

## **Registration**

- I have identified and contacted my potential support organisation (IO)
- I have consulted the registration guideline

**I have collected the following application documents and submitted them to the program database:**

- My (English) Curriculum Vitae in the Europass format
- My Business Plan (English Summary and complete version in own language or English), e.g. according to the following format

see also more “How to”-guidelines  
and the business model template by Alexander Osterwalder

## **Find your Host Entrepreneur**

- I have checked if in preparation of my stay abroad I should become member of an international entrepreneur association such as JCI
- I have learned how to do Business in the EU
- After my registration in the database was confirmed by my support organisation (IO) I have identified a potential Host entrepreneur abroad through the database or through fairs, conferences, social networks, personal contacts etc.
- The matchmaking process between myself and my host entrepreneurs (HE) was initiated (by myself, the host entrepreneur or an IO)

## **Businessplan**

**After confirmation of my business relationship with my HE I have prepared together with my HE a work plan (and submitted it to my IO) covering the following elements:**

- Planned start date:
- Planned end date:
- Duration of stay in months:
- Objectives (of young (NE) and of host entrepreneur (HE)):
- Description of work/learning project :
- Activity plan (on a weekly or monthly basis):
- Expected outcome (for both NE and HE):

**also to do...**

- I have consulted the preparatory information of my target country.
- I have checked if I should get an additional language training or an intercultural training to be best prepared for the stay abroad.

## **Finances**

**I have provided my IO the following data for the financial agreement:**

- Start and end date of the stay (if changed to original plans) and planned dates of interruptions of the stay (if any)
- City of stay abroad, Name of HE, Company of HE
- Any additional grant obtained for the stay abroad
- Home address and emergency address
- Bank account details for transfer of grant (Name, Address, IBAN and BIC Code of Bank)

## **Insurances**

**I have checked my coverage (abroad) through the following insurances:**

- Health-insurance
- Accident insurance
- Liability insurance

**Last things to do...**

- I have read and signed the financial agreement and sent it back to my IO
- I have confirmed my final start date of my stay at my HE to my IO
- I have evaluated my original objectives (see work plan) whether I am about to achieve them or whether new aims and objectives of my stay abroad have evolved

## **When you are abroad**

**I have collected proofs of my actual stay(s) abroad at my HE by:**

- Submitting Annex 3 of the financial agreement to my IO (signed by me and my HE)
- Collecting one of the following types of documents justifying my period(s) of stay abroad:
  - Original Invoice of the organisation providing accommodation; the invoice must include the name of the NE and the exact duration of the stay
  - OR a written confirmation by the host person(s), who provide accommodation (including name of NE and exact period of stay)
  - OR an original boarding pass of the airline and an invoice, which include name of NE and travel dates
  - OR original train tickets, which include travel date and name of NE (or signature of NE)
  - OR if the NE travels by car, an original petrol receipt for each journey (to and fro) issued abroad and containing the date of travel

## **After being abroad**

- ❑ I have completed my feedback report in the database (and have reminded my HE to complete his/her report, too)
- ❑ I am aware of the business and personal opportunities and experiences gained by participating in this programme
- ❑ I could imagine to be myself a host for a student intern or a young entrepreneur in the future and got in touch about this with my IO