



**INFORMATION PACKET**  
**FOR**  
**INCOMING ERASMUS+ TRAINEES**

## **Information for Incoming ERASMUS+ Trainees**

CSRI accepts applications for ERASMUS training for a minimum of 3 months to a maximum of a year. The students interested in the work conducted in CSRI will have to provide a complete application packet and to be available for an interview (in person or online) in order to be considered for a position.

A complete application comprises:

- CSRI Trainee Application Form (available from CSRI online at: People → Careers page)
- Learning Agreement (as above)
- Full CV
- Copy of passport/ID

These documents must be send by email to the CSRI ERASMUS+ Traineeship Coordinator, Dr Argiro Vatakis, at [avatakis@csri.gr](mailto:avatakis@csri.gr).

### **Accepted ERASMUS + Trainees**

Accepted ERASMUS+ Trainees must make sure of the following in order to move forward with their placement in CSRI.

- The University's ERASMUS coordinator will have to contact Argiro Vatakis ([avatakis@csri.gr](mailto:avatakis@csri.gr)) and inform her of the ERASMUS approval. The coordinator will also have to email Dr Vatakis the following:
  - Signed and finalized Learning Agreement
  - Signed and finalized Grant Agreement.
- The trainee will have to provide Dr Vatakis with the following:
  - Copy of the detailed Terms and Conditions of the Insurance coverage provided to the student by the sending institution or through a private insurance contract.

Upon arrival to CSRI, the trainee will:

- Provide his/her details (form will be provided by CSRI and will include full contact details, information on temporary address in Greece and address in university town, next of kin details, etc.)
- Sign an agreement on the proper use of resources in the Institute and respect of confidentiality of all personal and research information exchanged during his/her stay; the document will be countersigned by the CSRI director showing mutual confidentiality of such information by both parties.
- Be introduced to the timesheet keeping procedures in CSRI and will start using the corresponding procedures from the very start of his/her traineeship programme.

#### **Further information for EU Citizens Moving to Greece**

EU/EEA citizens do not need a work or residence permit to live and work in Greece. They can enter Greece with a valid ID or passport, regardless of the planned duration of their stay.

For over 90-day stays of EU nationals, registration at the local Aliens Bureau in the area of residency should be completed, where a Certificate of Registration (Residence Certificate) is issued. The Residence/Registration Certificate has unlimited validity and is issued free of charge (according to European Union directive 2004/38/EC).

The registration certificate will require the following documents (2 copies of each):

- Application form (available at the Aliens bureau)
- Copy of passport or identity card
- Four passport photos
- Proof of medical insurance (e.g., European Health Insurance Card)
- Certificate from CSRI on the duration of the Traineeship in Athens.
- Proof of local residence (rental agreement, property ownership documents or statement of person whose name is on the property deed).