

# Application Form for Membership to the Erasmus Student Network

## 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.

## Structure

### Board Members

Position	Name	Tasks
<i>President</i>		
<i>Vice-President</i>		
<i>Treasurer</i>		

### Other positions

Position	Name	Tasks
<i>Partnership Manager</i>		
<i>Webmaster</i>		

### Teams (structures for volunteers who have no official position)

Team name	Number of members	Tasks
<i>Communication Team</i>	<i>5</i>	<i>Supporting the Communication Manager</i>

## 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?

## 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?

## 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*

## 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.*

## Funding

Where does your income come from?

Where do your major expenses go?

Do you have a semesterly/yearly budget?

## 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*

## Next steps

Please identify your next steps and priorities. Which topics and activities will be the focus for you in the near future?

## Submitting the application form

This application should be submitted to the national level of your country if the country is listed [here](#). 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!**