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

**IN A EUROPEAN UNION DELEGATION/OFFICE**

**First name and last name: Date of birth:**

**Nationality:**

**­­**

**I declare that:**

* I am a student in the[[1]](#endnote-1) 3rd / 4th / 5th year of the following establishment :
  + University / City / Country :
  + Faculty / Subject :
* I undertake a compulsory as part of my university course
* I am studying and residing in the country of the Delegation
* I have no previous experience in the EU Institutions longer than six weeks.
* I have no professional experience[[2]](#endnote-2).

**I submit the following attachments:**

* a detailed Europass curriculum vitae (CV)
* a motivation letter
* the University's request for a compulsory traineeship[[3]](#endnote-3)
* the present application form

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

* 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)

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

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

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

1. Delete as appropriate [↑](#endnote-ref-1)
2. Other traineeships or student jobs carried out during university are not considered as professional experience. [↑](#endnote-ref-2)
3. The university / institution will be requested to sign a traineeship agreement for endorsement [↑](#endnote-ref-3)