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

* 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
* I undertake a compulsory traineeship as part of my university course
* 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[[1]](#endnote-1)

**I submit the following attachments:**

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

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

* A copy of my valid Passport/ID card
* A copy of my language certificate(s), if available
* 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)

**I agree that if I am selected and if I am an EU citizen currently residing in the country of assignment, I will provide proof that I am covered against the risk of a pandemic and the costs of repatriation**

**I understand that the traineeships could be postponed, suspended or even cancelled, considering the very evolving context of the COVID-19 outbreak in the host country.**

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

Application date: Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Other traineeships or student jobs carried out during university 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)