

HOW MUST THE ERASMUS+ TRAINEESHIP INVITATION/ACCEPTANCE LETTER BE?

It is important to obtain an invitation letter from an institution/company located in one of the countries within the frame of Erasmus+, in order to ensure that your Erasmus+ Traineeship Mobility application is taken into evaluation and that you can perform your traineeship without any problems in case you get entitled to participate in Erasmus+ Traineeship Mobility.

It is our students' responsibility to find an institution for traineeship abroad and obtain a traineeship invitation letter from that institution.

About the Format and Content of the Invitation Letter:

- 1) Your invitation letter must be printed **on the headed paper (with logo, contact details on it) of the company /institution** that you contacted for performing your traineeship.
- 2) You must obtain an invitation letter which is **signed by an authorized person (with name-surname specified) at the institution and which has the seal/stamp of the institution on it.**
- 3) Your invitation letter must indicate on it:
 - a) **your name-surname**
 - b) **the academic unit of DEU where you are a registered student**
 - c) **the dates (specifying day-month-year) you will perform your traineeship at the related institution (Erasmus+ traineeship cannot be shorter than a period of 2 months)**
 - d) **that you will be performing traineeship in the related institution within the context of "Erasmus+ Traineeship Mobility"**
 - e) **the tasks you are supposed to carry out in the related institution and (if applicable) the name of the department where you will perform your traineeship.**

Important Notes:

- 1) It must be understood from the content of your invitation letter, that the traineeship to be performed will provide you **vocational experince related to your study field and include vocational practice**. Activities like research, thesis study cannot be performed within the frame of Erasmus+ Traineeship Mobility.
- 2) Within the frame of Erasmus+, it is not possible to perform traineeship in consulates and EU institutions.
- 3) You can submit to DEU International Office, a readable copy of your invitation letter (in English) e-mailed to you by the instution where you will perform your traineeship.