**PROCESS FOR APPLYING FOR AN ERASMUS+ TRAINEESHIP**

**Stage 1**

1. Meet with Placement Officer or Programme Coordinator to seek a Nomination and source your placement.
2. Submit Expression of Interest Form to DkIT International Office
3. Complete a Learning Agreement for Traineeships (3 signatures required: Host Work-Placement Coordinator, DkIT Coordinator, Student)
4. Apply online for FREE European Health Insurance Card ([www.ehic.ie](http://www.ehic.ie)) (Students going on Work-Placement will need additional accident insurance – can be organized privately, or by DkIT International Office).

**Stage 2**

**Erasmus Grant Application Docs:**

1. Application Form for Student Mobility Funding
2. Statement of Income from home (P60, or equivalent)
3. Complete an Erasmus+ Grant Agreement Form from DkIT International Office
4. Collect Erasmus+ Student Charter from DkIT International Office
5. Guide for Outbound Students (*collect from DkIT International Office)*
6. Complete a Certificate of Commencement of Placement form at the start of your Traineeship and return it to DkIT International Office for receipt of first 80% grant payment.
7. Final Report Form (to be filled in **at end of** your Work-Placement) and returned to DkIT International Office for 20% grant-balancing payment.

*Note: Your Programme Coordinator may have additional documentation that you need to submit to DkIT during, or upon completion of your Traineeship.*