



Erasmus+ Traineeship Checklist for Stays that end after 01.08.2024

The following documents must be submitted by students to the International Centre (SI). They can be submitted or sent separately.

Address: Goethestr. 3 - 5, 04109 Leipzig, Germany / Letterbox: Entrance Goethestr 6
E-mail: erasmus.praktikum@uni-leipzig.de

Further information and all forms listed here: [Website](#)

Overview of submitted documents: [Online storage cloud](#)

Before Starting the Erasmus+ Traineeship

Online registration for internship funding – Original

- 3 months before start, for recent graduates before exmatriculation
- fill in Erasmus+ online registration and send
- print, sign by hand and submit to International Centre

Internship agreement – Scan per [email](#)

- to be filled in and signed by the student, the person responsible for recognition and the traineeship institution, 3 months before the start
- upload during online registration or [email](#)

Enrollment certificate for the full traineeship period – Scan per [email](#)

- 3 months before start and not later than 1 day before semester start

Erasmus+ Grant Agreement (traineeship) and Grant Notification – Original

- receive password protected link by e-mail from International Centre
- find out more about Erasmus+ funding and your financial support
- print, sign by hand and submit to International Centre

Additional documents to be submitted by graduate students

Letter of intent – Scan per [email](#)

- before exmatriculation, if internship agreement is not yet in place
- signed by student and responsible person in the department

Certificate of successful completion of studies – Scan per [email](#)

Exmatriculation certificate – Scan per [email](#)

During Erasmus+ internship

Confirmation of the start of the internship – per [email](#)

- within 4 weeks of the start of the Erasmus+ internship
- by the internship institution (incl. student name and start date)

Erasmus+ financial support – shortly after start date

- receive 1st instalment to indicated bank account

If applicable, extending Erasmus+ internship

- stay informed: [extending or shortening an internship](#)

Concluding your Erasmus+ internship

Upload proof of “Green travel” (if applied for within online registration)

- receive and complete the online follow-up form "Green travel" by [email](#)
- upload proof of "green" means of transport and, if applicable, travel days

Traineeship certificate – Scan per [email](#)

- within 4 weeks after the end
- to be filled in and signed by the internship institution (not earlier than the last day of the internship)

Erasmus+ Financial Support

- receive 2nd instalment to indicated bank account

Online Erasmus+ Participant Report

- receive link by email from EU Corporate Notification System (check spam folder)
- fill in and send

„Entdecker-Story“

- write and submit your story about your stay abroad online
- stay informed [Website for your story](#)