

How to apply to the European Commission's Blue Book traineeship scheme?

1. Application:

Read FAQs on website first.

Gather all supporting documents.

Re-read before submitting.

One application per session: ADMIN or DGT.

2. Preselection:

All applications are assessed against the same criteria.

National quotas are applied to ensure geographical balance.

Supporting documents are thoroughly verified.

3. Personal data:

Complete your personal details, in line with the information on your official identity card/passport.

4. Statement of eligibility:

Have you already obtained a full University Degree of at least three years of duration or 180 ECTS? If yes, you must indicate it under Education/Eligibility criteria section.

English, French, German are your mother tongue or you master them at C-level.

Any EU experience over 6 weeks, paid or unpaid.

5. Education:

Do NOT indicate on-going studies under this section.

Completed education.

Degree you obtained first.

Classes-préparatoires are accepted (France).

Date of completion: date on diploma or date of final year of cycle.

Participation certificates are not sufficient proof.

6. Professional experience:

Experiences in home country.

Voluntary work, activities in NGO, paid/unpaid internships are accepted.

15 calendar days without interruption.

Dates must exactly match supporting documents.

Prior professional experience in another EU institution, EU body, EU agency for more than 42 days is a reason of exclusion.

Count all calendar days between "from" and "to" field.

If your work experience is on-going, use the deadline of the session you are applying for.

7. International experience:

Outside your home country in line with the nationality declared.

Accepted experience: exchange programs, university studies, paid or unpaid internships, voluntary work, NGO, political parties.

Duration: More than 15 calendar days without interruption.

You can declare on-going studies outside your home country.

8. Languages:

Very important and complex section: carefully read FAQ first!

First declared language must be mother tongue or C-level.

Second declared language must be minimum B2-level.

B or C level languages need a clear and appropriate supporting document.

9. Attached files:

One single PDF file.

Adhere to the naming of your file.

Table of content with page numbers.

Non EU language documents need to be translated in an EU working language (no certified translation necessary).

Favour black and white over colour.

Any questions?

Check out our FAQ page, and good luck!