**Steps to apply for the Erasmus+ Traineeship Grant**

**Before Mobility**

**Step 1.1.** The Faculty Internship Coordinator will provide you with a **Traineeship Agreement** (TA) and the [Student Charter](https://d2k0ddhflgrk1i.cloudfront.net/Studentenportal/Centraal/Ondersteuning/Study%20%26%20Internship%20Abroad/Erasmus%20%2B%20Student%20Charter.pdf)

**6 weeks before departure**

Learning Agreement

**Step 1.2.** Provide the Education Student Affairs (ESC) Mobility Team with the Traineeship Agreement by e-mail (erasmusgrant@tudelft.nl). Make sure it is complete and signed by all the three parties involved. If you wish to apply for a **top up grant** due to economical and/or health reasons email the required documentation. Having problems with the approaching deadline? Still missing a signature? Please contact: [erasmusgrant@tudelft.nl](mailto:erasmusgrant@tudelft.nl).

**2 weeks before departure**

**Grant Agreement**

**Step 1.3.** Education Service Center will issue your ‘Grant Agreement for Erasmus+ Traineeships’Check if the start and end dates of the agreed traineeship programme are correct, check whether you agree with the terms and conditions of the grant agreement and fill in bank account details. Sign the agreement and **return** it within **5 working days** by e-mail. Failing to return the grant agreement before this deadline can lead to the cancellation of your grant application.

**Online Linguistic Support (OLS)**

**Step 1.4** Complete and submit the mandatory online language assessment\* (OLS) Within **5 working days** after you have been invited**.** You will receive an invite for the OLS after we have received your Traineeship agreement.

\*if the language of instruction is Bulgarian, Croatian, Czech, Danish, English, French, German, Dutch, Italian, Hungarian, Spanish, Polish, Greek, Portuguese, Romanian, Slovak, Finnish and Swedish at the receiving institution.

**Step 1.5.** The Mobility team will check your ‘**Grant Agreement**’ and your first ‘**OLS language assessment**’ and pay the first part (70%) of your grant within four weeks. You will receive a definitive grant agreement with documents that you will need to complete the after mobility requirements. Do not delete this email as it contains important documents.

**During the Mobility**

If there are any **modifications** in the original traineeship programme including changes to the responsible persons, you have to provide ESC with the document ‘**Changes to the original Learning Agreement’** signedby the three parties immediately.

* If the change concerns an **extension** of the duration of the mobility programme abroad, the request has to be made **at the latest one month before the expected end date.**
* If you travelled to your destination sustainably and plan to return sustainably, complete the changes to the traineeship agreement with your signature only.

**Before returning to the Netherlands**

**Step 2.1.** Ask the receiving organization/enterprise to provide you with a completed Traineeship certificate within 5 weeks after the completion of your internship (attached to the email you have received)

**After the Mobility**

**Within 4 weeks of ending your mobility**

Traineeship Certificate

Green Travel Declaration (If applicable)

EU survey

**Step 3.1**. Provide the **Traineeship certificate and Green Travel declaration** by e-mail ([erasmusgrant@tudelft.nl](mailto:erasmusgrant@tudelft.nl)).

**Step 3.2.** Start the application procedure for the **recognition and registration of your results** obtained abroad according to your faculty procedure immediately after the receipt of your Traineeship certificate.

**Step 3.3.** Complete and submit the online **EU survey** within 4 weeks after the end of your traineeship abroad period. You will receive an invite from the system of the European Commission.

**Within 10 weeks of ending your mobility**

TU Delft Transcript of Records

**Step 3.4** Provide your **TU Delft certified transcript of records** (i.e. with TU stamp, signature of *Delft transcript of records from the service desk at your faculty or via the Contact Centre ESA (*[*contactcentre-esa@tudelft.n*](mailto:contactcentre-esa@tudelft.n)*)*

**Conclusion of Erasmus + Traineeship Mobility Programme**

ESA will pay you the last part (30%) of your grant after you have completed the:

**Erasmus Survey**

And when we have received the following documents:

**Traineeship Certificate**

**Green Travel Declaration (If applicable)**