

Process Overview

The steps from submitting your application to your selection

Pre-selection phase

1. Opening

Applications open twice a year

- For traineeships starting in **October**, applications open in **February**.
- For traineeships starting in **March**, applications open in **July–August of the previous year**.

All **supporting documents must be submitted** together with the application form, **merged into one PDF file**.

[Check what supporting documents should be attached to the application form](#)

2. Submission of applications

You can submit only one application per session and per traineeship type:

- Administrative traineeship for university graduates (ADMIN - UG)
- Administrative traineeship for Vocational Education and Training graduates (ADMIN - VET) or
- Translation (TRA)

3. Assessment

Your application is assessed based on:

- your academic background
- language skills
- other skills and experience

National guiding rates are applied to EU candidates to ensure a balanced geographical representation.

Nationals of non-EU countries are grouped under a single quota.

4. Eligibility check

A pre-selection committee verifies your supporting documents against your declarations

- All pre-selected candidates are included in the **Virtual Blue Book**.

Selection phase

1. Application for the posts

Candidates in the Virtual Blue Book can apply for up to three traineeship positions

Please note that certain Directorates General, Services or Agencies may not recruit nationals from non-EU countries [PDF].

- There are **around three times more candidates as there are available places**.
- Recruiting services may contact candidates and may organise interviews.

2. Recruitment

If selected, the Traineeships Office issues a placement offer

- Your selection becomes final **only when the offer appears in your account**.
- Any informal or unofficial communication does **not** count as an offer.

3. Your decision

You can accept or refuse the placement offer:

- **Accept** → your traineeship is confirmed. [Discover what happens next](#)
- **Refuse** → no further offers and no traineeship.
Each application is valid for **one session only**. You may apply again for a future session.

Related links

https://traineeships.ec.europa.eu/about/calendar-sessions_en

Calendar

What happens and when for each of the traineeship sessions

March 2027
Applications From 22 July 2026, 10:00 a.m. (Brussels time) To 4 September 2026, 10:00 a.m. (Brussels time) You can submit only one application per session and per type of traineeship, administrative (ADMIN) or translation (DGT). Apply or check your account
Preselection September - October
Selection November- December
Traineeship 1 March 2027 - 31 July 2027