



HOW TO SUBMIT THE APPLICATION FOR AN INDEPENDENTLY IDENTIFIED INSTITUTION

If you want to participate in the *Erasmus+ call for traineeship purposes a.y. 2026/2027*, by submitting your application for an independently identified Institution, you must:

1. identify the foreign Institution
2. identify a professor at UNIGE who has the role of contact person for the exchange with the independently identified Institution
3. fill in and have the *letter of intent* signed in its entirety. This document must be attached to the application

🔗 How to identify the foreign Institution

OK The following organisations are **ELIGIBLE** Institutions:

- ⇒ Higher Education Establishments that hold an Erasmus Charter for Higher Education (if applicable)
- ⇒ Any public or private organisation operating in the labour market or in sectors like education, training and young people. For example, this organisation could be:
 - a small, medium or large public or private company (including social enterprises);
 - a local, regional or national public organisation;
 - a social partner or other representative of the world of work, including chambers of commerce, including associations of craftsmen or professionals and trade unions;
 - a research institute;
 - a foundation;
 - a school/institute/education centre (at any level, from pre-school to upper secondary education, including vocational and adult education);
- ⇒ a non-profit organisation, an association or an NGO;
- ⇒ a career advice, professional advice and information services organisation.

⊖ Ineligible organisations

The following types of organisations are ineligible as organisations to host student traineeships:

- ⇒ EU institutions and other EU bodies, including specialised agencies (full list available at http://europa.eu/about-eu/institutions-bodies/index_en.htm);
- ⇒ Organisations that manage EU programmes, such as National Agencies (to avoid any potential conflicts of interest and/or duplicate funding).

Platforms, websites and databases are available to identify an Institution independently, including:

- erasmusintern.org (<https://erasmusintern.org/>), platform promoted by [Erasmus Student Network](#)
- <https://www.stage4eu.it/>
- Any lists of Institutions already used in the past. For information in this regard, it is possible to contact the *International mobility desk office* (sportellomobstud@unige.it).

🔗 How to identify the contact professor

The professor, who will be the contact person for the exchange with the independently identified Institution, must be a member or in any case hold courses at the Unige Department attended by the student and will be the responsible for the scholarship, if awarded.

Also supported by the staff of the *International mobility desk office*, the professor will maintain contact the identified institution; send the "*letter of intent*" to obtain the signature of the responsible person at the foreign Institution and then sign the document himself/herself.

Filling in the *letter of Intent*

The *letter of intent*, essentially, is a document in which the independently identified foreign institution declares its willingness to accept you for an internship within the Erasmus+ Program and the UniGe professor agrees to be the contact person for the scholarship that could be awarded to you.



The *letter of intent* must comply with the following requirements to be valid and to allow the student to apply for the Erasmus Call for traineeship purposes a.y. 2026/2027:

- It must be filled in using the UniGe format published on the page <https://corsi.unige.it/info/erasmus-traineeship>, section – Important documents - *Erasmus+ a.y. 2026/27*)
- It must be filled in on the headed paper of the independently identified foreign institution
- If the *letter of intent* is not written on headed paper, the official stamp of the foreign institution must be affixed. Alternatively, the logo and official name of the host company must be clearly visible.
- It must be **COMPLETE** with all required signatures and completed in its entirety. **Otherwise, it will not be possible to accept the application.**



The independently identified organisation must be based in a country participating in the programme, listed below:

EU MEMBER STATES

Belgium	Greece	Lithuania	Portugal
Bulgaria	Spain	Luxembourg	Romania
Czechia	France	Hungary	Slovenia
Denmark	Croatia	Malta	Slovakia
Germany	Italy	Netherlands	Finland
Estonia	Cyprus	Austria	Sweden
Ireland	Latvia	Poland	

Third countries associated to the Programme

North Macedonia	Iceland	Norway
Serbia	Liechtenstein	Türkiye

THIRD COUNTRIES NOT ASSOCIATED TO THE PROGRAMME

Region 1 Western Balkans	Albania, Bosnia and Herzegovina, Kosovo, Montenegro
Region 2 Neighbourhood East	Armenia, Azerbaijan, Georgia, Moldova
Region 3 South-Mediterranean countries	Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Syria, Tunisia
Region 5 Asia	Bangladesh, Bhutan, Cambodia, China, DPR Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, Vietnam Brunei, Hong Kong, Japan, Republic of Korea, Macao, Singapore, Taiwan
Region 6 Central Asia	Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan
Region 7 Middle East	Iran, Iraq, Yemen Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates
Region 8 Pacific	Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu Australia, New Zealand

Region 9 Sub-Saharan Africa	Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cabo Verde, Central African Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the, Côte d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe
Region 10 Latin America	Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela
Region 11 Caribbean	Antigua & Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Kitts and Nevis, St Lucia, St Vincent & Grenadines, Suriname, Trinidad & Tobago
Region 12 US and Canada	United States of America, Canada
Region 13	Andorra, Monaco, San Marino, Vatican City State
Region 14	Faroer Islands, Switzerland, United Kingdom

In case of particularly adverse circumstances (such as health emergencies, natural disasters, political instability or generally precarious security conditions), the host institution may decide not to accept or limit the acceptance of Erasmus students.

In the same emergency circumstances, the University of Genoa can decide to suspend, limit or delete outgoing Erasmus mobility, in order to ensure the health and safety of the academic community.

By participating in the Erasmus Programme, students agree to accept any restrictions that the University of Genoa or the foreign institution may impose.

Please note that the information above clearly indicate the key steps to fill in the Letter of intent correctly.

For rules, restrictions and specific requirements it is mandatory to refer to the complete Call - Italian version – that has to be carefully read: if you apply for an Erasmus Grant, you accept all rules contained in the Call and, in general, in the Erasmus+ Programme.

The Erasmus + call for traineeship purposes a.y. 2026/2027 will be approximately published at <https://corsi.unige.it/info/erasmus-traineeship>, in the first months of 2026.