**CHECKLIST FOR ERASMUS TRAINEESHIP APPLICANTS**

**BEFORE THE TRAINEESHIP**

In order to be selected for treineeship in the frames of Erasmus programme, you have to complete the steps below:

🞎 Submit an **online Application form** <https://www.ttvam.lt/erasmus-paraiska/>

Once the Application form is submitted, the following documents have to be delivered in person OR sent scanned by email (erasmus@ttvam.lt) :

* **Acceptance Letter** from the Host Company with start and end dates of the traineeship. **Please note, that the minimum period for Erasmus Traineeship is 2 months.**
* **Request** for Traineeship Abroad.
* **Insurance Policy** copy for the WHOLE period of traineeship, including **health, travel and third party liability insurance risks.**
* **Bank Account number**
* **Proof of the paid tuition fee for the upcoming semerser (bank payment copy OR FoxBox receipt copy)**

Once the Grant and Training Agreements are prepared and sent to you, you have to sign and send:

* **Training Agreement**, signed by all three parties – the trainee, the Erasmus Coordinator, the host company
* **Grant Agreement**, signed by the student and Director/Institutional Erasmus Coordinator

**AFTER THE TRAINEESHIP**

Once your traineeship is completed, you have to submit:

* **Confirmation Letter** from the host company (with start and end dates)
* **Online Survey Report** (the link to the report will be sent to you automatically by the Erasmus system after your traineeship period is over)

SHOULD YOU HAVE ANY FURTHER QUESTIONS, CONTACT INSTITUTIONAL ERASMUS COORDINATOR AT ERASMUS@TTVAM.LT