

Frequently Asked Questions

Schuman Traineeships in the European Parliament

1. Can I send a spontaneous application?

No, the European Parliament does not accept spontaneous applications. The European Parliament is open to applications for traineeships twice a year:

- in November, for traineeships starting in March and ending in July;
- in June, for traineeships starting in October and ending in February.

2. What does ‘visiting junior and senior academia’ stands for?

‘Visiting junior and senior academia’ corresponds to the [Study Visits](#) programme.

3. What qualifications do I need in order to apply for a Schuman traineeship?

You need a university degree awarded on completion of at least three years of studies. You must have obtained your diploma at least three months before the first day of your traineeship.

4. I have completed at least three years of university studies but I have not yet received my degree. Can I still apply?

Yes you can, but if you are selected you will need to provide an official statement from your university confirming that you obtained your diploma at least three months before the first day of your traineeship.

5. Is there an age limit?

You must be at least 18 years old to apply. There is no upper age limit.

6. I am not a citizen of a European Union Member State. Can I still apply?

Yes. The Competent Authority can offer a limited number of traineeships to applicants from outside the European Union. If you are selected, you will need to apply for any visas, residence permits and work permits required. Any expenses you incur will not be reimbursed.

7. Is there a limit to the number of applications that I can send?

Yes. During each application period you may send a maximum of three applications.

8. If a traineeship offer advertises several identical positions (position A, B, C, etc.), can I apply for more than one of them?

In some cases, letters (A, B, C, etc.) are used to refer to identical traineeship positions available in the units/services concerned. Each offer/letter corresponds to one position. You can apply for up to three offers, spread across a maximum of three services/units. It is up to you to decide how you would like to structure your own applications. Please note that you cannot apply for more than three offers, even if they are for an identical position.

9. Can I apply for a traineeship at other European institutions at the same time?

Yes.

10. I have already done a traineeship / I have already worked for a European Union institution. Can I still apply for a traineeship at the European Parliament?

If you have completed a traineeship (paid or unpaid) with an [EU institution or body](#) that lasted more than two consecutive months, you are no longer eligible for a Schuman traineeship. The same rule applies if you have worked for any of the bodies mentioned in the link above for more than two consecutive months.

However, if your traineeship or employment lasted less than two months, you are still eligible for a traineeship at the European Parliament.

11. Can I correct or make changes to my application online once it has been sent?

No.

12. In which language should I write my application (CV, motivation letter)?

You can write your application in whatever language you prefer. However, in order to increase your chances of being selected, your CV should be written in either English or French. We advise you to write your personal statement in the language of the offer for which you are applying.

13. When should I send my supporting documents?

There is no need to submit any supporting documents when you send your application. You only need to submit these documents if you are pre-selected.

14. What supporting documents should I send, and in what language?

If you are shortlisted, we will ask you to provide:

- a copy of your university level diploma;
- a copy of a valid passport/identity card;

- a copy of your criminal record issued within the last six months by the country in which you have been resident longest during the last 12 months;
- a copy of your certificate of residence.

These documents can be in any official EU language. Given that some of these documents may take a while to obtain, we recommend that you have them ready in the event that you are shortlisted.

15. I have been shortlisted. Does this mean that I have been offered a traineeship at Parliament?

No. While we shortlist several candidates for each traineeship offer, we can only offer the post to one of these candidates. If the first shortlisted candidate rejects the offer, fails to respond by the deadline set or is not eligible for the post, the next shortlisted candidate on the list will be contacted, and so on.

16. I have not been shortlisted or selected for a traineeship in the Institution. Will I be able to ask why my application has not been accepted?

No. Given that we receive a large number of applications, the Traineeships Sector cannot notify candidates why their applications have not been accepted. The Traineeships Sector can neither inform candidates where they have not been shortlisted, nor can it advise candidates how to submit better applications in the future.

17. Do I have to pay tax on my monthly allowance?

The monthly allowance is not subject to EU tax. At the end of your traineeship, you will get a certificate stating how much you have received. It is your responsibility to check with your own country's tax authorities whether your grant is subject to tax.

18. Can I continue my studies during the traineeship?

You are allowed to continue your studies during your traineeship. Given that the traineeship is a full-time position, however, you may not attend university classes during working hours.

If you have any further questions not covered by this document or by the [internal rules](#), do not hesitate to contact us at:

EP-Traineeships@europarl.europa.eu