

Cos'è il programma europeo di scambio per imprenditori

Erasmus per giovani imprenditori è un programma di scambio transfrontaliero che offre ai nuovi imprenditori – o aspiranti tali – definiti New Entrepreneurs (NE) l'opportunità di imparare i segreti del mestiere da professionisti già affermati che gestiscono piccole o medie imprese in un altro paese partecipante al programma, definiti Host Entrepreneurs (HE).

Lo scambio di esperienze avviene nell'ambito di un periodo di lavoro presso la sede dell'imprenditore esperto per un periodo **da 1 a 6 mesi**, il quale aiuta il nuovo imprenditore ad acquisire le competenze necessarie a gestire una piccola impresa.

Profilo del Nuovo Imprenditore

Puoi prendere parte al programma come nuovo imprenditore se:

- sei seriamente intenzionato ad avviare una tua attività sulla base di un solido progetto imprenditoriale;
- hai costituito un'impresa nell'arco degli **ultimi 3 anni**.

La tua (futura) impresa o attività può operare in qualsiasi settore. Non ci sono limiti di età.

A ogni modo, devi anche:

- risiedere stabilmente in un in uno dei paesi partecipanti al programma;
- avere un'idea o un progetto imprenditoriale concreto, riportato in un progetto d'impresa;
- essere disposto a dedicare la tua motivazione e il tuo impegno alla collaborazione con un imprenditore esperto di un altro paese partecipante;
- essere pronto a contribuire allo sviluppo dell'attività dell'imprenditore ospitante mettendo a sua disposizione le tue competenze e le tue abilità;
- essere disposto ad aggiungere i fondi necessari a complementare il finanziamento offerto dal programma per coprire i costi del tuo soggiorno all'estero.

Benefici per nuovi imprenditori

La partecipazione attiva al programma Erasmus per giovani imprenditori offre agli **aspiranti imprenditori** grandi benefici, opportunità uniche che li aiutano ad avviare o gestire con successo la propria attività:

- Fino a sei mesi di soggiorno presso un imprenditore già affermato in un altro paese partecipante al programma; in questo periodo il giovane professionista acquisisce in modo pratico e diretto importanti conoscenze su molteplici aspetti della costituzione di un'impresa, quali: marketing e vendite, contabilità finanziaria, rapporti con il cliente, finanza aziendale, ecc. È un'ottima occasione per migliorare il proprio progetto d'impresa.
- Potenziamento della fiducia in se stessi e delle proprie abilità: *know-how* o conoscenze specifiche del settore, competenze tecniche e di gestione.
- Opportunità di collaborare con altri imprenditori e di sviluppare rapporti di cooperazione commerciale oltre confine.
- Ampliamento della propria rete di contatti e creazione di rapporti duraturi la cui utilità può manifestarsi sotto forma di consulenza reciproca, referenze aziendali e individuazione di nuovi partner all'estero.
- Occasione di conoscere sistemi culturali e organizzativi diversi e di scoprire come funzionano le imprese in un altro paese partecipante al programma.
- Possibilità di conoscere e capire la realtà aziendale di un altro paese partecipante.
- Miglioramento delle proprie competenze linguistiche.

Attività e responsabilità

Al nuovo imprenditore che partecipa al programma Erasmus per giovani imprenditori spettano i **seguenti compiti e le seguenti responsabilità:**

- Elaborare e firmare un progetto di "Impegno per la qualità" che garantisca il regolare sviluppo del rapporto di lavoro con l'imprenditore ospitante. Il documento deve indicare, tra l'altro, gli obiettivi del soggiorno e la proposta per un programma di attività.
- Firmare un accordo con il centro di contatto locale relativo al pagamento della sovvenzione assegnata per il soggiorno. Il documento deve specificare i compiti, le responsabilità, le condizioni finanziarie e le implicazioni legali del progetto nell'arco del periodo stabilito.

- A soggiorno ultimato, compilare e consegnare un questionario, in cui si descrive il lavoro svolto, le competenze e le conoscenze acquisite nonché i benefici tratti dallo scambio per lo sviluppo della propria impresa.
- Contribuire al successo e all'utilità dell'esperienza.

Le attività da svolgere nel corso del soggiorno vanno decise di comune accordo con l'imprenditore ospitante e possono consistere in:

- Affiancare l'imprenditore esperto e seguirne il lavoro da vicino;
- Condurre indagini di mercato e sviluppare nuove opportunità di business;
- Partecipare a progetti di sviluppo dell'imprenditorialità, innovazione e ricerca e sviluppo;
- Migliorare o perfezionare il proprio progetto d'impresa;
- Acquisire una migliore comprensione della finanza aziendale;
- Scoprire le strategie di marca, vendita e marketing dell'imprenditore ospitante.

Sostegno finanziario

Il sostegno finanziario fornito ai nuovi imprenditori contribuisce a coprire i costi di viaggio e di soggiorno. La sovvenzione viene pagata dal centro di contatto locale, scelto dal beneficiario stesso (che ne specifica l'identità nella propria candidatura on-line). Il nuovo imprenditore e il suo centro di contatto locale firmano un accordo che definisce l'importo del finanziamento assegnato per il soggiorno all'estero e le modalità pratiche di pagamento (ad es. versamento parziale all'inizio dello scambio, pagamento mensile, ecc.). L'aiuto finanziario è calcolato su base mensile e riflette il costo della vita del paese di destinazione.

Come partecipare

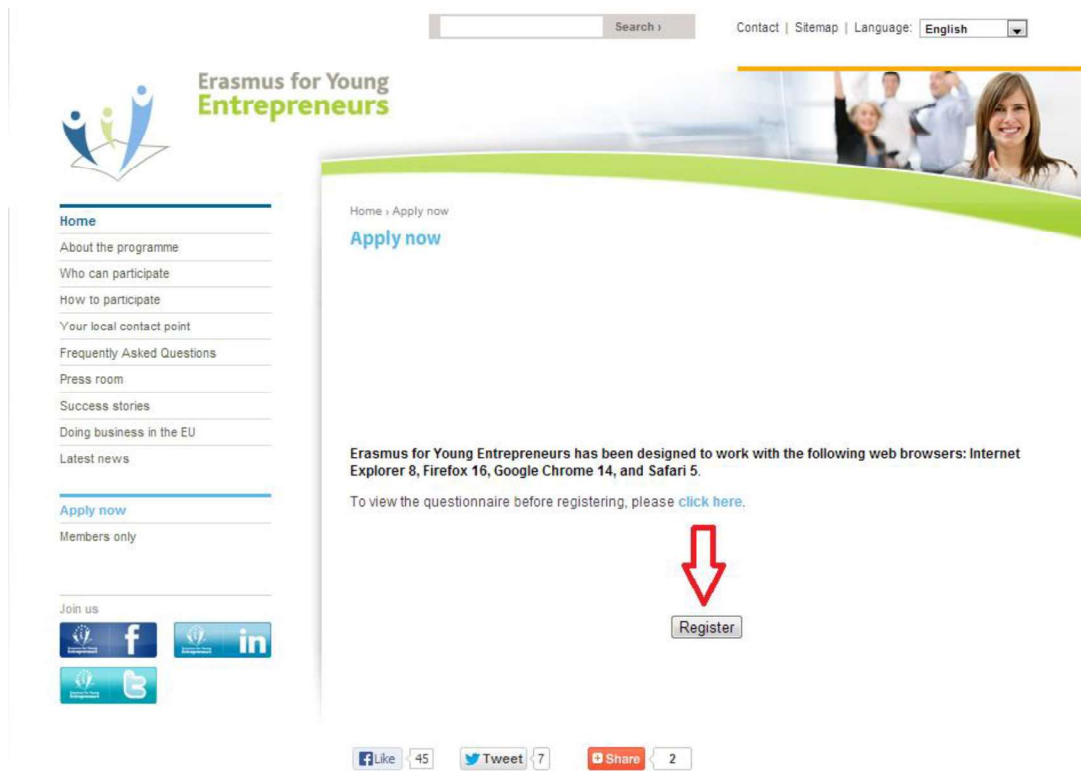
I professionisti già affermati che desiderano partecipare al programma di scambio per imprenditori possono fare domanda usando lo [strumento di iscrizione on-line](http://www.erasmus-entrepreneurs.eu/page.php?pid=051#.UpODuMSsh8E). <http://www.erasmus-entrepreneurs.eu/page.php?pid=051#.UpODuMSsh8E> I candidati dovranno indicare un centro di contatto locale, scelto, di regola, tra quelli attivi nel [loro paese di residenza](#) (in questo caso Indaco). Il ruolo del centro sarà quello di guida e interlocutore di riferimento per tutto il processo.

INDACO – Contatti

Referente: Martina Fontanelli Email project@indaco.coop
 Telefono 0721 23035 Via Sirolo, 24 – Pesaro

STEP 2 – Register!

The online registration form is available on the programme website www.erasmus-entrepreneurs.eu under the section “Apply now”.



The screenshot shows the website interface for Erasmus for Young Entrepreneurs. At the top right, there is a search bar and a language dropdown menu set to 'English'. The main header features the program logo and a banner image of a group of people. A left sidebar contains a navigation menu with links such as 'Home', 'About the programme', 'Who can participate', 'How to participate', 'Your local contact point', 'Frequently Asked Questions', 'Press room', 'Success stories', 'Doing business in the EU', and 'Latest news'. Below the menu are social media icons for Facebook, LinkedIn, and Twitter. The main content area is titled 'Apply now' and contains the following text: 'Erasmus for Young Entrepreneurs has been designed to work with the following web browsers: Internet Explorer 8, Firefox 16, Google Chrome 14, and Safari 5. To view the questionnaire before registering, please [click here](#).' A large red arrow points down to a 'Register' button. At the bottom of the page, there are social sharing buttons for 'Like' (45), 'Tweet' (7), and 'Share' (2).

Enter your e-mail address and click on the Register button.

Please note that Erasmus for Young Entrepreneurs works with the following web browsers: Internet Explorer 8, Firefox 16, Google Chrome 14, and Safari 5.

Once you register, you will not be able to change your e-mail address (nor your first and last name) any longer. Therefore, please make sure that you will not lose access to this account in the future.

Welcome page of the application form for new entrepreneurs

The first page of the application form explains the registration process.

Choose your status 'New entrepreneur' and click on 'Next'. It is recommended to save as draft your application at least once during the registration process.

Registration steps:
Welcome
Your profile
Motivation
Languages
Business sector
Geographical preferences
Duration and period of the exchange
Selection of IO and submission

Welcome to the registration form to participate in Erasmus for Young Entrepreneurs as an entrepreneur!

The information you will provide in this multi-page form will be transmitted to your chosen Intermediary Organisation (IO). To view a list of the IOs officially appointed for the programme, please [click here](#).

Your chosen IO will normally contact you within 2 weeks after you have completed and confirmed your submission.

Once your application has been processed and accepted by your IO, the information you provided will be entered into the on-line catalogue of accepted entrepreneurs, where you will be able to find possible counterparts. The catalogue is accessible to all IOs, the accepted Host Entrepreneurs (HEs) and the accepted New Entrepreneurs (NEs), except where indicated otherwise.

Before proceeding to fill out this form, please make sure you have at hand the following documents: updated version of your CV, your business plan (only if you are a new entrepreneur) and other relevant documents you may find useful to accompany your application.

You can at any time save a draft of your application and resume the registration process later on. It is recommended to do frequent saves of your information, to avoid any loss of data.

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

New entrepreneur

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](#).

Next
Save draft

* = mandatory fields

The collected personal data (e.g. name, address, phone/fax numbers, e-mail) is intended for the express purpose of organising the Erasmus for Young Entrepreneurs exchange. This information may be disseminated electronically or on paper and conferred to other participants in the interest of facilitating communication among them, as well as for the promotion of future events on this subject or on similar subjects. This registration procedure is subject to data privacy rules and is executed in compliance with Regulation (EC) 45/2001 on the data protection of personal data and the processing thereof. A privacy policy statement specifies how your data will be used. If you want to exert your right to access, modify, rectify or delete your personal data please contact us. Complaints, in case of conflict, can be addressed to the European Data Protection Supervisor (<http://www.edps.europa.eu>).

Your Profile

This section is about your personal data. Please indicate your contact details and then click 'Next' (the fields with an * are mandatory).

If you do not specify your country you will not be able to select an Intermediary Organisation on the last step of your registration process.

Registration steps: Welcome > **Your profile** > Motivation > Languages > Business sector > Geographical preferences > Duration and period of the exchange > Selection of IO and submission

*** Profile information**

Title:

Last name:

First name:

Company name:

Address (300 character(s) left):

Zip code(postal code):

City:

Country:

Phone:

Fax (if any):

Email:

Website (if any):

Skype ID (if any):

Please fill-in your personal information.

*** Have you already started your own business ?**

Yes
 No

Please state if you have already started a business.

* = mandatory fields

Motivation

In this section, you are required to explain why you are interested in participating in the Erasmus for Young Entrepreneurs programme and how you wish to contribute to the host entrepreneur's company. You should demonstrate:

- A real commitment to invest in a learning experience;
- A clearly identifiable commitment towards being an entrepreneur;
- Clear and well defined learning needs;
- A willingness to contribute to the development of the host entrepreneur's business and to make available your skills and competences;
- Dynamism, seriousness, creativity and initiative.

Please be as concise and precise as possible as the motivation is a very important criterion for selection.

| Registration steps: | Welcome | Your profile | Motivation | Languages | Business sector | Geographical preferences | Duration and period of the exchange | Selection of IO and submission | | | | | | |
|---|---------|--------------|---|-----------|-----------------|--------------------------|-------------------------------------|--------------------------------|--|--|--|--|--|--|
| * Please indicate why you wish to participate in the Erasmus for Young Entrepreneurs programme and state your expectations: | | | | | | | | | | | | | | |
| 2000 character(s) left | | | Please be as concise and concrete as possible, as your motivation is a very important criterion for selection. | | | | | | | | | | | |
| <input type="text"/> | | | | | | | | | | | | | | |
| * How should your stay abroad help you develop your business?: | | | | | | | | | | | | | | |
| 2000 character(s) left | | | | | | | | | | | | | | |
| * Have you worked or studied abroad before? How do you plan to prepare yourself for your stay with the Host Entrepreneur?: | | | | | | | | | | | | | | |
| 2000 character(s) left | | | Please fill-in some comments. | | | | | | | | | | | |
| * Which added value can you provide to your envisaged Host Entrepreneur? Why should the Host Entrepreneur choose you?: | | | | | | | | | | | | | | |
| 2000 character(s) left | | | Please be as concise and concrete as possible, as your potential Host Entrepreneur is very interested in your answer. | | | | | | | | | | | |

The CV should be submitted preferably in **English**. If you use another language, please make sure that the selected Intermediary Organisation understands it.

| | |
|---|--|
| * Please upload your CV (Preferred format: PDF). The Europass CV format in English is preferable, but not compulsory: | |
| <input type="button" value="No file select..."/> <input type="button" value="Choose File"/> | Please upload your CV file (.PDF, .DOC). Maximum file size of 200KB. |
| <input type="text"/> | |

You should provide a **summary** of your business plan in **2000 characters**.

This overview will be visible to all accepted entrepreneurs in the online database as well as to all existing Intermediary Organisations, Support Office and European Commission. Therefore, you are required to formulate it in a way that does not disclose confidential information.

*** Please give short overview of your plans to develop a business (preferably in English):**

2000 character(s) left

The business plan must at least contain:

- a) A clear description of the product or service to be offered;
- b) A market analysis that includes definition and assessment of the target market;
- c) It should also include competitors analysis as well as NEs marketing and sales plan;
- d) A financial plan including estimated expenses and income in the following 2 years and a break-even analysis.

Please formulate the summary in a way that does not disclose confidential information.

Please upload the **full business plan**. The business plan is a confidential document that will only be accessible to you, your Intermediary Organisation (Local Contact Point), the Support Office and the European Commission. It should be submitted in an official language of the EU or the language of one of the other Participating Countries that your Intermediary Organisation understands.

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

No file select...

This information will only be available to your chosen IO, not to other entrepreneurs. The IO is fully responsible for the confidential treatment of the business plan. If the content needs special protection, you may consider to sign a non-disclosure agreement (NDA) with the IO. Maximum file size of 200KB.

If you have any additional supporting document, please upload it.

Other supporting document:

No file select...

If you want to provide some other useful document. Maximum file size of 200KB.

Description of the document:

2000 character(s) left

Write a description of the attached document.

Add the information about professional work experience **as entrepreneur in number of years**. Please note that this reflects the entrepreneurial experience and not the professional one in general, mentioned at the next question.

*** Experience in running a business (number of YEARS):**

Professional work experience as entrepreneur (years, number only). NOT THE WORKING EXPERIENCE AS AN EMPLOYEE. Please note that if you have more than 3 years of entrepreneurial experience, you should register as Host Entrepreneur. If you fail to do so, your application as New Entrepreneur will be automatically removed from our system.

And any other professional work than entrepreneur.

* Previous working experience (number of MONTHS):

This is for any professional work experience other than as entrepreneur (number only).

[Previous](#) [Next](#)

[Save draft](#)

Click 'Next' or save as draft.

Languages

The success of an exchange depends on the ability of both entrepreneurs to communicate properly.

Since language plays a key role in this process, you must be able to communicate in a language your host entrepreneur understands in order to collaborate adequately. Furthermore, the work or project proposed during the placement (e.g. foreign market research), may require some specific language skills. Given that no language training is provided by the programme, you should be comfortable with the languages you have selected in your application (i.e. no difficulty in understanding, speaking or writing the language(s)). Although there are no specific language requirements, a relatively good level of English is encouraged in addition to your mother tongue.

Please first select your mother tongue.



Select any other language that you have no difficulty in understanding, speaking and writing.



Click 'Next' or 'Save draft'.

Business sector

The business sector is another important criterion to find a suitable business partner. You need to specify the business sector of your future or recently started company, as well as the other sectors you are interested in.

Specify the business sector of your recently established future enterprise.



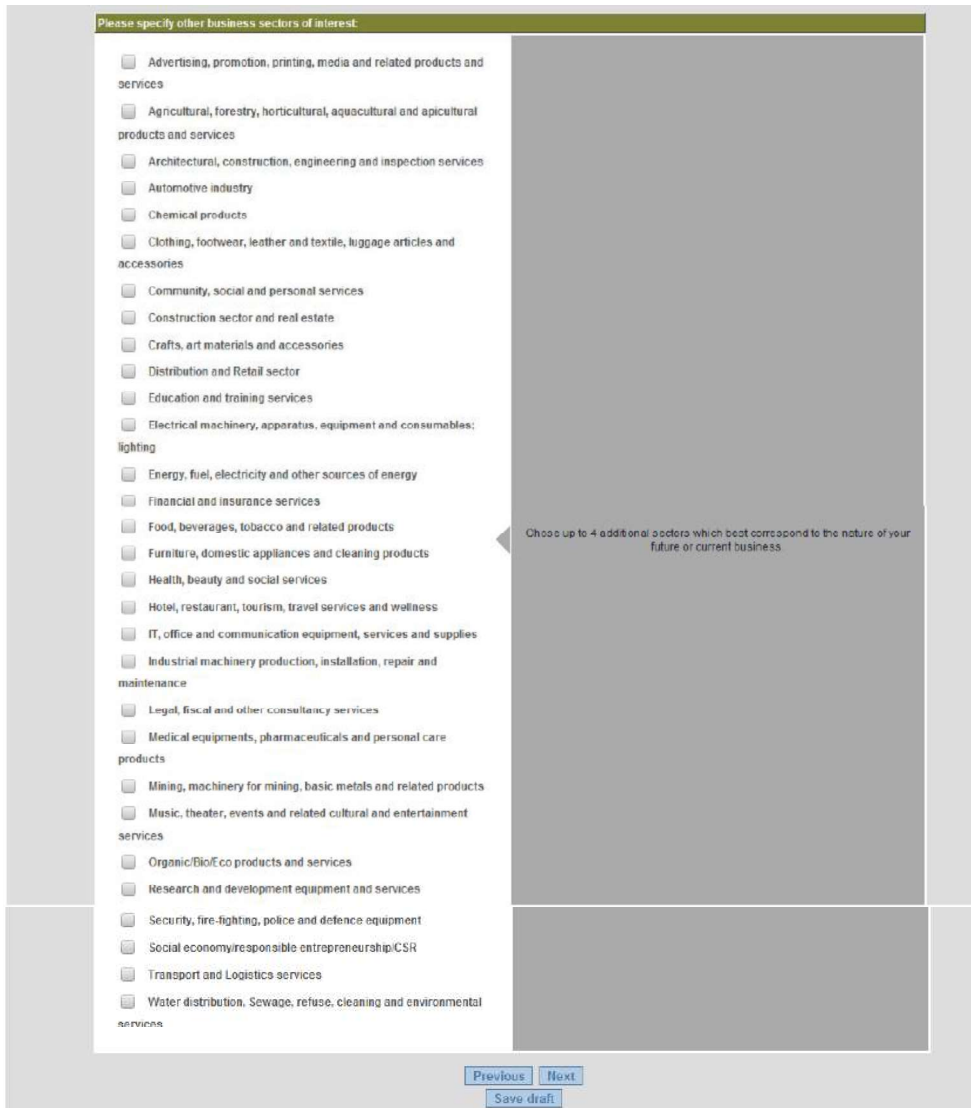
Registration steps: Welcome > Your profile > Motivation > Languages > **Business sector** > Geographical preferences > Duration and period of the exchange > Selection of IO and submission

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

Please select

This is the primary business sector of your future or recently started company.

Choose up to 4 additional sectors that best correspond to the nature of your future or current business. Note that the more sectors you select the higher chances to find a partner.



Please specify other business sectors of interest:

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

Choose up to 4 additional sectors which best correspond to the nature of your future or current business

Click 'Next' or save as draft.

Geographical preferences

In this section you should indicate your preferred countries for your stay abroad. You cannot do the exchange in your country of residence.

Select your primary choice for the county of exchange.



Registration steps: Welcome > Your profile > Motivation > Languages > Business sector > **Geographical preferences** > Duration and period of the exchange > Selection of IO and submission

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

Please select Indicate here the country you would like to go to for the stay abroad.

Select up to 4 other possible countries for the exchange.

Please indicate other possible countries for the exchange:

| | | |
|---|--|---|
| <input type="checkbox"/> Albania | <input type="checkbox"/> Greece | <input type="checkbox"/> Netherlands |
| <input type="checkbox"/> Austria | <input type="checkbox"/> Hungary | <input type="checkbox"/> Norway |
| <input type="checkbox"/> Belgium | <input type="checkbox"/> Iceland | <input type="checkbox"/> Poland |
| <input type="checkbox"/> Bulgaria | <input type="checkbox"/> Ireland | <input type="checkbox"/> Portugal |
| <input type="checkbox"/> Croatia | <input type="checkbox"/> Israel | <input type="checkbox"/> Romania |
| <input type="checkbox"/> Cyprus | <input type="checkbox"/> Italy | <input type="checkbox"/> Serbia |
| <input type="checkbox"/> Czech Republic | <input type="checkbox"/> Latvia | <input type="checkbox"/> Slovakia |
| <input type="checkbox"/> Denmark | <input type="checkbox"/> Liechtenstein | <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"/> The Former |
| <input type="checkbox"/> Germany | <input type="checkbox"/> Montenegro | Yugoslav Republic of |
| | | Macedonia |
| | | <input type="checkbox"/> Turkey |
| | | <input type="checkbox"/> United Kingdom |

Select up to 4 further countries as secondary choice.

Previous Next

Save draft

Click 'Next' or save as draft.

Duration and period of the exchange period

In this section, you should mention the number of months you wish to spend 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.

Specify the length of your exchange

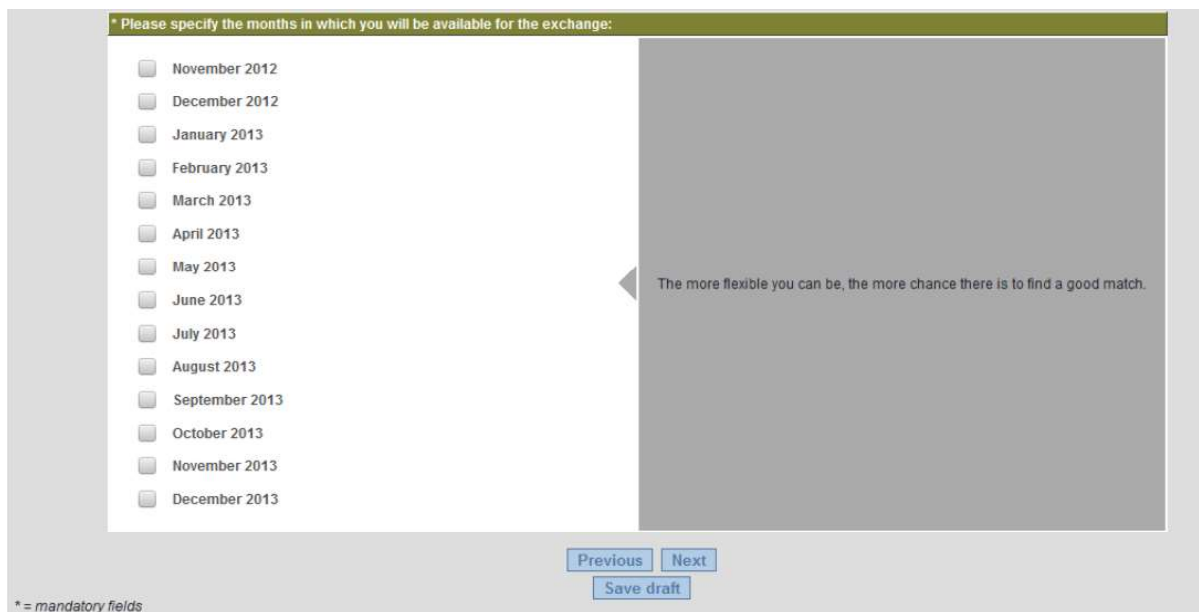
The exchange should last between one and six months and should be completed within an overall time span of twelve months.



Please note that if your application is accepted for the selected length, it is not a guarantee that the exchange you will propose will be accepted for this period.

Specify your preferred periods for the exchange

The exchange period is one of the main criterion for a suitable match. The more flexible you are the greater choice you will have in finding a host entrepreneur.



Note that the selection of months done at this step will have an influence on the range of Intermediary Organisations among which you will have to choose one at the last step. Should you like to register with a specific Intermediary Organisation, please make sure that the months selected do not exceed the contract end date of that organisation. Please contact the IO you would like to register with and request this date upfront to know which months you can select.

Selection of an Intermediary Organisation and submission

More than 150 Intermediary Organisations/Local contact points have been officially appointed by the European Commission to establish contacts between new and host entrepreneurs. The selected Intermediary Organisation should be active in your country of “**permanent residence**” defined by the programme as:

- The place where the company of the applicant is registered, if the applicant has a registered company;
- If a company has several establishments in different EU Member States or other participating countries, the entrepreneur should choose one of the countries as permanent residence;
- The place where the applicant has spent **183 days** or more in the course of the last **12 months**, if the applicant does not have a registered company.

If you live in a country without an active Intermediary Organisation, you may choose another one close to your country.

The chosen Intermediary Organisation is responsible for recruiting; establishing contacts between you and your preferred host entrepreneur and for helping you prepare your exchange. It will act as guide and contact throughout the entire process.

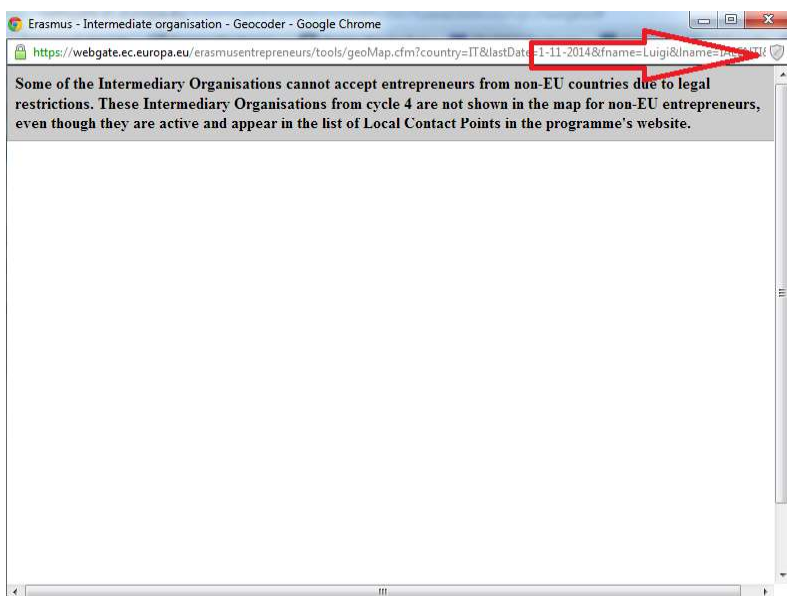
The list of Intermediary Organisations is available on the programme website www.erasmus-entrepreneurs.eu under the section “Your local contact point”.

Tips and tricks for the selection of the Intermediary Organisation

Please verify first that your browser is a compatible one, and the pop-ups are enabled. Erasmus for Young Entrepreneurs works with the following web browsers: Internet Explorer 8, Firefox 16, Google Chrome 14, and Safari 5.

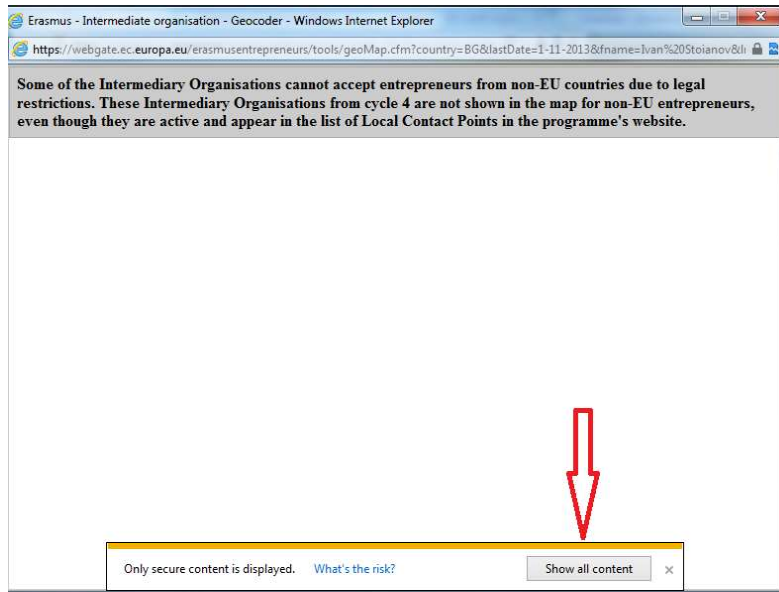
Look carefully at all dialog boxes and questions you may receive and click “Yes” to accept the display of all contents.

E.g. Google Chrome



Click on the small shield icon and select the option which permits the download of the unsafe script. A Geomap will open subsequently and you will be able to select an Intermediary Organisation.

E.g. Internet Explorer



Click on the “Show all content”. A Geomap will open subsequently and you will be able to select an Intermediary Organisation.

If despite this, you cannot complete the step “Select your IO”, it may be due to one of the following situations:

Situation 1

You receive the message “No Intermediary Organisation found”

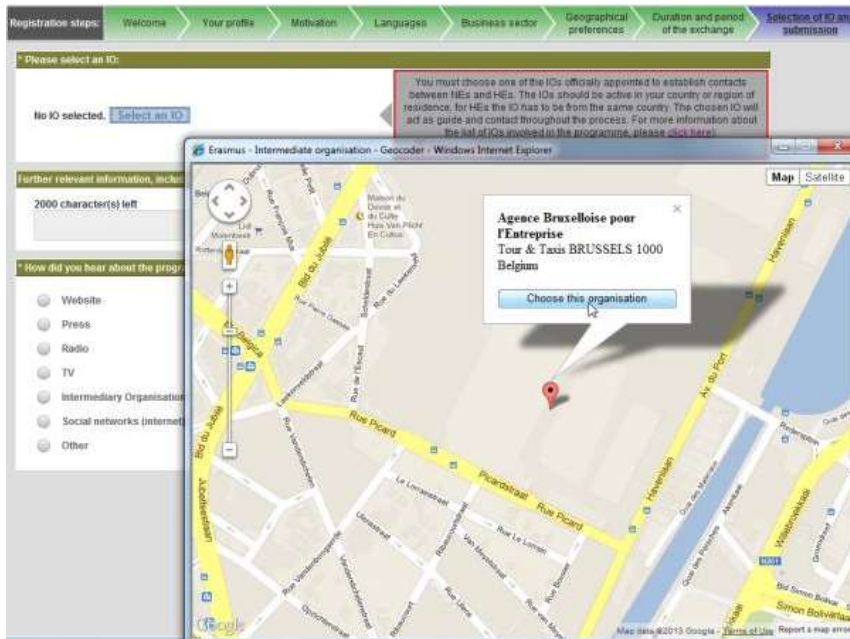
Please verify that your address and country are correctly selected on the second tab.




Situation 2


If you click on the field “Select an IO”, the geomap is displaying correctly but you can see only part of the IOs and not the one you want to select.

The reason for this is that the exchange months you selected at a previous step exceed the period during which the respective IO will be visible to the public. You have to contact your IO and ask for the “activity end date” of their organisation and then fill in the availability period again with months until the one specified by your IO.

Choose your Intermediary Organisation



The  icon will be replaced by a  if multiple IOs are located very close to each other. In this case, click  to locate those IOs with a greater zoom factor on the map.

The  indicates the entrepreneur's home address as specified on page 2 of the application form.

Submit or Save a Draft of your application

After completing the last page of the registration form:

Either:

⇒ **Submit** your form directly: click 'Confirm my registration' button at the bottom of the page.

Or:

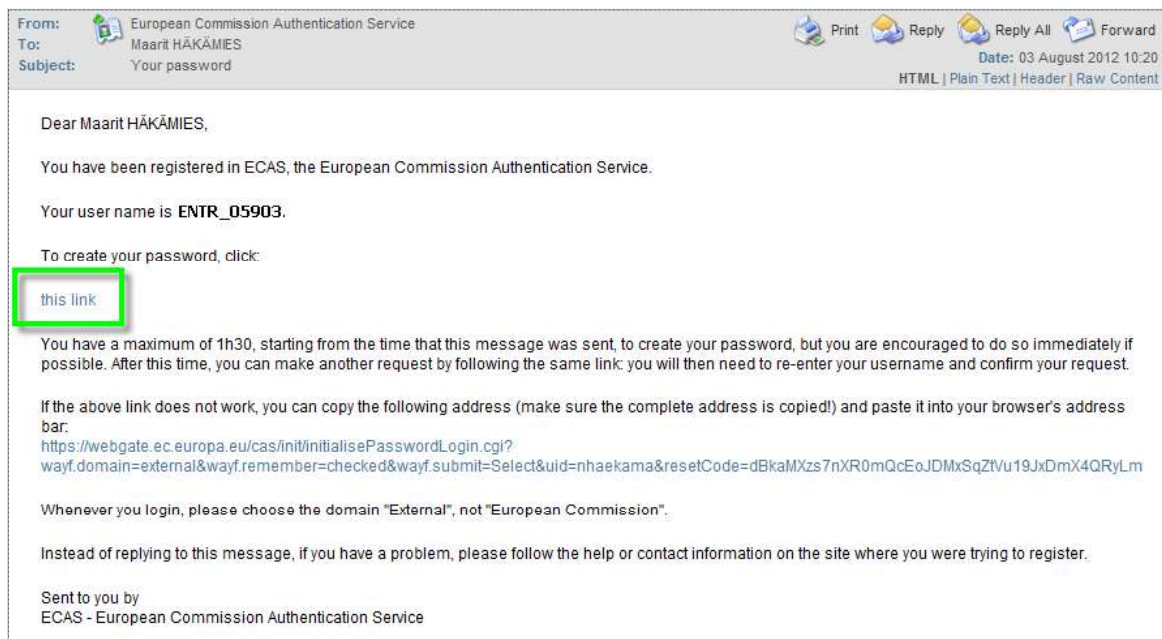
⇒ **Save the form as draft** without submitting it yet (i.e. if you want to review your information first): click the 'Save as draft' hyperlink at the bottom of the page.

STEP 3 – Confirm your registration

Once you have **submitted/saved as draft your application**, you will receive an automatic email from European Commission Authentication Service (ECAS) through which you are invited to set-up a password (this is **ONLY** for users who didn't have a previous ECAS account):

To initialize your ECAS account:

1. Open the Inbox associated to the email address with which you registered to Erasmus for Young Entrepreneurs in the past, and open the email message that was sent to you by European Commission Authentication Service.
2. Click the 'this link' hyperlink in the email:

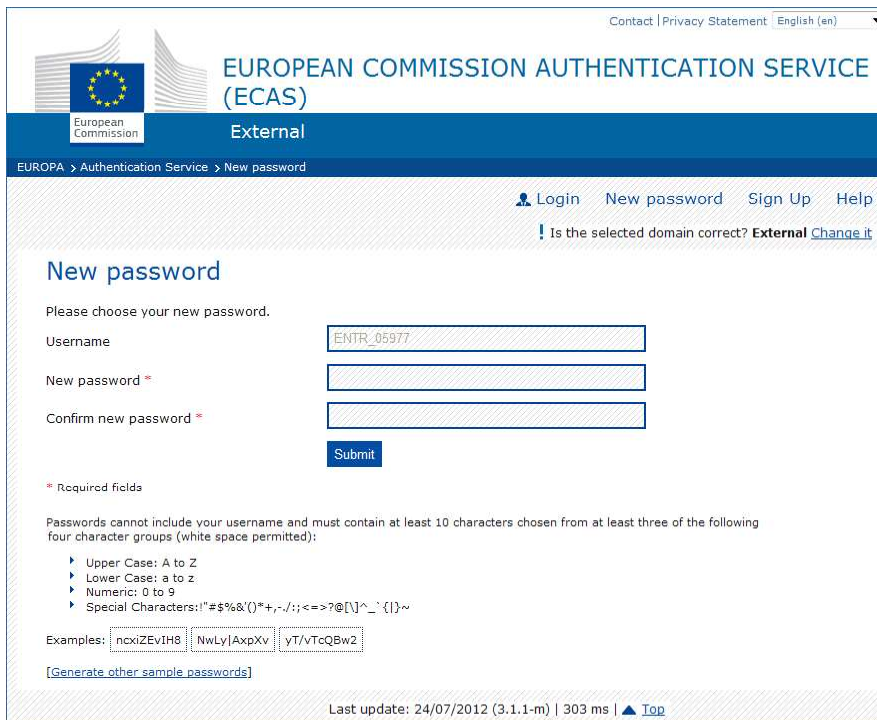


1h30 restriction

Please note that although the instructions email mentions a standard 1h30 period for initializing your account after receiving the message, you can still click the link passed this delay. Only, you will be asked to 'make another request' for the same email address. A new instructions email will then be sent to you, with a new link to press in order to set your password.

On the New password page, enter a password of your choice (please observe the format requirements at the bottom of the page), repeat the password in the next box and click Submit.

You are prompted to set a password:



Enter a password of your choice (please observe the format requirements at the bottom of the page), repeat the password in the next box and click 'Submit'.

The system informs you that your password has been successfully initialized. You now have a valid ECAS account, with a login name and a password of your choice. You can always use your email address as user instead of the one generated by the system.

LOG IN TO THE APPLICATION

If you **saved your application form as draft**, you will also receive an email informing that you have to login to the application to resume and complete the registration.

Dear Sir/Madam,

We received your DRAFT subscription to ERASMUS for young Entrepreneurs Programme.

To retrieve your entries and complete your subscription, just login to the IT tool and resume the registration through:

<https://webgate.ec.europa.eu/erasmusentrepreneurs>

To connect you need to use your ECAS login & password. For more information on ECAS (European Commission Authentication Service) please visit:

<https://webgate.ec.europa.eu/cas/login>

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Tel: +32 (0)2 282 08 73
e-mail: support@erasmus-entrepreneurs.eu

Use your email address and ECAS password to login to the page containing your draft application details, complete the form as necessary and then click 'Submit' when you are ready.



If/when you **have submitted your application**, you will receive an email asking you to LOG IN to the application in order to confirm your registration to the Erasmus for Young Entrepreneurs programme:

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Please do not reply to this email address. This is a no-reply address and your email will not be treated. Instead, please address your email to the contact detailed below

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Dear [Title] [Last name],

After confirmation of your ECAS account, you can now complete your registration for the ERASMUS for young Entrepreneurs Programme by connecting to the application via the following link (THIS IS A COMPULSORY STEP TO COMPLETE YOUR APPLICATION):

<https://webgate.ec.europa.eu/erasmusentrepreneurs>

To connect you need to use your ECAS login & password:

<https://webgate.ec.europa.eu/cas/login>

Your application will now be processed by your Intermediary Organisation (IO) for validation. Your IO will contact you in the coming days.

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
e-mail: support@erasmus-entrepreneurs.eu

LOG IN to the application via the respective link. Failing to Log In, your registration will not be complete.

After you submit your application and you log in, you automatically receive the status '**Applied**'. At this stage, you do not have access to the online catalogue of profiles to search for a business partner. This status only means that your application has been received and is currently being treated by your Intermediary Organisation.

An IT user's manual is available in the "**Help**" section of the online database to help using the tool.

Within a maximum of 2 weeks of receipt of application, your IO has to perform an initial check and take action accordingly. You will be automatically informed by email about any change of your application status.

Possible statuses:

- **Accepted** → your application fulfils all programme requirements and you should be granted to the online catalogue;
- **On Hold** → important information is missing or application is unclear;
- **Back to Applicant** → your selected IO is not in a position to accept entrepreneurs or the IO is terminating its contract;
- **Refused** → your application is inappropriate or irrelevant.