

# Erasmus+ Traineeship checklist

	TASK	ADDITIONAL INFORMATION	WHERE / TO WHOM	WHEN
<input type="checkbox"/>	1 Get in touch with your (1) Study Counsellor, (2) Erasmus+ Departmental Coordinator, (3) Traineeship Supervisor at TLU and discuss your possibilities to go for a traineeship abroad	<a href="https://www.tlu.ee/en/op/study-counsellors">https://www.tlu.ee/en/op/study-counsellors</a> <a href="https://www.tlu.ee/en/erasmus-coordinators">https://www.tlu.ee/en/erasmus-coordinators</a>		Before applying
<input type="checkbox"/>	2 Find a suitable traineeship organization/company	<a href="https://www.tlu.ee/en/how-find-traineeship-organisation">https://www.tlu.ee/en/how-find-traineeship-organisation</a>	Contact a desired internship organization and ask about internship opportunities	
<input type="checkbox"/>	3 Submit: (1) (Digitally) signed application, (2) Motivation letter, (3) Proof of language level (B1) spoken in the host organization, (4) Initial letter of acceptance from the host organisation (email is fine)	<a href="https://www.tlu.ee/en/applying">https://www.tlu.ee/en/applying</a>	Submit the application documents to TLU Senior Specialist for International Studies ( <a href="mailto:erasmus@tlu.ee">erasmus@tlu.ee</a> )	Applications can be handed in during the entire year, except in July.  Traineeship for students: submit your application documents at least 2 months before the start of traineeship. Traineeship for recent graduates: submit your application at least 2 months before graduating
<input type="checkbox"/>	4 Wait for the approval decision of Senior Specialist for International Studies; in case of a positive response, complete the Learning Agreement for Traineeships	<a href="https://www.tlu.ee/en/learning-agreement-traineeships">https://www.tlu.ee/en/learning-agreement-traineeships</a>	Send the duly signed Learning Agreement by email to TLU Senior Specialist for International Studies	Before the mobility  TLU recent graduates: before graduating
<input type="checkbox"/>	5 In case of interest, you can take the voluntary European Commission's language test	Test link will be sent to your email right before the start of mobility <a href="https://www.tlu.ee/en/online-language-test">https://www.tlu.ee/en/online-language-test</a>	Electronically	Before the mobility
<input type="checkbox"/>	6 Get a health insurance, a liability insurance and an accident insurance	Insurance can be taken from any company that offers this type of insurance <a href="https://www.tlu.ee/en/erasmus-insurance">https://www.tlu.ee/en/erasmus-insurance</a>	Send the proof of valid insurances to the Senior Specialist for International Studies	Before the mobility
<input type="checkbox"/>	7 Signing the grant agreement	Senior Specialist of International Studies will send the information to your email NB! Scholarship will only be paid for the time spent abroad in the framework of the traineeship	Send the signed agreement to Senior Specialist for International Studies	Before the mobility
<input type="checkbox"/>	8 Receiving the scholarship	The first part (80%) of the scholarship is paid before the exchange and the second part (20%) after the exchange, if all the requirements have been fulfilled <a href="https://www.tlu.ee/en/scholarship-and-costs-0#main-principles">https://www.tlu.ee/en/scholarship-and-costs-0#main-principles</a>	Your bank account	Before the mobility
<input type="checkbox"/>	9 Submit the following mandatory documents: (1) The last part of Learning Agreement for Traineeships (After the Mobility), (2) European Commission feedback report, (3) Application for credit transfer, (4) Traineeship portfolio	<a href="https://www.tlu.ee/en/reporting-end-traineeship">https://www.tlu.ee/en/reporting-end-traineeship</a>	Send to Senior Specialist for International Studies and your School	Within 1 month from the end of the traineeship abroad