**HOW SHOULD BE AN INVITATION/ ACCEPTANCE LETTER IN ERASMUS+ TRAINEESHIP MOBILITY?**

To obtain a valid invitation letter from an organisation/company in the scope of Erasmus+ is under the student’s responsibility. There is no requirement for inter-institutional Erasmus+ agreement.

**About Format and Content of the Invitation Letter:**

You should obtain an invitation letter printed on host organisation’s letterhead paper. Invitation letter must cover:

\* Your name/surname, field of study.

\* Traineeship duration (must be at least 60 days).

\* "Erasmus+ Traineeship Mobility" statement.

\* What kind of tasks the organisation expects you to perform (if certain) and in which department you will do your traineeship.

\* Authorized signature, stamp/seal

Invitation letter must be signed by Erasmus Departmental Coordinator and then uploaded to TurnaPortal by student.

It should be clear from the content of your invitation letter that the mobility will provide you vocational experience and practice.

Activities such as Research and Thesis study can not be carried out in the scope of Erasmus+ Traineeship Mobility.

**Suitable Traineeship Host Organisations:**

* Small, medium or large-sized enterprises that belong to an institution or private sector.
* Local, regional or national public institutions
* Home country’s consulates or embassies in host country.
* All constitutions related to business such as chamber of commerce, union of merchants and craftsmen, stock market and unions.
* Research institutes
* Foundations
* School/ institute/education center ( It can be all types of education centers from preschool education to highschool education including vocational or adult education )
* Non-profit organizations and NGO’s
* Organizations providing career planning, professional consultation and information services.

Host organisations mentioned above are to provide students insight. They can vary according to the field of study.

**Unsuitable Traineeship Host Organisations:**

Following institutions are not suitable for traineeship mobility in the scope of Erasmus+ :

* European Union organizations and EU agencies
* Foundations conducting EU programs like National Agency etc.