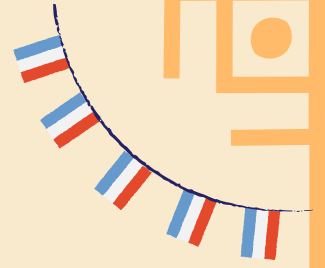


# Erasmus+ Traineeship Visa Application

*bonjour*



## 1 Acceptance Letter

For Erasmus+ Internship mobility, the participant must have the acceptance letter with him/her in the visa application, in which the date ranges are determined and approved by the agreed place.

## 2 Visa Letter

When the visa application date approaches, you can come to our Erasmus+ office and get this document. This document proves that you are an Erasmus+ member of the person participating with a wet signature and stamp on the letterhead.

## 3 Language Proficiency

Participant can get a printout of the OLS result and also request language certificate from OLS system if you studied in BAU English Prep School before.

## 4 Learning Agreement for Traineeship

The student must contact the internship coordinator to complete and control the pre-mobility parts of the learning agreement. It is mandatory that the before mobility part sections are completed and the signature must be signed by the responsible people. In addition, it must be stamped and wet signature by our office

## 5 Accommodation and Salary

Among the application documents, the document regarding where the participant will be accommodated must be included. In addition, if the participant will receive a salary from the institution where he will do his internship, he can request a letter from them stating this and show it in the visa application. Even if the salary is included in the learning agreement, it would be appropriate to show it as an annex.



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## Travel Health Insurance

It is obligatory to include health, accident and personal liability clauses within the scope of 30.000 Euro and the insurance must be valid in the Schengen Area.

**Personal Liability:** This clause comes into play in case of any damage while staying at the institution where the internship is held, and therefore it is mandatory for Erasmus+ internship mobility.

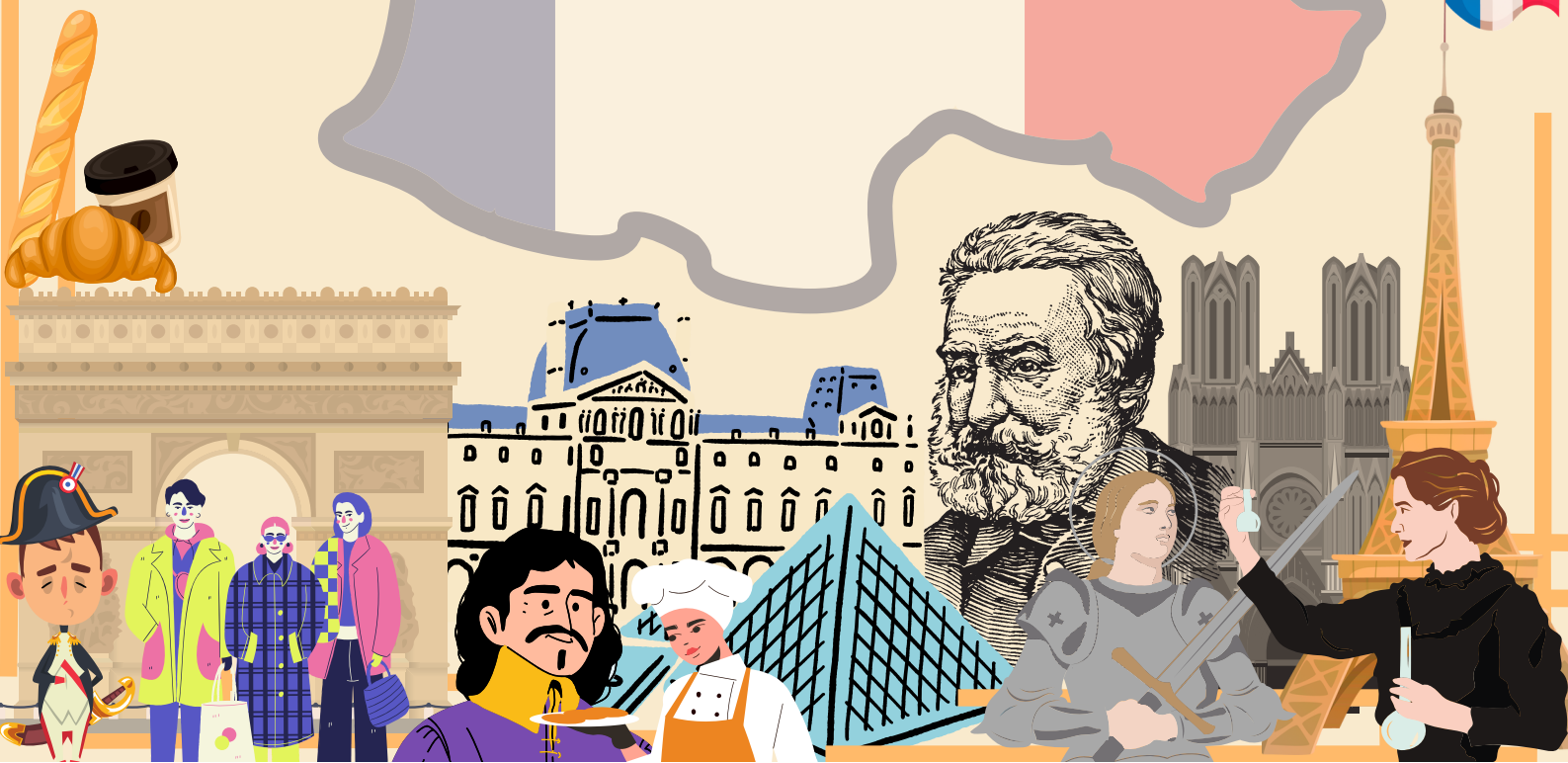
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## About Documentation of how the Participant will make a living in France

Bank sponsorship letter can be obtained from participant parents. There must be a money that has not been deposited in the last 1 month. Receipts of newly deposited account balances shortly before the application is made are not accepted. The money must have been there for the last 3 months.

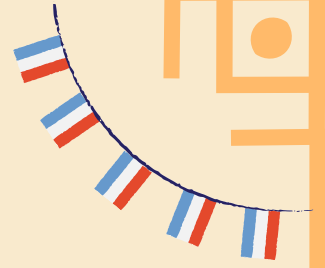
The parent who will be the sponsor must write a signed sponsorship letter for the participant. A copy of the sponsor's ID is also required.

In the visa letter to be prepared for the participant, if he or she is entitled to receive a grant, the amount of the grant will also be stated in this letter.



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## Convention De Stage

Process of this document is related with the respected student and the employer in the France who is going to accept the student for Erasmus+ Traineeship.

It is a document that must be made through the governorship in France of the institution where the internship will be done. There are forms that students who will go to France for internship have to fill out with their employer.

A draft of these forms is available on the **Foreign Nationals site** in France, but it is necessary to keep in touch with the employer when issuing these documents.

**Convention de Stage (signe)** is the first form that the student and the employer need to do.

After the employer fills out this document and forwards it to the student, the student's faculty must have it signed by the Erasmus+ coordinator and the BAU Erasmus+ Institution coordinator.

In the signature section of the **Convention de Stage (entre)** form, the stamp of the office should be included in addition to the signature of the Erasmus+ Institution coordinator.

Convention de Stage is not a document that needs to be done in the application process, so students are going to do this document in later on via communication with their employer.

