



Frequently Asked Questions

Traineeship at the EUAA under the EUAA Traineeship rules

This document was last updated on 21 August 2024.

Welcome to the European Union Agency for Asylum Traineeship page! We thank you for showing interest in our traineeship programme and look forward to receiving your application.

The traineeship rules and more details about the EUAA traineeship programme can be found on the traineeship page.

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Applying for the EUAA traineeship

1. Where can I find EUAA traineeship vacancies advertised?

EUAA's traineeship vacancies are advertised on the EUAA vacancies page.

2. How does the EUAA recruit its trainees?

If you are interested in the EUAA traineeship programme, please create a profile on our online application tool. Then you apply for the position you are interested in. Shortlisted trainees are then invited for an interview by the recruiting Centre. Successful candidates receive a traineeship offer. The start of the traineeship is either on the 1st or the 16th of the month.

3. Are there other traineeship opportunities?

The EUAA may also offer traineeship positions through the Blue Book traineeship programme of the European Commission. Please find more details via the link Homepage: [Homepage | Traineeships \(europa.eu\)](http://europa.eu).

4. I have completed my studies, but not yet received a diploma, can I apply?

Yes. You can apply if you have completed a degree of three years but at the stage of the eligibility check you should be able to provide a formal statement from your university confirming that you have obtained your degree. The date of the degree award must be clearly indicated and match your declaration in the application form.

5. Can I apply again if my application is not selected?

Yes. You can apply as often as you wish.

6. I will finish my three years studies after the deadline for applications. Can I apply?

No. In order to apply you must have completed a degree of at least three years or studied for at least three years by the start date of the traineeship.

7. What language skills are necessary when applying for a vacancy with EUAA?

Trainees are required to have a good working knowledge of English (at least B2 of the CEFL) as the EUAA's working language is English.





8. I come from a country that is not a member state of the EU, can I apply?

You can only apply if you have a nationality (i.e. passport) of an EU Member State or a Schengen associated country (Iceland, Liechtenstein, Norway or Switzerland). A valid residence permit is not considered proof of citizenship.

9. I have a “refugee status” in one of the Member States. Does this status give me the right to apply for one of the EUAA positions?

To apply for a traineeship position within EUAA, candidates must be nationals of one of the EU Member States or a Schengen associated country (Iceland, Liechtenstein, Norway, Switzerland).

10. I have a degree from a Non-European Union Country. Am I eligible to apply for a vacancy advertised by EUAA?

Qualifications obtained from institutions based outside of the European Union are accepted, provided that they are issued in an official EU language. If this is not the case, you must provide a certified translation of these documents into English.

11. I have already done a traineeship at another European institution. Can I apply?

Yes, you are still eligible to apply for a traineeship at the EUAA.

12. I have already done a traineeship at the EUAA. Can I apply again?

You can apply if you have been a Blue Book trainee, placed at the EUAA. You cannot apply if you have already done an EUAA traineeship.

13. If I have a disability or special needs, can I apply?

EUAA encourages candidates with disabilities to apply. Just tick the relevant box on your traineeship application and tell us of any adjustments or arrangements needed in relation to your disability so that we can accommodate your needs. Upon written justification you might receive a disability allowance, i.e. a supplement of 50% to your grant.

14. The deadline of the vacancy I would like to apply for has already passed. Can I still apply?

Applications received after the deadline are by default considered to be ineligible. This is done to maintain equal treatment among all prospective candidates, given that application deadlines are clearly indicated in our vacancy notices.





15. How do I decipher the International Classification level of my studies?

EUAA refers to the European Personnel Selection Office (EPSO) guidelines on educational qualifications. Please refer to the examples of types of qualifications accepted: https://epso.europa.eu/documents/2392_en.

You may also refer to International Standard Classification of Education (ISCED) to distinguish between various qualifications. Please find the simplified outline of this classification listed below:

ISCED 1	Primary education
ISCED 2	Lower secondary education
ISCED 3	Upper secondary education
ISCED 4	Post-secondary non-tertiary education
ISCED 5	Short-cycle tertiary education
ISCED 6	Bachelor's or equivalent level
ISCED 7	Master's or equivalent level
ISCED 8	Doctoral or equivalent level

16. Do I need to have work experience to apply for a traineeship?

No. You do not need to have work experience. However, if you have experience, please state in in your traineeship application.

The EUAA online application tool

17. I am having difficulties submitting my application. What should I do?

EUAA's systems support the most frequently used Internet browsers. If candidates encounter issues, they should consider changing the browser prior to contacting EUAA for assistance. We do not recommend using a mobile device when filling in an EUAA application. If the issues persist, please consult the Traineeship Application Guide before sending an email to traineeship@euaa.europa.eu.

18. I have not completed the online application. Would I be able to apply for a vacancy using my Curriculum Vitae instead?

No. The use of the official EUAA online application tool is mandatory to apply for an EUAA vacancy. Personal curriculum vitae will not be considered. The online application tool is the only acceptable means of submitting applications. Applications sent via email or post will not be accepted.

19. I have submitted my application, but I have not received an acknowledgement of receipt. How do I ensure my application form has been received?





All candidates should receive an acknowledgement of receipt when submitting their application form. Status of the submitted applications can be verified under My Applications page of your EUAA account. For further information please consult the Traineeship Application Guide.

20. Is it necessary to forward my supporting documents when applying for a vacancy?

No, supporting documents will be requested at a later stage to confirm the information submitted in the application.

21. May I apply for more than one traineeship opportunity?

Candidates must submit a separate application for each traineeship position. EUAA does not consider one single application to be valid for multiple ongoing procedures or profiles. It is strongly advised to thoroughly consult a vacancy notice prior to applying.

22. Will I receive a notification regarding the outcome of my application?

Due to the large volume of applications received, only candidates invited to the interview will be notified.

23. Is equal treatment guaranteed?

EUAA applies an equal opportunities policy and accepts applications without discriminating on the basis of gender, race, colour, ethnic or social origin, genetic features, language, religion, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

About the traineeship

24. What is the duration of the EUAA traineeship?

The EUAA traineeship runs up to six months and may be renewed for a period of a maximum of another six months. The maximum duration of a traineeship is one year.

25. How much will my traineeship grant be?

The amount of the traineeship grant is published on the EUAA website and revised on a regular basis.

26. What are the regular working hours in the EUAA?

The regular working hours are eight hours per day (Monday to Friday).

27. Will I get paid for working overtime?





No payment will be made for working overtime.

28. What supporting documents are required if I am offered a traineeship position?

You need to submit your passport/ID, your university degree/official declaration of your ongoing studies, your proof of sickness insurance and if applicable, proof to receive disability allowance.

29. Will I have holidays during my traineeship period?

Trainees are entitled to 2 days of leave per month. This entitlement is acquired pro rata counted from the 1st or the 16th day of the month worked. Days of leave not taken are not paid in lieu. Days taken for participation in any competition, exam or university work or for family reasons may be granted upon written justification, up to a maximum of 10 days during the traineeship period. In all cases, you must inform your adviser when you are not going to be in the office.

30. Do I need to open a bank account in Malta?

You need to have a bank account in the Eurozone, as your grant is paid in EUR. If you already have an account in the Eurozone, you can keep your bank account in your home country and get information yourself on how to use your bank cards in the place where you will be doing your traineeship.

31. How can I find accommodation?

Finding and paying for accommodation is entirely your responsibility. The EUAA will provide you with information on how to find accommodation.

32. Do I have to pay tax on my traineeship grant?

The traineeship grant does not fall under the special tax regulations applying to officials and other servants of the European Union. At the end of the traineeship EUAA will provide a financial declaration of the full amount paid to you. You are responsible for the payment of any taxes due on the EUAA grants by virtue of the laws in force in the Member State where the traineeship is to take place.

33. Can I attend training courses at the EUAA?

Trainees can attend some training courses organised at the EUAA which trainees require to carry out their tasks.

34. Will I have to do a report at the end of the traineeship?

Yes, you will have to provide a traineeship report at the end of your traineeship.

35. Will I receive a certificate at the end of the traineeship?





Yes, you will receive a certificate at the end of your traineeship.

36. What is the European Health Insurance Card?

The European Health Insurance Card is a free card issued by your national health insurance provider that gives you access to medically necessary, state-provided healthcare during a temporary stay in EU countries, Iceland, Liechtenstein, Norway and Switzerland under the same conditions and at the same cost (free in some countries) as people insured in that country. Note that it is not the same as a travel insurance and cannot be used for private sector health care providers.

The European Health Insurance card indicates your name, your date of birth and an identification number but no medical data.

37. Can I do a part-time traineeship?

No. All candidates who are accepted for a traineeship must work full time, which at the EUAA means 40h/week and 8 h/day.

38. What will happen on my first day?

There will be a welcome briefing where the main elements of your traineeship will be explained to you. Your mentor to bring you to the Centre where you are assigned.

39. Can I start the traineeship on any date of the month?

No. You can only start your traineeship on the 1st or the 16th of the month. There might also be a specific starting date set by the EUAA.

40. I would like to know what is expected from me. Is there any guide or task checklist to know what I am going to do during my traineeship from the first day?

You will receive a task description and learning objectives for the period of your traineeship. It is possible that your tasks change/develop during your traineeship.

41. Is there an age limitation for applying for a traineeship at the EUAA?

There is no official age limit for applying for a traineeship. However, the EUAA traineeship program is aimed at recent university graduates to gain initial work experience.

