Appendix

1–Entrepreneur Application Form

1.1 New Entrepreneurs

Registration steps:	Welcome	Your profile	Motivation	Languages	Business sector	Geographical preferences	Duration and period of the exchange	Selection of IO and submission

Welcome to the registration form to participate in Erasmus for Young Entrepreneurs as an entrepreneur!

The information you will provide in this multi-page form will be transmitted to your chosen Intermediary Organisation (IO). To view a list of the IOs officially appointed for the programme, please click here).

Your chosen IO will normally contact you within 2 weeks after you have completed and confirmed your submission.

Once your application has been processed and accepted by your IO, the information you provided will be entered into the on-line catalog of approved candidates. The catalog is only accessible to all IOs, the accepted Host Entrepreneurs (HEs) and the accepted New Entrepreneurs (NEs), except where indicated otherwise.

* Do you want to register as a NEW or a HOST entrepreneur?

- ◉ New entrepreneur
- ○ Host entrepreneur

Someone who is firmly planning to set up his or her own business or has already started a business within the last three years is considered a new entrepreneur. Experienced entrepreneur should own or manage an SME in the EU. For more information, click here.

Next

Save draft

* = mandatory fields

The collected personal data (e.g. name, address, phone/fax numbers, e-mail) is intended for the express purpose of organising the Erasmus for Young Entrepreneurs exchange. This information may be disseminated electronically or on paper and conferred to other participants in the interest of facilitating communication among them, as well as for the promotion of future events on this subject or on similar subjects. This registration procedure is subject to data privacy rules and is executed in compliance with Regulation (EC) 45/2001 on the data protection of personal data and the processing thereof. A privacy policy statement specifies how your data will be used. If you want to exert your right to access, modify, rectify or delete your personal data please contact us. Complaints, in case of conflict, can be addressed to the European Data Protection Supervisor (http://www.edps.europa.eu).
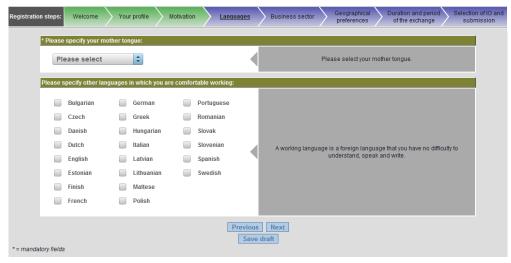
NE application form, page 1/8 – Welcome

Registration steps:	Welcome	Your profile	Motivation	Languages	Business sector	Geographical preferences	Duration and period of the exchange	Selection of IO and submission

* Profile information

Title:
Please select

Last name:

First name:

Company name:

Address (300 character(s) left):

Zip code(postal code):

City:

Country:
Please select

Phone:

Fax (if any):

Email:

Website (if any):

Skype ID (if any):

Please fill-in your personal information.

* Have you already started your own business ?

- ○ Yes
- ○ No

Please state if you have already started a business.

Previous Next

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* = mandatory fields

NE application form, page 2/8 – Your Profile

| Registration steps: | Welcome | Your profile | Motivation | Languages | Business sector | Geographical preferences | Duration and period of the exchange | Selection of IO and submission |

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

2000 character(s) left

Please be as concise and concrete as possible, as your motivation is a very important criterion for selection.

* How should your stay abroad help you to start your business?:

2000 character(s) left

Please be as concise and concrete as possible, as your motivation is a very important criterion for selection.

* Have you worked or studied abroad before? How do you plan to prepare yourself for your stay with the Host Entrepreneur?:

2000 character(s) left

Please fill-in some comments.

* Which added value can you provide to your envisaged Host Entrepreneur? Why should the Host Entrepreneur choose you?:

2000 character(s) left

Please be as concise and concrete as possible, as your potential Host Entrepreneur is very interested in your answer.

* Please upload your CV (Preferred format: PDF). The Europass CV format format is preferable, but not compulsory:

No file select...   Choose File

Please upload your CV file (.PDF, .DOC). Maximum file size of 200KB.

* Please give a short overview of your plans to start a business:

2000 character(s) left

The Information should include:

(a) Product or service idea
(b) Envisaged customer target group
(c) Activities planned for the first 12 months after the start-up.

Please formulate the summary in a way that does not disclose confidential information.

* Please upload your business plan (Preferred format: PDF):

No file select...   Choose File

This information will only be available to your chosen IO, not to other entrepreneurs. The IO is fully responsible for the confidential treatment of the business plan. If the content needs special protection, you may consider to sign a non-disclosure agreement (NDA) with the IO. Maximum file size of 200KB.

Other supporting document:

No file select...   Choose File

If you want to provide some other useful document. Maximum file size of 200KB.

Description of the document:

2000 character(s) left

Write a description of the attached document.

* Experience in running a business (number of YEARS):

Professional work experience as entrepreneur (years, number only). NOT THE WORKING EXPERIENCE AS AN EMPLOYEE.

* Previous working experience (number of MONTHS):

This is for any professional work experience other than as entrepreneur (number only).

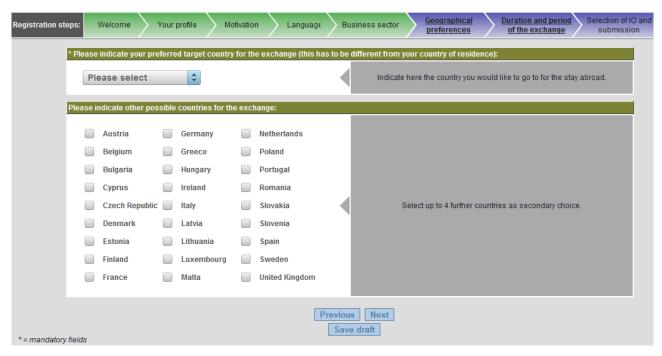Previous   Next
Save draft

* = mandatory fields

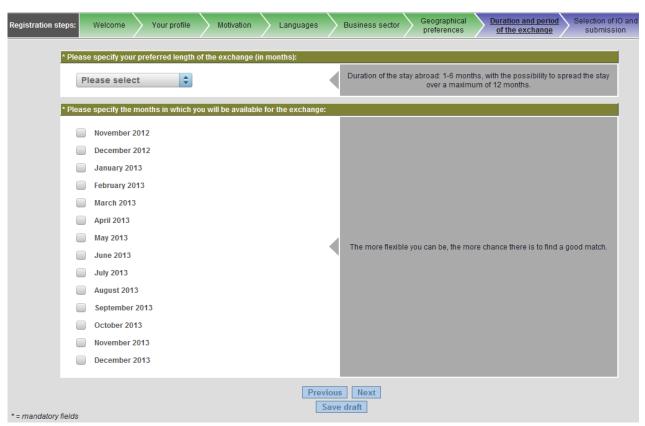NE application form, page 3/8 – Motivation

NE application form, page 4/8 – Languages

NE application form, page 5/8 – Business sector

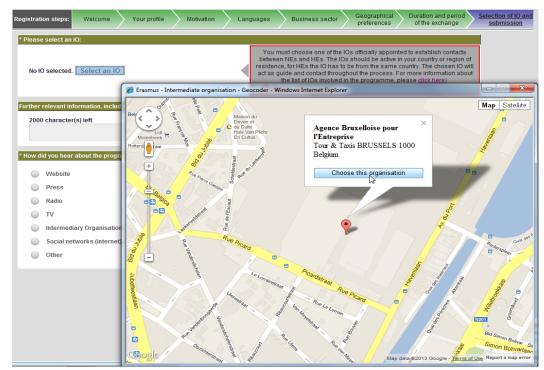NE application form, page 6/8 – Geographical preferences

NE application form, page 7/8 – Duration and period of the exchange

Please note that IO localization on the map is filtered dynamically to include only those IOs that will still be active during the exchange dates specified by the entrepreneur, in the selected country.
IOs from other countries may show if there are no IOs available in the entrepreneur's country of residence.

The ![icon] icon will be replaced by a ![icon] if multiple IOs are located very close to each other. In this case, click ![icon] to locate those IOs with a greater zoom factor on the map.
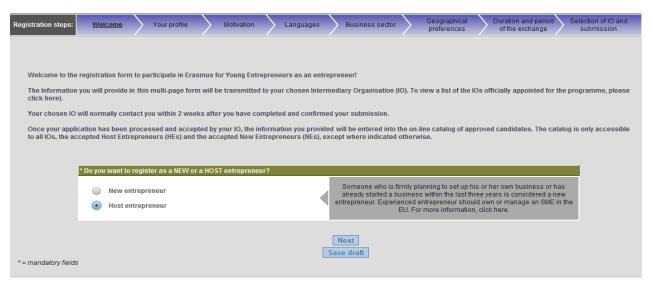
The ![icon] indicates the entrepreneur's home address as specified on page 2 of the application form.

NE application form, page 8/8 – Selection of IO and submission (a)
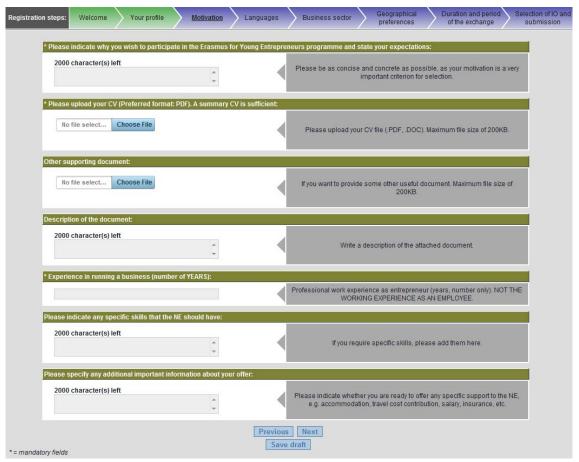
1.2 Host Entrepreneurs

Registration steps:	Welcome	Your profile	Motivation	Languages	Business sector	Geographical preferences	Duration and period of the exchange	Selection of IO and submission

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- ○ New entrepreneur
- ◉ Host entrepreneur

> Someone who is firmly planning to set up his or her own business or has already started a business within the last three years is considered a new entrepreneur. Experienced entrepreneur should own or manage an SME in the EU. For more information, click here.

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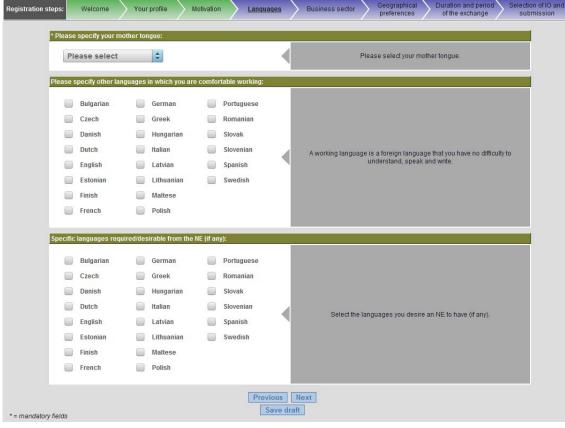
HE application form, page 1/8 – Welcom

Registration steps:	Welcome	Your profile	Motivation	Languages	Business sector	Geographical preferences	Duration and period of the exchange	Selection of IO and submission

* Profile information

Title:
Please select

Last name:

First name:

Company name:

Address (300 character(s) left):

Zip code(postal code):

City:

Country:
Please select

Phone:

Fax (if any):

Email:

Website (if any):

Skype ID (if any):

> Please fill-in your personal information.

* Number of employees in the company (if applicable):

> Please fill-in the total number of employees you currently have (type zero if none).

Previous Next

Save draft

* = mandatory fields

HE application form, page 2/8 – Your Profile

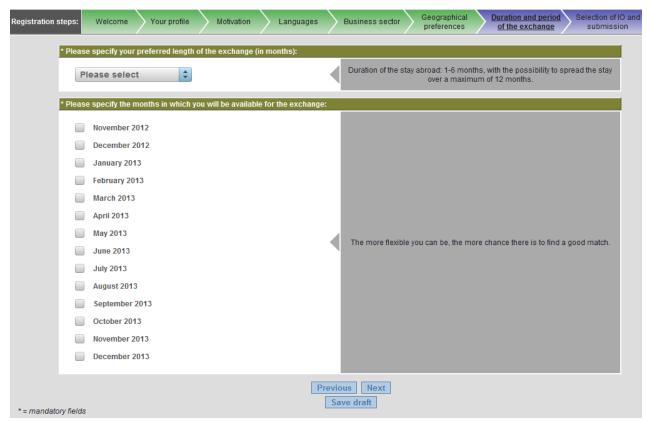HE application form, page 3/8 – Motivation

HE application form, page 4/8 – Languages

HE application form, page 5/8 – Business sector

HE application form, page 6/8 – Geographical preferences

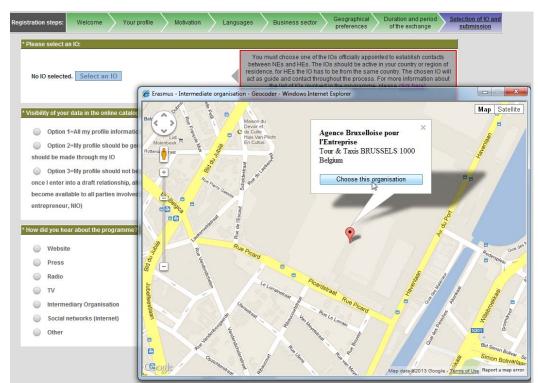HE application form, page 7/8 – Duration and period of the exchange

Please note that IO localization on the map is filtered dynamically to include only those IOs that will still be active during the exchange dates specified by the entrepreneur, in the selected country. IOs from other countries may show if there are no IOs available in the entrepreneur's country of residence.

The ▼ icon will be replaced by a ▼ if multiple IOs are located very close to each other. In this case, click ▼ to locate those IOs with a greater zoom factor on the map.

The ▼ indicates the entrepreneur's home address as specified on page 2 of the application form.
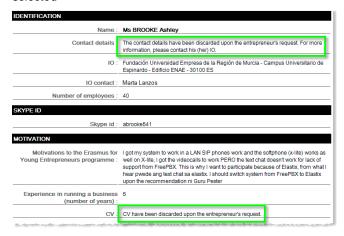

HE application form, page 8/8 – Selection of IO and submission

Visibility Options

HEs are required to specify how their details and credentials should appear when people consult the Catalogue and perform searches and matches in the Erasmus IT Tool. 3 options are available:

*– **Option 1**: the HE's full details and credentials will be visible to all users consulting the his profile.*

*– **Option 2**: the HE's general information is available, but the contact details (including postal address, email, phone and fax numbers) and CV will be hidden from users consulting the HE's profile. Interested users will be required to contact the HE's IO if they want to know more about the HE. The figure below shows the standard text that will show on the HE's profile if this option is selected*

*– **Option 3**: the HE's information will be hidden from users consulting the HE's profile. Interested users will be required to contact the HE's IO to know more about the HE. Once the HE is in a Draft relationship, his/her full details will become visible to all parties involved (i.e., NE/HE, NIO/HIO, NEP/HEP).*