



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.*

|  |
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| **1. Information about student** |
| Digital portraitphoto **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.)*
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**IMPORTANT!**

|  |  |
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| **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 |