

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 opens applications for traineeships twice a year:

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

2. 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.

3. 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.

4. Is there an age limit?

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

5. 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.

6. 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.

7. 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, within one or spread across different 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.

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

Yes.

9. 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, body or agency](#) 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 exactly two months or less, you are still eligible for a traineeship at the European Parliament.

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

Once submitted, it is not possible to modify your applications. However, you can ask us to delete your account by sending an email to PERS-Schuman-Trainees@europarl.europa.eu. You need to state clearly the email address associated to the account that you wish to delete. Once you receive the confirmation that your account has been deleted, you will be able to register again and resubmit your applications for up to three traineeship offers.

11. I cannot access my account. What should I do?

If you do not remember your password, you can restore it by clicking on “FORGOT YOUR PASSWORD?” If you do not receive an email with a link to reset your password within a few hours, please contact PERS-Schuman-Trainees@europarl.europa.eu.

Our application system automatically archives the empty accounts; this happens, for instance, when a candidate starts the registration but does not apply for any offer in the following days.

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

You can submit your application in any EU official language. 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?

If not specified differently in the traineeship offer, there is no need to submit the documents proving your eligibility when you send your application. You only need to submit these documents if you are pre-selected.

14. Will I have an interview during the selection period?

It is possible that recruiters call you for a short phone interview. However, you might also be shortlisted without going through an interview.

15. 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 before the starting date of your traineeship.

These documents can be in any EU official 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.

16. 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. The selected candidate (among shortlisted candidates) for a specific post receives the traineeship offer, provided the person has passed the eligibility check. Otherwise, the recruitment continues with the other applicants on that post. If among shortlisted candidates the qualifications and skills are of an equal level, the Competent Authority might apply a gender and a geographical balance criteria in order to select the applicant who will receive the traineeship offer.

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

No. Given that we receive a large number of applications, the Trainee Outreach and Recruitment Unit cannot notify candidates on why their applications were not accepted. The Trainee Outreach and Recruitment Unit can neither inform candidates as to why they have not been shortlisted or provide candidates with advice on how to submit a better application in the future.

18. 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.

19. Can I continue my studies during the traineeship?

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

20. I have a disability. Are there any benefits associated to it?

Trainees with a disability that is recognised by the European Parliament may benefit from reasonable accommodation arrangements and an additional allowance of up to 50% of the monthly grant, depending on the degree of disability (assessment done by the European Parliament):

- If the disability is less than 20%, no additional payment will be granted.
- If the disability is greater than or equal to 20% but less than 50%, the additional payment will be 20% of the monthly grant.
- If the disability is greater than or equal to 50%, the additional payment will be 50% of the monthly grant.

21. I have a disability that prevents me from drafting the necessary documents required for my application. What can I do?

If you have a disability that prevents you from drafting the necessary documents required for the application and/or selection procedures, please contact PERS-Schuman-Trainees@europarl.europa.eu.

22. My university requires a specific traineeship agreement to be signed in order for this traineeship to count towards my academic credits. Can the European Parliament complete and sign the template provided by the university?

The European Parliament does not complete or sign any agreement or form provided by external educational establishments or by any third party. If your university requires this agreement in order for your traineeship to be valid, the European Parliament can issue a traineeship agreement with three signatories: the European Parliament itself, the trainee and the university. If you have received an admission letter and you require such a document, please contact Pers-Schuman-Trainees@europarl.europa.eu before the start date of your traineeship.

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

PERS-Schuman-Trainees@europarl.europa.eu