[](https://eeas.europa.eu/delegations/japan_en)**APPLICATION FOR A COMPULSORY TRAINEESHIP**

**IN A EUROPEAN UNION DELEGATION/OFFICE**

**Last name (in CAPS), First name(s):**

**Date of birth: Nationality:**

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**I declare that:**

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| * I am a student in the 3rd / 4th / 5th year of the following establishment:   University / City / Country :  Faculty / Subject : |
| * I am a citizen of the EU or of a candidate country which already signed an accession treaty with the EU or of the host country of the Delegation and in possession of a valid visa (F1-J1-G3) or green card holder/US passport |
| * I undertake a compulsory traineeship as part of my university studies |
| * I am **currently studying and residing** in the country of assignment |
| * I have no previous experience in the EU Institutions longer than six weeks |
| * I have no professional experience (after my graduation) by the closing date of the application**[[1]](#endnote-1)** |
| * I examined the [dedicated website](https://www.eeas.europa.eu/eeas/traineeship-delegations-european-union_en) as well as the [general eligibility criteria](https://eeas.europa.eu/sites/eeas/files/2020_website_trainees_annexe_i_update_14.07.2020_en.pdf) for an unpaid compulsory traineeship (Article 9 of the Decision ADMIN(2017)28 – Unpaid compulsory traineeships for students already residing and studying in the host country) |

**I agree that if I should be pre-selected, I will send:**

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| * A copy of my valid Passport/ID card |
| * A copy of my language certificate(s) |
| * An extract from the "judicial record" |
| * A medical certificate stating that I am fit for work and have no infectious diseases (a certificate written by a general practitioner is sufficient) |

**If I am selected:**

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| * I will provide proof that I am covered against medical costs, the risk of a pandemic and, if I am a EU citizen, the costs of repatriation. |

**I submit the following attachments:**

* a detailed Europass curriculum vitae (CV)
* a motivation letter
* the present application form
* the University's request for a compulsory traineeship [[2]](#endnote-2)

**I am available for traineeship: From: To:**

Application date:  Signature

1. Other traineeships or student jobs or volunteering works carried out during university or after graduation are not considered as professional experience. [↑](#endnote-ref-1)
2. The university/institution will be requested to sign a traineeship agreement for endorsement. [↑](#endnote-ref-2)