



# Practical guide to a grant application for internships abroad

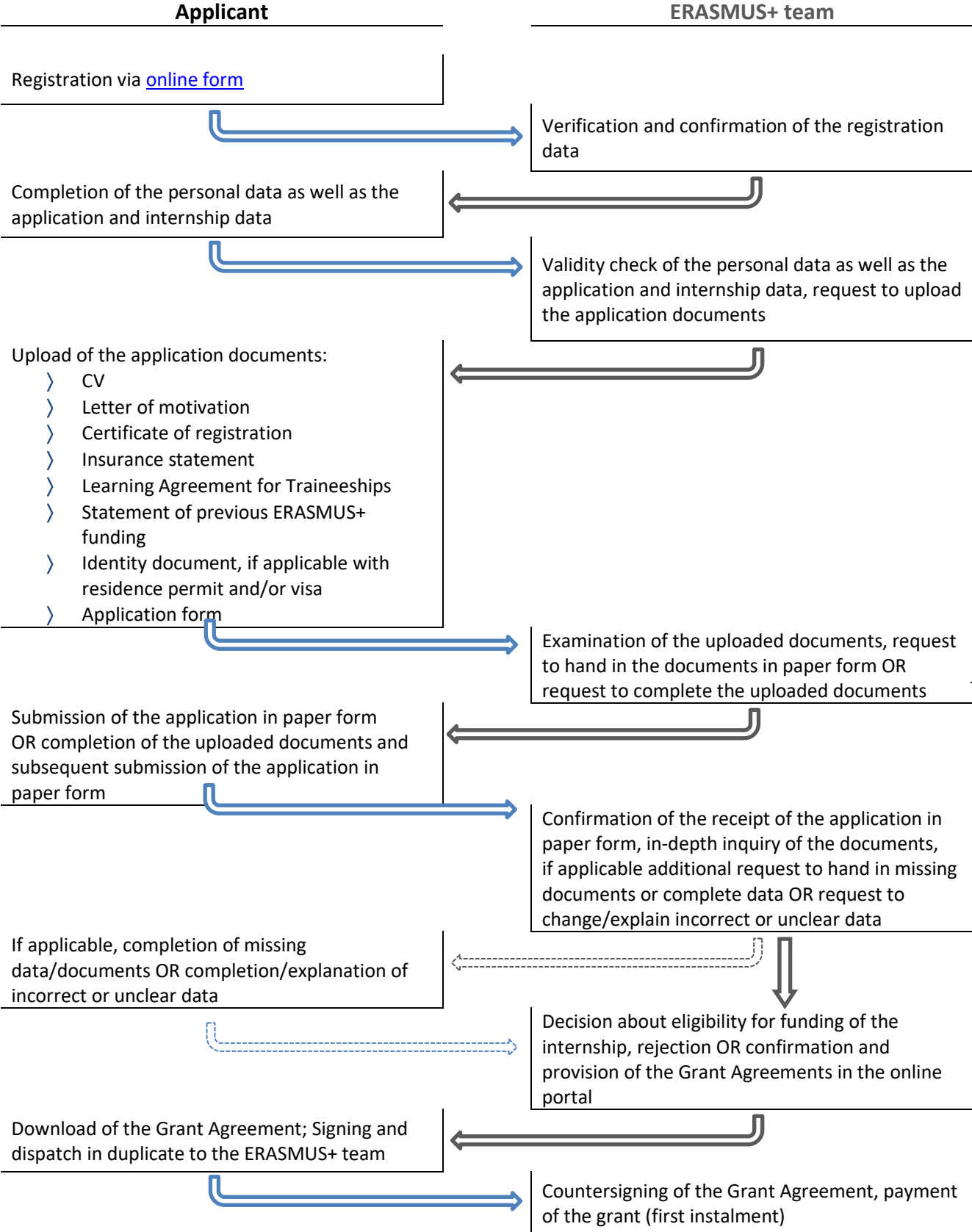
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## First things first!

- › The application is made online via a „Student Information System“ (SIS), in this case: via the online portal „Placement Online“ (PO).
- › The complete application (application details online, uploaded documents and the final application in paper form) must be presented at the Career Service of TU Berlin **4 weeks prior to the start of the internship at the latest.**
- › There is an overall processing time of 4 weeks.
- › If the application is late or the paper documents are handed in late after the online application, the funding is invoiced proportionally, as long as the minimal duration of the ERASMUS+ programme (60 days) is met.  
**A funding in retrospective is not possible.**
  
- › If you have any questions during the application process, please do not hesitate to contact us:
  - › by phone or e-mail (for contact details see p. 9)
  - › during our drop-in hours: Mondays & Thursdays 10 a.m. – 1 p.m. (without appointment)
  - › out of the drop-in ours: with appointment
  
- › The complete ERASMUS+ application documents should be:
  - › uploaded in digital form to the online portal
  - › handed in in paper form after a revision of the digital documents
- › All required documents can be either found in the online portal or are sent via automatic e-mail. Please exclusively use these specific documents for your application.
- › All questionnaires should be filled out digitally.
- › Applications, that are not complete or do not meet the formal requirements, cannot be considered for an ERASMUS+ grant. Your application can only be processed after uploading all the required information and documentation to the online portal. A complete overview on the ERASMUS+ programme, the formal requirements and the application process can be found here: <http://www.career.tu-berlin.de/erasmus>.
- › Please also read the FAQ.

# Online application process (overview)



# Registration procedure

*Tips and explanations regarding the workflow in the online portal*

## Registration online form

### Application data

Choose as type of mobility, unless already preselected, „Erasmus+ traineeship mobility (SMP)“.

The selection of the year refers to internal processes and does not always correspond with the actual year; please make your selection with the help of the corresponding text box.

### Personal details

Please indicate your complete first and last name (according to your identity document).  
Chose an e-mail address you check on a regular basis.

### Study details

Please select you university, your course of study and the target degree in the dropdown menu. If your course of study does not appear in the list, please inform us immediately.

### Internship details

Please be as detailed as possible while indicating the data regarding your internship company (including the legal form, if applicable).

## Completion of the personal details as well as the application and internship data

### *Personal details*

#### Details about the registered address

Please indicate the address where you are registered, i.e. the address in your identity document or your residence permit.

Indicate a phone number (landline) and a mobile phone number. If you do not have a landline, please type in your mobile phone number in both fields.

#### Details about the address for correspondence

If your registered address and your address of correspondence correspond, you can skip the latter. Otherwise, please indicate your current address where you can receive post.

### Details of your temporary address abroad

Please indicate your temporary address during your stay abroad. If you do not have this address yet, leave the field blank and delete the information in the field „country“ (if you do not do this, you cannot save the data!)

### Bank details

Please indicate the details of your bank account that you will use during the internship and where, in the case of a positive decision to your application, the grant can be paid to.

Additionally, we need your tax identification number in order to fulfill the statutory duty<sup>1</sup>.

### *Application and internship details*

All fields marked with '\*' (asterisk) are mandatory fields.

### Study details

Please indicate details about the academic recognition of your internship for your course of studies. Explanations regarding the individual points/questions (e.g. what is a Transcript of Records?) are given in the help texts behind the '?' – question marks.

### Internship details

Please indicate details about the internship company and be as specific as possible (legal form etc.). For us, it is very helpful if you indicate the website of your internship company. This way, we can, if necessary, search for further details in order to justify the funding of your specific internship towards the funding agencies.

### Insurance details

Please indicate the details of all of the three mentioned insurances for the time period of your internship. The full name of the insurance company as well as your individual insurance number are required.

If you do not have any insurance coverage for your stay abroad yet, please fill in „details pending“. In this case, we will ask you to complete the information as soon as possible.

Please note: All indicated insurances are required for an ERASMUS+ funding.

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<sup>1</sup> Your responsible tax authority will be informed about the disbursement according to "Verordnung über Mitteilungen an die Finanzbehörden durch andere Behörden und öffentlich-rechtliche Rundfunkanstalten" in the version of 23/12/2003.

## Application documents

*Explanations and fill-in assistance for the individual documents*

### CV

- › CV in German and English / alternatively the working language or language of the target country
- › both CVs must be uploaded as one PDF document
- › Please do not hand in any certificates.

After a revision of the uploaded documents, you will be asked to hand in your application documents in paper form. Please do not forget to sign both CVs.

### Motivational letter

- › Motivational letter in German and English / alternatively the working language or language of the target country
- › Both motivational letters must be uploaded as one PDF document

The motivational letter should be of the length of approx. one page and be convincing in content as well as in wording. Please take sufficient time to write this letter since it is an important part of your application.

The following questions might help you:

- › Why did you decide to do an internship in this specific country?
- › Why did you choose this specific company?
- › How does the internship abroad fit into your course of studies and, if applicable, your specific area of concentration?
- › Which professional goals do you want to accomplish during your internship?
- › How does the internship contribute to your professional career?
- › What kind of personal contribution does the stay abroad bring to you?

After a revision of the uploaded documents, you will be asked to hand in your application documents in paper form. Please do not forget to sign both motivational letters.

Please note: this motivational letter is not identical to the cover letter of your application for the internship company.

### Certificate of registration

- › Certificate of registration for the time period of the internship; if the internship period is during more than one semester, a subsequent certificate of registration has to be handed in as soon as it is available

Please upload the certificate of registration as a PDF document.

## Insurance Statement

You can receive an adequate insurance coverage for instance via the group insurance of the German Academic Exchange Service (DAAD), (Tarif 720): <https://www.daad.de/versicherung/allgemein/bedingungen/de/14380-daad-versicherung-zielland-ausland/>

- › Your personal details are taken over automatically from the online portal.
- › The document is generated in the online portal. You should download it, sign it, and then upload it again.

Please upload in pdf format.

## LEARNING AGREEMENT FOR TRAINEESHIP

(document is available after registration)

The Learning Agreement for traineeships is the most important document of your application. It has to be filled in completely and with details about the internship and its academic recognition. Therefore, it has to be signed by you as well as a representative of the internship company and the internship coordinator of your home university. Please keep in mind that the stamp of the company as well as the university is needed.

Please fill out the „LEARNING AGREEMENT FOR TRAINEESHIPS“ in digital form (including the part for academic recognition and the contact details, if known) and send it via e-mail to your internship company so all the missing details can be completed in an elaborate manner. The internship company then has to print the document so that it can be signed and stamped. It then should be scanned and sent back to you.

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In the next step, you sign the document yourself and then let the faculty coordinator check the details and sign as well as stamp the document.

- › For students of TU Berlin  
After that, you upload the complete document. The signature of the „ERASMUS Traineeship Programme Coordinator at Home University“ is completed after you hand in your final documents in paper form; you do not have to do anything else here.
- › For Students of UdK Berlin, Kunsthochschule Weißensee and SRH Berlin  
After that, the document has to be signed and stamped by a representative of the International Office of your home university (ERASMUS Traineeship Programme Coordinator at Home University). Please upload the document when it is complete.

Please upload in pdf format.



### Statement of previous ERASMUS+ funding

- › Written confirmation of the International Office of your university about previously received ERASMUS+ funding (study and/or internship mobility)
- › Also necessary if you have not received any ERASMUS+ funding yet

Please upload in pdf format.

### Identity card or passport with residence permit and/or visa

- › Both sides of the identity card
- › Upload as **one** document
- › Preferred format: PDF, alternatively: JPG/PNG

### Application form

- › Details are taken over automatically from the online portal
- › The document is generated in the online portal and has to be downloaded by you
- › Check if the document is completely filled in
- › If you see any mistakes, please correct them manually. Your personal details will be changed after handing in your complete application
- › Upload the signed document

Please upload in pdf format

**After uploading your complete application** your documents will be revised. This may take several days.

After that, you will normally receive a request to hand in your complete application in paper form.

If there are any irregularities or missing data, we will contact you via e-mail or phone and ask you to correct and/or complete your application.

#### **Please note:**

The complete application (data in the online portal, uploaded documents and the final version in paper form) has to be handed in **at least 4 weeks prior to the start of your internship at the Career Service of TU Berlin.**

If your application is handed in delayed or the paper documents arrive late, a funding of your internship is only possible partly, as long as the resulting time period does not fall below the minimum funding period of 60 days.

**A retroactive funding is generally not possible.**

## Checklist application documents (for printing)

- CV (German/English)
- Motivational letter (German/English)
- Certificate of Registration
- Insurance statement (download from the online portal)
- Learning Agreement for Traineeships (available after registration)
- Statement of previous ERASMUS+ funding
- Identity card or passport with residence permit and/or visa
- Application form

## Contact details for further questions

E-Mail: [erasmus-praktika@career.tu-berlin.de](mailto:erasmus-praktika@career.tu-berlin.de)

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