# Application Form for Membership to the Erasmus Student Network

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| Overview |
| Name of the organisation applying for membership |  |
| Proposed ESN name |  |
| Organisation address |  |
| Email |  | Website |  |
| Facebook |  | Instagram |  |
| **Main contact person** |
| Name |  |
| Position |  |
| Email |  |
| **Background** |
| Briefly describe the history of your organisation. How and when was it founded? |  |
| How did you find out about ESN? |  |
| Briefly describe an added value for your organisation to join ESN. |  |

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| Structure |
| **Board Members** |
| Position | Name | Tasks |
| *President* |  |  |
| *Vice-President* |  |  |
| *Treasurer* |  |  |
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| **Other positions** |
| Position | Name | Tasks |
| *Partnership Manager* |  |  |
| *Webmaster* |  |  |
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| **Teams (structures for volunteers who have no official position)** |
| Team name | Number of members | Tasks |
| *Communication Team* | *5* | *Supporting the Communication Manager* |
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| Members/volunteers |
| Number of volunteers |  |
| Number of buddies, if applicable |  |
| **Recruitment** |
| Briefly describe your recruitment process. |  |
| When did you last recruit? How many volunteers did you recruit? |  |
| **Orientation** |
| How did you introduce new volunteers to your organisation? How did you onboard them? |  |
| What orientation activities did you organise? |  |

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| Relationship with the IRO |
| Briefly describe your relationship with your university’s International Relations Office. |  |
| Is your organisation involved in informing incoming students about the exchange related matters? If so, which and how? |  |
| Is there a Buddy system and if so, who is responsible for it? How does the system work? |  |

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| Activities |
| For incoming students | *E.g. welcome/orientation week, city tour, cultural activities* |
| For outgoing students | *E.g. workshops aimed at the preparation for an exchange* |
| Events on international mobility for local community | *E.g. mobility promotion/informative events* |

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| Partners |
| Commercial partners |  |
| Institutional partners | *e.g. University, IRO, National Agency, National Erasmus+ Office, etc.* |
| Youth NGOs | *e.g. AIESEC, National Youth Network, National Youth Council, etc.* |

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| Funding |
| Where does your income come from? |  |
| Where do your major expenses go? |  |
| Do you have a semesterly/yearly budget? |  |

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| Institution |
| Name of the Higher-Educational Institution  |  |
| Contact of the IRO |  |
| Number of incomings | *Erasmus and non-Erasmus students* |
| Number of outgoings | *Erasmus and non-Erasmus students* |

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| Next stepsPlease identify your next steps and priorities. Which topics and activities will be the focus for you in the near future? |
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## Submitting the application form

This application should be submitted to the national level of your country if the country is listed [**here**](https://esn.org/sections). You can reach the national level by writing to country@esn.org (e.g. spain@esn.org)

If the country is currently not listed, you can submit the application to vicepresident@esn.org.

**Thank you for your interest and we are looking forward to working with you in ESN!**