**STEP 1 REGISTER**

The first page of the application form explains the registration process.

Choose your status “**New entrepreneur**” and click on “**Next page**”

**STEP 2 YOUR PROFILE**

|  |  |
| --- | --- |
| Title | *Select from list* |
| Last Name |  |
| First Name |  |
| Company Name |  |
| Address |  |
| Postal Code |  |
| City |  |
| Country | *Select from list* |
| Phone |  |
| Fax |  |
| email | *Automatic input* |
| Website |  |

|  |  |
| --- | --- |
| Have you already started your own business? | |
| Yes | No |

**NEXT**

**STEP 3 MOTIVATION**

In this section, you are required to explain why you are interested in participating in the **Erasmus for Young Entrepreneurs** programme and how you wish to contribute to the host entrepreneur’s company. You should demonstrate:

* A real commitment to invest in a learning experience
* A clearly identifiable commitment towards being an entrepreneur
* Clear and well defined learning needs
* A willingness to contribute to the development of the host entrepreneur’s business and to make available your skill and competences
* Dynamism, seriousness, creativity and initiative

Please be as concise and precise as possible as the motivation is a very important criterion for the selection.

|  |
| --- |
| Please indicate why you wish to participate in the **Erasmus for Young Entrepreneurs** programme and state your expectations: |
| 2000 characters |
|  |

|  |
| --- |
| How should your stay abroad help you start your business: |
| 2000 characters |
|  |

|  |
| --- |
| Have you worked or studied abroad before? How do you plan to prepare yourself for your stay with the Host Entrepreneur? |
| 2000 characters |
|  |

|  |
| --- |
| Which added value can you provide to your envisaged Host Entrepreneur? Why should he choose you? |
| 2000 characters |
|  |

The CV should be submitted preferably in **English.** If you use another language, please make sure that the selected intermediate organisation understands it.

|  |
| --- |
| Please upload your CV (Preferred format: PDF)  *The* ***Europass*** *CV format is preferable, but not compulsory.* |
| 2000 characters |
| Upload from your pc |

You should provide a summary of your business plan in English in 400 words.

This overview will be visible to all accepted new and host entrepreneurs in the online database as well as to all existing intermediate organisations. Therefore, you are required to formulate it in a way that does not disclose confidential information.

|  |
| --- |
| Please give a short overview of your plans to start a business (up to 400 words)  The information should include:   1. Product or service idea 2. Envisaged customer target group 3. Activities planned for the first 12 months after the start up |
| 400 words |
|  |

Please upload the **full business plan**

|  |
| --- |
| Please upload the full business plan (Preferred format: PDF) |
| Upload from your pc |

Add the information about professional work experience as entrepreneur in number of years.

|  |
| --- |
| Experience in running a business (in years): |
|  |

And any other professional work that entrepreneur

|  |
| --- |
| Previous working experience (number of months): |
|  |

**NEXT**

**STEP 4 LANGUAGES**

The success of an exchange depends on the ability of both entrepreneurs to communicate properly.

Since language plays a key role in this process, you must be able to communicate in a language

Your host entrepreneur understands in order to collaborate adequately.

Furthermore, the work or project proposed during the placement (e.g. foreign market research), may require some specific language skills.

Given that no language training is provided by the programme, you should be comfortable with the languages you have selected in your application (i.e. no difficulty in understanding, speaking or writing the language(s). Although there are no specific language requirements, a relatively good level of English is encouraged in addition to your mother tongue.

|  |
| --- |
| Please specify your mother tongue |
| *Select from list* |

Select any other language that you have no difficulty in understanding, speaking and writing.

|  |
| --- |
| Please specify other languages in which you are comfortable working: |
| *Select from list* |

**NEXT**

**Step 5 Business Sector**

The business sector is another important criterion to find a suitable business partner. You need to specify the business sector of your future or recently started company, as well as the other sectors you are interested in.

Specify the business sector of your recently established future enterprise.

|  |
| --- |
| Please specify the main business sector of your future or current business activity: |
| *Select from list* |

Choose up to 4 additional sectors that best correspond to the nature of your future or current business

|  |
| --- |
| Please specify other business sectors of interest: |
| *Select from list* |

**NEXT**

**step 6 Geographical preferences**

In this section, you should indicate your preferred countries for your stay abroad.

Select your primary choice

|  |
| --- |
| Please indicate your preferred target country for the exchange (this has to be different from your country of origin): |
| *Select from list* |

Select up to 4 other possible countries for the exchange

|  |
| --- |
| Please indicate your other possible countries for the exchange: |
| *Select from list* |

**NEXT**

**step 7 Duration and period of the exchange period**

In this section, you should mention in this section the number of months you wish to spend abroad, and the periods when you are available for the exchange. This information is of utmost importance in the search for a suitable host entrepreneur.

Specify the length of your exchange.

The exchange should last between one and six months and should be completed within an overall time span of twelve months.

|  |
| --- |
| Please specify your preferred length of the exchange (in months): |
| *Select from list* |

Specify your preferred periods for the exchange.

The exchange period is one of the main criterion for a suitable match.

The more flexible you are the greater choice you will have in finding a host entrepreneur

|  |
| --- |
| Please specify the months in which you will be able available for the exchange: |
| *Select from list* |

**NEXT**

**step 8 Selection of an Intermediate organisation and submission**

More than 150 intermediate organizations have been officially appointed by the European Commission to establish contacts between new and host entrepreneurs.

The selected intermediate organization should be active in your country of “permanent residence” defined by the programme as:

* The place where the company of the entrepreneur is registered (if the entrepreneur has a r registered company);
* In case of a comp any with several establishments in different EU Member States, the entrepreneur should choose the country where he/she has his permanent residence for tax purposes;
* The place where the entrepreneur has spent 6 months or more in the course of the last 12 months, if the entrepreneur does not have a registered company. If you live in a country without an active intermediate organizations (Cyprus, Estonia, Ireland), you may choose another one close to your country.

This rule also applies to NON - EU new entrepreneurs provided that you fulfil the definition of permanent resident, business has been already created (for less than three years) or that you intend to start you own enterprise in one of the 27 EU Member States.

The chosen intermediate organization is responsible for recruiting;

Establishing contacts between you and your preferred host entrepreneur and for helping you p

Prepare your exchange. It will act as guide and contact throughout the entire process.

The list of intermediate organizations is available on the programme website www.erasmus

-entrepreneurs.eu under the section “Your local contact point”.

Choose your country (i.e. normally the country where you live).

|  |
| --- |
| Please select a country: |
| *Select from list* |

Choose your Intermediary Organisation

|  |
| --- |
| Please select an IO: |
| *Select from list* |

Add here any relevant information about yourself (personality, hobbies,…)

|  |
| --- |
| Further relevant information, including special requirements or wishes, hobbies, etc.: |
| 2000 characters |

The question below will help us to promote the programme in the best possible way.

|  |
| --- |
| How did you hear about the programme? |
| Select for list |

**SUBMIT**