

## Frequently Asked Questions

### Visa Requirements :

**Q: What type of visa do I need for a Council of Europe traineeship?**

A: Depending on your nationality and student status (for instance whether you are studying in your home country or abroad), this may vary. Please check with the French Embassy/Consulate in your country of current residence. Or check their visa website.

### Applications :

**Q: How many applications does the Council of Europe receive on a yearly basis?**

A: For the two sessions in 2016, we received 1840 applications.

**Q: How many trainees are accepted per session?**

A: Approximately 80, i.e. 160 per year (approx. 8% of all applicants).

**Q: Will I be informed of receipt of my application?**

A: Yes. Notification is sent by e-mail.

**Q: Do I need to attach recommendations to my application?**

A: No, please do not enclose any other document with your application form.

**Q: Should I contact the Council of Europe to check the status of my application?**

A: No. You will be informed about the outcome of the results as soon as the selection process is finalised. The decision-making may vary from case to case. However, if there is any change in your address, e-mail or telephone number, please update this information in your [candidate space](#).

**Q: Are all traineeships based in Strasbourg?**

A: No. The majority of traineeships are based at the Headquarters in Strasbourg. However, trainees can be selected for other offices of the Organisation such as the Brussels Office, the European Youth Centre in Budapest, and the European Centre for Global interdependence and solidarity in Lisbon.

**Q: Which Directorate do I chose to apply for a traineeship in a [Council of Europe Office](#) (i.e. Pristina, Venice, Sarajevo, Moscow, etc.)?**

A: Please choose Office of the Directorate General of Programmes and indicate in your motivation letter which office interests you and why.

### Possibility of adjusting traineeship periods :

**Q: Can I postpone my traineeship to a later date?**

A: No. A traineeship offer is for the specific session only. If the applicant declines this offer, he/she must re-apply for the following session and the application will be considered along with all the applications received for the chosen session.

### **Accommodation/Housing :**

**Q: Where can I stay in Strasbourg? What does it cost?**

A: It depends on the type of accommodation you prefer. Trainees can expect to find rooms in privately-owned houses for between €400 and €600 per month. You will most likely be asked to pay a deposit, and are advised to take out insurance for your personal possessions.

**Q: Could the Council of Europe help me find a place to stay?**

A: Staff members and trainees have to find their own accommodation.

### **Cancellation/Decline offer :**

**Q: What is the procedure for cancelling or declining the traineeship offer?**

A: Selected applicants must send an email to [traineeship.drh@coe.int](mailto:traineeship.drh@coe.int) informing whether they accept the offer or not, no later than the deadline as stated in the invitation email.

### **Financial Costs :**

**Q: How much does it generally cost to live in Strasbourg during the traineeship?**

A: It costs approximately €800 per month to cover accommodation, meals, transport and other living expenses.

**Q: Can I get any financial support from the Council of Europe?**

A: Unfortunately, the Council of Europe does not have sufficient funding to provide financial support to trainees.

## **Documents :**

**Q: What kind of documents do I need to provide prior to the beginning of the Traineeship?**

A: There are no documents to provide.

**Q: Do I need to have a health insurance plan?**

A: The Council of Europe automatically insures its trainees for basic medical and accident risks during the traineeship period. The reimbursement levels are based on the French Social Security rates (approximately 80% of the costs incurred).

If a trainee wishes to have a higher level of reimbursement, he or she should take out a private complementary insurance by his or her own means.

## **Employment :**

**Q: What are my chances of employment at the Council of Europe after the traineeship?**

A: The Traineeship Programme is not related to employment in the Council of Europe. There should be no expectation of employment within the Council of Europe after a traineeship. For further information on employment, see our website [Recruitment Process](#) for further details

**Q: How do I reach the Council of Europe traineeship programme?**

A:

Contact by post:

Directorate of Human Resources  
Council of Europe  
67075 Strasbourg Cedex  
France

By e-mail: [traineeship.drh@coe.int](mailto:traineeship.drh@coe.int)