



Banku augstskola, International Office

K.Valdemara street 161, Room 203., phone. +371 67709278

**APPLICATION FOR TRAINEESHIP**

**ERASMUS+ EXCHANGE PROGRAMME**

*If necessary, please change the table.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Information about student** | | | | | |
| Digital portrait  photo  **Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Surname**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Phone number**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **E-mail**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **ID**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Bank name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Bank account**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *\*BA School of Business and Finance will use the personal data specified in the application for preparing the Grant Agreements for Erasmus+ Traineeship* | | | | | |
| **2. Information about studies** | | | | | |
| Study level: | | 1st level  Master  Bachelor  Doctor | | | |
| Study programme: | |  | | | |
| Group: | |  | | | |
| **3. Have you participated in the Erasmus programme before *(incl. College level)?*** | | | | | |
| YES  NO | | If, YES, what activity :  Studies  Internship  PERIOD: \_\_\_\_\_ months | | | |
| **4. Chosen company/organisation** | | | | | |
| Priority | Country | | Name of the organisation | | Field/Industry of the organisation |
| 1. |  | |  | |  |
| 2. |  | |  | |  |
| 3. |  | |  | |  |
| Contact person at the company/organisation:  Name/Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **5.**  **Erasmus+ traineeship type:** | | | | **5.1. Preffered Erasmus+ traineeship period:** | |
| Traineeship during studies  Graduate traineeship | | | | Winter  Spring  Summer  Fall | |
| **6. Language skills** | | | | | |
| English  French  German  Spanish  Russian  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **7. Please describe why do you want to go for traineeship within the Erasmus+ programme.** | | | | | |
|  | | | | | |
| **8. I confirm that all the data given in this form is true, complete and accurate. I agree my personal data is used for my Erasmus+ traineeship process.** | | | | | |
| Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name, surname\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date\_\_\_\_\_.\_\_\_\_\_.201\_\_ | | | | | |
| **9. The confirmation from the Programme director about student’s participation in the Erasmus+ exchange programme** | | | | | |
| Student has finished courses successfully, no academic debts  I confirm the student’s participation in the Erasmus+ Exchange programme  Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name, surname\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date\_\_\_\_\_.\_\_\_\_\_.201\_\_ | | | | | |
| **10. To this form attached:** | | | | | |
| * CV in English (*Europass* form) | | | | | |
| * Recommendation from foreign language professor (only if the language of instruction of your studies at SBF is Latvian) | | | | | |
| * Letter of Intent which should be prepared by the company/organisation and which confirms its readiness to provide effective Erasmus+ traineeship | | | | | |
| * **If adhered**, documents that approve language proficiency *(language course certificates, internationally recognized language exam results, etc.)* | | | | | |

**IMPORTANT!**

|  |  |
| --- | --- |
| **Cancellation of Erasmus+ study or internship mobility:** | **Service charge, EUR** |
| *Cancellation after receiving a confirmation from the Study Committee about the planned Erasmus+ mobility.* | 30.00 |
| *Cancellation after nominating the student at a partner university and during or after the Learning agreement has been drawn up.* | 70.00 |
| *Cancellation after the Erasmus+ grant agreement has been signed.* | 140.00 |