**Cos number application steps**

The following **5 documents** are required to complete the application process:

1. **Certificate of Sponsorship (CoS) form (attached)** which must be filled out electronically and returned with all the other documents.
2. **Valid passport** which must be **valid for 6 months** from the date of return from the UK. We require **all pages** of the passport **including blank pages** and the **front and back cover**.
3. **Letter from the home university. This should be signed, stamped, dated and printed on the Universities headed paper.** The letter needs to containthe exact start and end date of the work placement, the total amount of Erasmus grant the student is entitled to per month and what the student is currently studying.
4. **Letter from the host organisation. This should be signed, stamped, dated and printed on the organisations headed paper.** The letter needs to containthe exact start and end date of the work placement and an outline of the students’ duties.
5. **Trainee Learning Agreement**.

It is important to make sure information is correct as any information missing or incorrect on the CoS form will/may cause a delay in the process.

**Please note: all documents must be attached in PDF format to your email**. **We do not** accept web links like google, RAR or one drive attachments.

You will receive a CoS for your students within **4 weeks from the date of submitting ALL documents**. We will not be able to accept individual applications from students. It is therefore your responsibility to ensure that students understand the process and provide the accurate information in the correct format.