Letter of Availability EU4EU

I, the undersigned,

on behalf of,

# Legal Name:

Type of Organization:

Legal address:

Country:

City:

Email:

Telephone:

Hereby I declare my willingness and commitment to host Mr/Ms as an Erasmus plus grant holder in our office/enterprise, in case He/She will pass all the selection steps within the project "European Universities for the EU".

The work language will be (make sure this information matches the language level declared by the student in his/her application):

Focus of the traineeship is euro-planning and management of EU funded projects: Yes ⃞ No ⃞

(Including exploring EU funds opportunities on behalf of the host Organization)

Focus of the traineeship is digital skills: Yes ⃞ No ⃞

# The main tasks will be the following:

He/she will be working at our office/enterprise in (City/Country) in the following period (dd/mm/yyyy):

The coordinator, the sending University or EuGen can contact me at the following email address and telephone number for any information regarding this traineeship.

Your sincerely

Date



SIGNATURE of the contact person of the Host Organisation

I, the undersigned candidate , from the University of in hereby declare my willingness and commitment to do my internship under the conditions indicated above, at  as an Erasmus plus grant holder, in case I will pass all the selection steps.

Yours sincerely

Date



SIGNATURE of the candidate

# PLEASE NOTE:

The dates and tasks indicated on the Letter of Availability are indicative.

Any changes in dates and tasks must be communicated via email to [info@eu4eu.org](mailto:info@eu4eu.org) by the student (with the Host Organization in cc) or by the Host Organization (with the student in cc).

The official and final dates and tasks will be entered in the Learning Agreement, which will be signed by the student, the sending University and the Host Organization, and uploaded to the Portal by the student at the latest within two weeks of departure.