

Minimum Requirements for a Qualified Letter of Reference

The letter of reference for your internship must meet the minimum requirements that the European Union provides for qualified letters of reference. If the reference does not meet these minimum standards, it cannot be accepted and the second instalment of your Erasmus+ funding will not be disbursed.

The qualified letter of reference must be written in English or German on a letterhead of the company providing the internship.

The reference must contain at least the following information:

- Name of the intern
- Name, address and website of the internship provider (i.e. the organisation or company where the internship was completed)
- Sector in which the internship provider is active
- Start and end dates of the internship
- Title of the internship (e.g., “internship in Human Resources”)
- Detailed work programme of the internship
- Knowledge, skills and competencies developed by the intern
- Assessment of the intern
- Date
- Name and signature of the person responsible at the internship provider