



APPLICATION FOR A STAY ABROAD (INTERNSHIP)

Internal application for a place at a partner university abroad and/or funding for study abroad via Erasmus+

Application deadline: 6 weeks in advance of the start of the internship at the latest

Submit by email to international-office@folkwang-uni.de

PLEASE NOTE: Do **NOT** fill out this form on your smartphone. The "preview" function on Apple devices may also cause problems. After filling out the form, check that all of your entries have been transferred correctly. If necessary, you can print out the form and fill it out by hand.

1. PERSONAL INFORMATION

Last name: _____ First name: _____

Date of birth: _____ Place of birth: _____

Nationality/-ies: _____ Gender: M F D

Phone: _____ Folkwang E-Mail: _____

Address: _____

Degree course: _____ Degree type: _____

Current semester: _____ Tax ID: _____

IBAN: _____ BIC: _____

Name of your bank: _____

Previous stays abroad with Erasmus+ (description, start and end dates):

Status during the internship*: ☐ Student ☐ Graduate

*To apply for funding for a graduate internship, you must still be enrolled when you apply. The internship begins after graduation and ends within a maximum of 12 months after graduation.

2. YOUR INTERNSHIP ABROAD

Expected time period: _____

Host institution/company: _____

Country: _____



3. ERASMUS+ Inclusion and Equal Opportunities

- ☐ I would like to apply for additional funding for participants with fewer opportunities in Erasmus+ as a member of the following group:
- ☐ Students with a disability (GdB 20 or higher) or a chronic illness that causes additional expenses
 - ☐ Students with children who will travel abroad with them
 - ☐ Working students (net monthly income min. 450 €, max. 850 €)
 - ☐ First-generation students (i.e. neither parent has obtained a degree)
- ☐ I do **not** wish to apply for additional funding for participants with fewer opportunities

For more information on the eligibility criteria and documents required, check our [website](#). If you have any questions, please contact the international office (international-office@folkwang-uni.de).

4. ERASMUS+ Green Travel

- ☐ I would like to apply for green travel funding, as I will be covering **more than 50%** of my outward and return journey using environmentally friendly means of transport (i.e. train, bus, carpool). I will keep the supporting documents (e.g. train ticket) for 5 years after the end of my stay.
- ☐ I do **not** wish to apply for green travel funding.

5. DOCUMENTS

In order for your application to be processed, the following documents **must** be included:

_Current **Certificate of Study**

_A [Learning Agreement for Traineeships](#) which has been filled out by you and **signed** by you and a representative of the host institution/company, OR an internship offer specifying the start date and duration. The Learning Agreement must comply with the [requirements of the Erasmus+ programme](#). If needed, please contact the international office for advice before submitting your application.

Incomplete applications will **NOT** be accepted. You can only apply for Erasmus+ funding once you have found a suitable internship. Information on the requirements for funding can be found on our [website](#). If you have any questions, please contact the International Office (international-office@folkwang-uni.de).

I hereby confirm that the information I provided here is accurate. I will notify the international office of any changes immediately.

Place / Date: _____ Signature: _____