> Optional: Declaration on honour for special promotion | <input type="checkbox"/> |
| <input type="checkbox"/> Optional: Application for language course funding | <input type="checkbox"/> |

Comments: