

OLS (Online Linguistic Support)

* Language test and language course

Follow the instructions you receive via e-mail and complete the test within the time stated **BEFORE** and **AFTER** your internship. Depending on the result a language course license will be allocated at no charge. Further information is available on the homepage.

DURING the internship (während) required after the end of the first month:

* B interim report / Zwischenbericht

Complete the form provided online and send the report via e-mail to the EU-ServicePoint and your departmental coordinator.

* change of internship period / Änderung des Praktikumszeitraums

Should there be any changes regarding the period or the details of the internship please contact us immediately and hand in the document „during the mobility“.

AFTER the internship (nachher) required 4 weeks after the end of the internship:

* C1 report / Praktikumsbericht

Complete the form provided online and send it via e-mail to the EU-ServicePoint.

* C2 „traineeship certificate“ / Praktikumszeugnis

Complete the form provided online and send it via Email (scan or copy) to the EU-ServicePoint.

→ an individual certificate from your employer will be accepted if it contains all the information requested in form C2.

* C3 certificate of recognition (department) / Anerkennung des Fachbereichs

Certificate of recognition can be granted with ECTS Credits, Diploma Supplement or transcript of records → download the form and hand it in as **original**. The forms are provided on the homepage. Please mind all required signatures and send us the original copy.

* C4 final online report / Abschlussbericht

You are going to receive an e-mail from **replies-will-be-discarded@ec.europa.eu** at the end of your internship with the request to fill out an online evaluation within the “Mobility Tool”. Please send a copy of the report as pdf-file via e-mail to the EU-ServicePoint.

Wir wünschen Ihnen viel Spaß und ein erfolgreiches Praktikum!

- For more information concerning the application and the application forms please have a look at: www.eu-servicepoint.de

Contact details

EU-ServicePoint

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