# 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* |  |  | |  |  |  | |  |  |  | | **Other positions** | | | | Position | Name | Tasks | | *Partnership Manager* |  |  | | *Webmaster* |  |  | |  |  |  | |  |  |  | |  |  |  | | **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 steps Please 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](mailto:country@esn.org) (e.g. [spain@esn.org](mailto:spain@esn.org))

If the country is currently not listed, you can submit the application to [vicepresident@esn.org](mailto:vicepresident@esn.org).

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