

Registration Guide for New Entrepreneurs

Erasmus for Young Entrepreneurs aims to help you acquire relevant, practical skills for managing a small or medium-sized enterprise, by spending time in an enterprise in another EU country. It will help improve your know-how and foster cross-border transfers of knowledge and experience between entrepreneurs.

The main objective of Erasmus for Young Entrepreneurs is to facilitate exchanges of experience, learning and networking, for recently established and would-be EU entrepreneurs, by working with experienced entrepreneurs in other EU countries.

This guide explains the necessary steps for completing the registration form.

Please note that the online registration form is only available in English and must be completed in English.

STEP 1 – Prepare your registration

Before registering, please make sure that you have prepared the necessary documents, that are mandatory to validate your application, namely:

- Your business plan;
- Your Curriculum Vitae;
- Your motivations

Business plan

A business plan is a document that summarises the operational and financial objectives of one's business and contains the detailed schemes and budgets, which show how to realise the objectives.

New Entrepreneurs who apply, are requested to submit a **full business plan** which will be read by an intermediary organisation of their choice. This business plan should be submitted in a language that the intermediary organisation can understand (in most cases, it is best to use the language of the country where the intermediary organisation is located). The intermediary organisations will then be able to evaluate the viability of the business projects.

At this stage, the full business plan should not contain any confidential information. Your intermediary organisation may ask for additional information that you deem confidential. In that case, you can ask your intermediary organisation to sign a Non Disclosure Agreement (NDA) or sign any kind of confidential agreement you consider useful.

New entrepreneurs are also requested to submit in **English** an **overview of their plan to start a business**. This overview will be visible in the online catalogue, which gathers all valid New and Host Entrepreneurs. As such, New Entrepreneurs applicants are invited to formulate the summary in a way that it avoids any misuse and potential damage to them. You are free to use the format of your choice for the business plan. However, intermediary organisations can provide you with a template and/or advices if needed.

Curriculum Vitae

The curriculum vitae should include a summary of your educational & vocational background, your competencies/skills and your work experience.

It should be clear, concise, complete and up-to-date with current employment and educational information.

The Erasmus for Young entrepreneurs programme requires that you use the Europass format <http://europass.cedefop.europa.eu/>.

Your CV can be in any language but it is very likely that English will be understood by most of the users of the online catalogue, which gathers all valid applications and, as a consequence, English might be the most appropriate language in order for the intermediary organisations to do the match-making.

Motivations

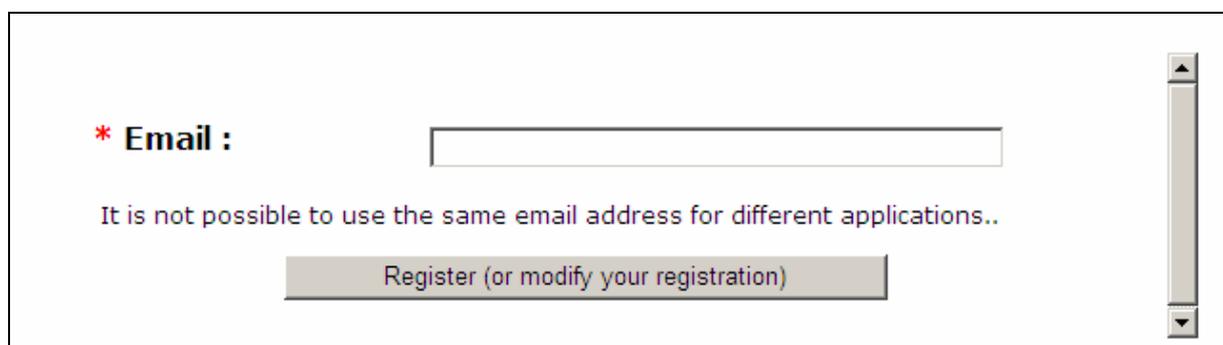
You will be required to explain why you are interested in participating in the Erasmus for Young Entrepreneurs programme, and describe your expectations. You should be eager to gain useful know-how for your own business, to contribute to the development of your host entrepreneur's business and make your own business skills available. You should demonstrate vision, initiative and creativity and personal commitment towards becoming an entrepreneur.

STEP 2 – Register!

How can I apply?

New Entrepreneurs have to apply online via the general link of the programme website, (www.erasmus-entrepreneurs.eu). You can submit through the "Apply now" section or you can directly apply as New Entrepreneurs in the section "Who can apply" & "Apply now as NE" (<http://www.erasmus-entrepreneurs.eu/page.php?pid=007>). Then, you must follow the next steps:

1. Enter your e-mail address;
2. Click the Register button;
3. Complete the form after clicking on the Register button.



* Email :

It is not possible to use the same email address for different applications..

Register (or modify your registration)

The Registration form



Welcome

You will first be asked to choose your status between New Entrepreneur or Host Entrepreneur; Then click “Next”.

* Do you want to register as a NEW or a HOST entrepreneur?

Someone who is firmly planning to set up his or her own business or has already started a business within the last three years is considered a new entrepreneur. Experienced entrepreneur should own or manage an SME in the EU. For more information, [click here](#).

New entrepreneur
 Host entrepreneur

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Your Profile!

You should indicate in this section your contact details and then click “next” (the fields with an * are mandatory).

* Title :	<input type="text" value="Please select"/>
* Last name :	<input type="text"/>
* First name :	<input type="text"/>
* Company name :	<input type="text"/>
* Address :	<input type="text"/>
* Postal code :	<input type="text"/>
* City :	<input type="text"/>
* Country :	<input type="text" value="Please select"/>
* Phone :	<input type="text" value="+32"/> <input type="text"/>
Fax :	<input type="text" value="+32"/> <input type="text"/>
Email :	<input type="text" value="mihoub@eurochambres.eu"/>
Website :	<input type="text"/>

Motivation

1. Explain (in up to 200 words) why you are interested in participating in the Erasmus for Young Entrepreneurs programme and your expectations. You should be eager to gain useful know-how for your own business but also to contribute to the development of the Host Entrepreneur's business by making available your own business skills. You should demonstrate vision, commitment, initiative and creativity.

* Please indicate why you wish to participate in the Erasmus for Young Entrepreneurs programme and state your expectations (up to 200 words) :

2. Submit your CV using the Europass format (<http://europass.cedefop.europa.eu/>). We recommend you upload your CV in PDF format.

* Please upload your CV
The [Europass CV format](#) is preferable, but not compulsory

3. Give a short overview of your plans to start a business (up to 400 words) in **English**. This overview will be visible in the online catalogue which gathers all accepted New and Host Entrepreneurs. Therefore, it is important **not** to disclose any confidential information.

* Please give a short overview of your plans to start a business (up to 400 words)

The Information should include:

- (a) Product or service idea
- (b) Envisaged customer target group
- (c) Activities planned for the first 12 months after the start-up



- Submit your business plan, ideally in PDF. If needed, your intermediary organisation can provide you with a business plan template. At this stage, you are only asked to give **non-confidential information**. You might, at a further stage, be contacted by your chosen intermediary organisation if they need any confidential information. In this case, your intermediary organisation can be required to sign a Non Disclosure Agreement (NDA) to assure you of the confidentiality of your data.

* Please upload your business plan (Preferred format: PDF) :

- Describe your experience in running a business

* Experience in running a business (in years) :

- Describe any other work experience

* Previous working experience (number of months) :

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- Click “next”

Languages

Your spoken language is one of the main criteria when searching for a suitable business partner.

You must be able to communicate properly with your host entrepreneur to share different points of view. Furthermore, the work or project proposed to you during your stay abroad (e.g. foreign market research), may require some specific language skills..

Given that no language training is provided with the programme, you should be comfortable working in the foreign languages you have selected in your applications (i.e. no difficulty in understanding, speaking or writing the language(s)).

Although there are no specific language requirements, it is recommended that the NE has a relatively good level in English or that he masters a second language in addition to his/her mother tongue.

1. Select your mother tongue

*** Please specify your mother tongue :**

<input checked="" type="radio"/> Bulgarian	<input checked="" type="radio"/> Finnish	<input checked="" type="radio"/> Polish
<input checked="" type="radio"/> Czech	<input checked="" type="radio"/> French	<input checked="" type="radio"/> Portuguese
<input checked="" type="radio"/> Danish	<input checked="" type="radio"/> Hungarian	<input checked="" type="radio"/> Romanian
<input checked="" type="radio"/> German	<input checked="" type="radio"/> Italian	<input checked="" type="radio"/> Slovak
<input checked="" type="radio"/> English	<input checked="" type="radio"/> Lithuanian	<input checked="" type="radio"/> Slovenian
<input checked="" type="radio"/> Greek	<input checked="" type="radio"/> Latvian	<input checked="" type="radio"/> Swedish
<input checked="" type="radio"/> Spanish	<input checked="" type="radio"/> Maltese	
<input checked="" type="radio"/> Estonian	<input checked="" type="radio"/> Dutch	

2. Select other working languages (i.e. a language that you have no difficulty understanding, speaking or writing).

Please specify other languages in which you are comfortable working : [i](#)

<input type="checkbox"/> Bulgarian	<input type="checkbox"/> Finnish	<input type="checkbox"/> Polish
<input type="checkbox"/> Czech	<input type="checkbox"/> French	<input type="checkbox"/> Portuguese
<input type="checkbox"/> Danish	<input type="checkbox"/> Hungarian	<input type="checkbox"/> Romanian
<input type="checkbox"/> German	<input type="checkbox"/> Italian	<input type="checkbox"/> Slovak
<input type="checkbox"/> English	<input type="checkbox"/> Lithuanian	<input type="checkbox"/> Slovenian
<input type="checkbox"/> Greek	<input type="checkbox"/> Latvian	<input type="checkbox"/> Swedish
<input type="checkbox"/> Spanish	<input type="checkbox"/> Maltese	
<input type="checkbox"/> Estonian	<input type="checkbox"/> Dutch	

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3. Click “next”



Business sector

The business sector is another important criterion for finding a suitable business partner. You need to specify the business sector of your future or recently started company, as well as your other sectors of interest.

1. Specify the business sector of your future or recently established enterprise.

* Please specify the main business sector of your future or current business activity: 

<input type="checkbox"/> Advertising, promotion, printing, media and related products and services	<input type="checkbox"/> Furniture, domestic appliances and cleaning products
<input type="checkbox"/> Agricultural, forestry, horticultural, aquacultural and apicultural products and services	<input type="checkbox"/> Health, beauty and social services
<input type="checkbox"/> Architectural, construction, engineering and inspection services	<input type="checkbox"/> Hotel, restaurant, tourism, travel services and wellness
<input type="checkbox"/> Automotive industry	<input type="checkbox"/> Industrial machinery production, installation, repair and maintenance
<input type="checkbox"/> Chemical products	<input type="checkbox"/> IT, office and communication equipment, services and supplies
<input type="checkbox"/> Clothing, footwear, leather and textile, luggage articles and accessories	<input type="checkbox"/> Legal, fiscal and other consultancy services
<input type="checkbox"/> Community, social and personal services	<input type="checkbox"/> Medical equipments, pharmaceuticals and personal care products
<input type="checkbox"/> Construction sector and real estate	<input type="checkbox"/> Mining, machinery for mining, basic metals and related products
<input type="checkbox"/> Crafts, art materials and accessories	<input type="checkbox"/> Music, theater, events and related cultural and entertainment services
<input type="checkbox"/> Distribution and Retail sector	<input type="checkbox"/> Organic/Bio/Eco products & services
<input type="checkbox"/> Education and training services	<input type="checkbox"/> Research and development equipment & services
<input type="checkbox"/> Electrical machinery, apparatus, equipment and consumables; lighting	<input type="checkbox"/> Security, fire-fighting, police and defence equipment
<input type="checkbox"/> Energy, fuel, electricity and other sources of energy	<input type="checkbox"/> Transport and Logistics services
<input type="checkbox"/> Financial and insurance services	<input type="checkbox"/> Water distribution, Sewage, refuse, cleaning and environmental services
<input type="checkbox"/> Food, beverages, tobacco and related products	



2. Select up to 4 additional business sectors of interest for your future or current activity

Please specify other business sectors of interest: 

<input type="checkbox"/> Advertising, promotion, printing, media and related products and services	<input type="checkbox"/> Furniture, domestic appliances and cleaning products
<input type="checkbox"/> Agricultural, forestry, horticultural, aquacultural and apicultural products and services	<input type="checkbox"/> Health, beauty and social services
<input type="checkbox"/> Architectural, construction, engineering and inspection services	<input type="checkbox"/> Hotel, restaurant, tourism, travel services and wellness
<input type="checkbox"/> Automotive industry	<input type="checkbox"/> Industrial machinery production, installation, repair and maintenance
<input type="checkbox"/> Chemical products	<input type="checkbox"/> IT, office and communication equipment, services and supplies
<input type="checkbox"/> Clothing, footwear, leather and textile, luggage articles and accessories	<input type="checkbox"/> Legal, fiscal and other consultancy services
<input type="checkbox"/> Community, social and personal services	<input type="checkbox"/> Medical equipments, pharmaceuticals and personal care products
<input type="checkbox"/> Construction sector and real estate	<input type="checkbox"/> Mining, machinery for mining, basic metals and related products
<input type="checkbox"/> Crafts, art materials and accessories	<input type="checkbox"/> Music, theater, events and related cultural and entertainment services
<input type="checkbox"/> Distribution and Retail sector	<input type="checkbox"/> Organic/Bio/Eco products & services
<input type="checkbox"/> Education and training services	<input type="checkbox"/> Research and development equipment & services
<input type="checkbox"/> Electrical machinery, apparatus, equipment and consumables; lighting	<input type="checkbox"/> Security, fire-fighting, police and defence equipment
<input type="checkbox"/> Energy, fuel, electricity and other sources of energy	<input type="checkbox"/> Transport and Logistics services
<input type="checkbox"/> Financial and insurance services	<input type="checkbox"/> Water distribution, Sewage, refuse, cleaning and environmental services
<input type="checkbox"/> Food, beverages, tobacco and related products	

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3. Click “next”



Geographical preferences

In this section, you should indicate your preferred countries for your stay abroad.

1. Select your primary choice

*** Please indicate your preferred target country for the exchange (this has to be different from your country of origin) :** i

<input checked="" type="radio"/> Austria	<input checked="" type="radio"/> Germany	<input checked="" type="radio"/> Netherlands
<input checked="" type="radio"/> Belgium	<input checked="" type="radio"/> Greece	<input checked="" type="radio"/> Poland
<input checked="" type="radio"/> Bulgaria	<input checked="" type="radio"/> Hungary	<input checked="" type="radio"/> Portugal
<input checked="" type="radio"/> Cyprus	<input checked="" type="radio"/> Ireland	<input checked="" type="radio"/> Romania
<input checked="" type="radio"/> Denmark	<input checked="" type="radio"/> Italy	<input checked="" type="radio"/> Slovakia
<input checked="" type="radio"/> Czech Republic	<input checked="" type="radio"/> Latvia	<input checked="" type="radio"/> Slovenia
<input checked="" type="radio"/> Estonia	<input checked="" type="radio"/> Lithuania	<input checked="" type="radio"/> Spain
<input checked="" type="radio"/> Finland	<input checked="" type="radio"/> Luxembourg	<input checked="" type="radio"/> Sweden
<input checked="" type="radio"/> France	<input checked="" type="radio"/> Malta	<input checked="" type="radio"/> United Kingdom

2. Select up to 4 other possible countries for the exchange

Please indicate other possible countries for the exchange : i

<input type="checkbox"/> Austria	<input type="checkbox"/> Germany	<input type="checkbox"/> Netherlands
<input checked="" type="checkbox"/> Belgium	<input type="checkbox"/> Greece	<input type="checkbox"/> Poland
<input type="checkbox"/> Bulgaria	<input type="checkbox"/> Hungary	<input type="checkbox"/> Portugal
<input type="checkbox"/> Cyprus	<input type="checkbox"/> Ireland	<input type="checkbox"/> Romania
<input type="checkbox"/> Denmark	<input type="checkbox"/> Italy	<input type="checkbox"/> Slovakia
<input type="checkbox"/> Czech Republic	<input type="checkbox"/> Latvia	<input type="checkbox"/> Slovenia
<input type="checkbox"/> Estonia	<input type="checkbox"/> Lithuania	<input type="checkbox"/> Spain
<input type="checkbox"/> Finland	<input type="checkbox"/> Luxembourg	<input type="checkbox"/> Sweden
<input type="checkbox"/> France	<input type="checkbox"/> Malta	<input type="checkbox"/> United Kingdom

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3. Click "next "

Duration and period of the exchange period

You should mention in this section the maximum number of months you can go abroad, and the periods when you are available for the exchange. This information is of utmost importance in the search for a suitable Host Entrepreneur.

1. Specify the length for your exchange

The exchange should last between one and six months and needs to be completed within an overall time span of twelve months. Within this time span, the stay may be divided into a number of shorter time slots (minimum: one week per slot).

* Please specify your preferred length of the exchange (in months) : 

1

2

3

4

5

6

2. Specify your preferred periods for the exchange

The more flexible you are, the greater choice you will have in finding a host entrepreneur

* Please specify the months in which you will be available for the exchange 

[Select all] [Reset]

<input type="checkbox"/> April 2009	<input type="checkbox"/> September 2009	<input type="checkbox"/> February 2010
<input type="checkbox"/> May 2009	<input type="checkbox"/> October 2009	<input type="checkbox"/> March 2010
<input type="checkbox"/> June 2009	<input type="checkbox"/> November 2009	<input type="checkbox"/> April 2010
<input type="checkbox"/> July 2009	<input type="checkbox"/> December 2009	<input type="checkbox"/> May 2010
<input type="checkbox"/> August 2009	<input type="checkbox"/> January 2010	<input type="checkbox"/> June 2010

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3. Click “next “

Selection of intermediary organisation and submission

More than 100 intermediary organisations across 21 EU countries, have been selected to run the programme. They generally operate at national or regional level. They help New Entrepreneurs find the best Host Entrepreneurs through match-making, they facilitate contacts, follow the relationships before the start of exchange and act as guide and contact throughout it. They also offer local assistance to visiting New Entrepreneurs during their stay with the Host Entrepreneurs (assistance on housing, transport, insurance, etc.).

In this section, you have to select one of the intermediary organisations active in your country or region of origin. If you live in an EU country with no intermediary organisation, you can contact one of the 100 intermediary organisations located in other countries. You will find more information about the intermediary organisations involved in the programme at <http://www.erasmus-entrepreneurs.eu/page.php?cid=05>

1. Select the country of your intermediary organisation (i.e. normally your country).

* Please select a country :

2. Choose your intermediary organisation.

* Please select an IO : 1

Note: Interested new entrepreneurs from third countries can participate in the programme provided that they have started or have the intention of starting an enterprise in the EU. They must be permanent residents in one of the EU countries.

3. Add any relevant information you think is important to state at this stage of the process.



Further relevant information, including special requirements or wishes, hobbies, etc. :

2000 character(s) left

4. The question below will help us to promote the programme in the future.

How did you hear about the programme? :

Website
 Press
 Radio
 TV
 Intermediary Organisation
 Other

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Submit

STEP 3 – Confirm your registration

Your registration form is now completed. You can press the  button.

Please note that your application will be submitted if and only if you have duly completed all mandatory fields. If you have any difficulties in answering a question, you can skip it and come back to it later, by clicking on “Next page” or “Previous page”.

Once your application is submitted, you will receive an automatic email from the Erasmus for Young Entrepreneurs Support Office, requesting that you confirm your application to the programme by clicking on the link provided in the e-mail message. This confirmation is mandatory in order to ensure that you are the author of the application. **If you do not confirm your application, it will not be considered as valid and thus, will not be processed.**

A second e-mail will be sent to you upon confirmation of your application. It will contain your individual login and password to access your application in case you need to modify some of the information provided.

Your application will now be processed by your chosen intermediary organisation for validation. Your intermediary organisation has 2 weeks to check your application and may contact you if any additional information is needed.

Once your application has been accepted by your intermediary organisation, your profile will be submitted to the online catalog of approved candidates. The catalog is only accessible by the intermediary organisations, the accepted Host Entrepreneurs and the accepted New Entrepreneurs, except when indicated otherwise.

You will receive a third e-mail informing you that you have been accepted to the Erasmus for Young Entrepreneurs programme and giving you access to the online catalog and the user's guide, for finding a suitable business partner. Your intermediary organisation will also contact you to organise the exchange.

STEP 4 – Advice and assistance

Please contact your intermediary organisation for any further information you may have about the registration process and/or about the programme. The list of intermediary organisations is available at <http://www.erasmus-entrepreneurs.eu/page.php?cid=05>.

More details about the programme are available [here](#).

For further general questions, you can contact the Support Office:

Ms Typhaine Beauperin & Ms Habla Mihoub
Erasmus for Young Entrepreneurs Support Office

c/o EUROCHAMBRES

Avenue des Arts, 19 A/D

B-1000 Brussels, Belgium

Tel: +32 (0)2 282 08 73 - Fax: +32 (0)2 280 01 91

Email: support@erasmus-entrepreneurs.eu