

GUIDE FOR APPLICANTS

for the Traineeships Programme of the CJEU

**How to apply via
EU CV Online**



Foreword

Dear candidates,

The following **guide** aims to **help you submit your application** for the Traineeships Programme of the Court of Justice of the European Union and provide you with some **advice** on how to correctly fill in all the mandatory fields.

If you have additional questions, do not hesitate to contact the Traineeships Office at RH.stages@curia.europa.eu.

Good luck,

The Traineeships Office

Table of Contents

Foreword.....	2
General information	3
The Inclusive traineeships programme	3
Communication of results.....	3
Application Procedure	4
Step 1: Connecting to EU CV Online	4
Step 2: Profile creation	5
Step 3: Creation of e-CV.....	6
Step 4: Creation of Application	7
Step 5: Filling in the Application form	8
Indication of preferences	8
Motivation of preferences	9
Step 6: Submission of Application.....	10

General information

Each year, the Court of Justice of the European Union offers a limited number of paid traineeships for a maximum duration of 5 months to candidates who must hold a university degree of at least three years of university studies.

There are **two traineeship periods**:

- from 1 March to 31 July (Spring session), and
- from 1 October to the end of February (Autumn session).

Traineeships are generally undertaken in the Chambers of the Members of the Court of Justice, the General Court, or in several Services of the Court.

Applicants must have **a thorough knowledge of one official language** of the European Union and **a satisfactory knowledge of another** official language. In view of the nature of the working environment, a good knowledge of **French or English** is required.

Applicants **must not have already been employed as an official or other servant**, within the meaning of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union, **or have already undertaken a traineeship (whether remunerated or not), for a duration exceeding six weeks**, in an institution, body, office or agency of the European Union.

The Inclusive traineeships programme

The Court of Justice of the European Union offers equal opportunities – subject to a comparative assessment of candidates' merits – and equal treatment to all persons expressing an interest in taking part in a traineeship. The inclusion of persons with disabilities is of great importance to the Court.

Any person who considers that their disability or medical condition may affect their ability to take part in the traineeship, is encouraged to apply to this call, **but also** to the specific call for applications of the **CJEU's Inclusive Traineeship Program (CJ STAGES INC)**.

Candidates are invited to contact the Talent Selection Unit (RH.stages@curia.europa.eu) for more information, and in any case, on submission of their application.

Communication of results

The result of the selection procedure for the **Autumn session** will be published at the **end of July** and, for the **Spring session**, at the **end of December**.

Application Procedure

Step 1: Connecting to EU CV Online

Applications for the traineeships programme of the Court of Justice are submitted through the platform of EU CV Online. In order to submit your application, you first need to **connect** to the platform by pressing on the **“Connection”** button (*image 1*).

The calls for the traineeships programme always have the indication “CJ-STAGES”.

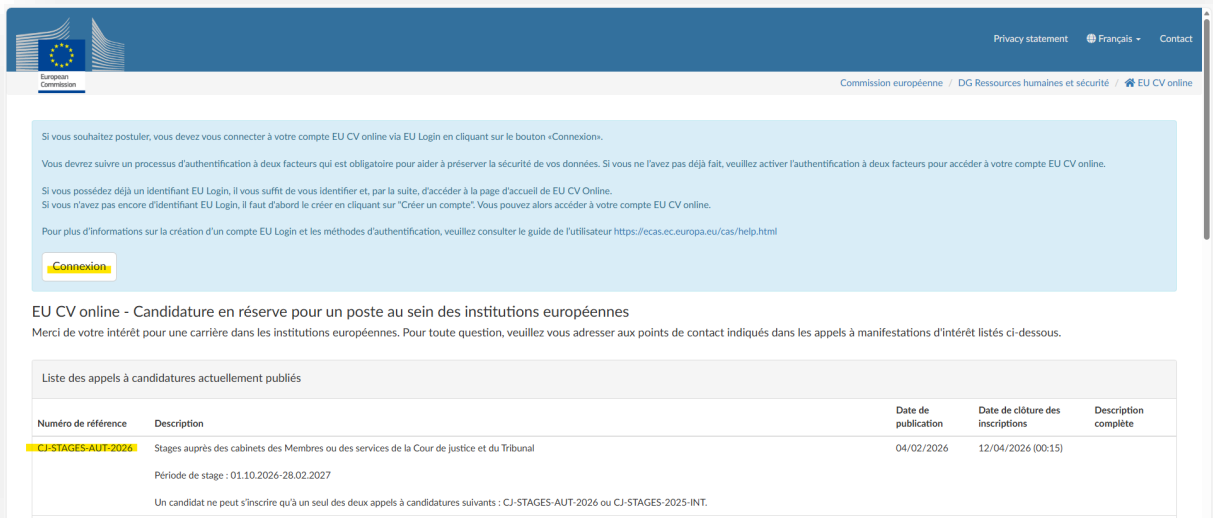


Image 1 – EU CV Online Homepage

To connect to the platform, you need to have (or [create](#)) an **EU Login account**. This is the account that you need to use to connect to EU CV Online by introducing your **email and password** (*image 2*) and completing the **two-factor authentication** (*image 3*).

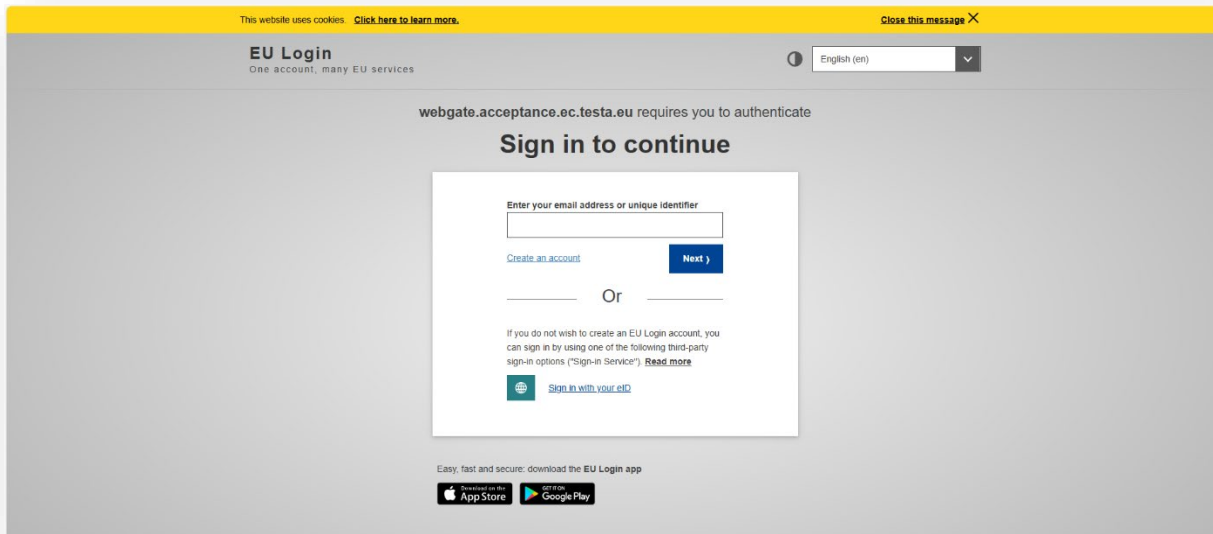


Image 2 – Connection to EU CV Online

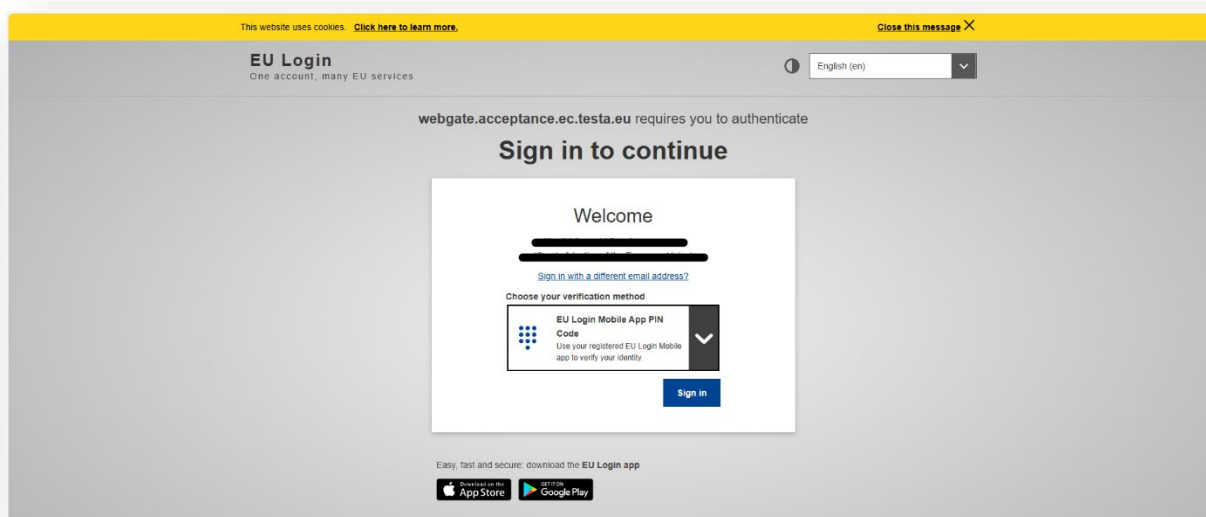


Image 3 - Two-factor authentication

Step 2: Profile creation

Once connected to the platform, you will be asked to create your profile. Be **mindful** that this profile will **automatically** be incorporated into your application and therefore needs to be accurate and well-crafted.

To create your profile, you will first need to fill in your **personal data** (image 4).

Tip: you can change the language of the website from the field shown below.

Image 4 - Personal data

Step 3: Creation of e-CV

To **access, create, and modify your e-CV**, you need to click on the respective field (*image 5*). Once you click on this button, you will see a drop list with different categories – “information to be completed” (e.g., Professional experience, education etc).

It is important that you click on **each of them** and you fill in the respective fields. As with your personal data, this information will **automatically** be incorporated into your application and therefore needs to be accurate and well-crafted.

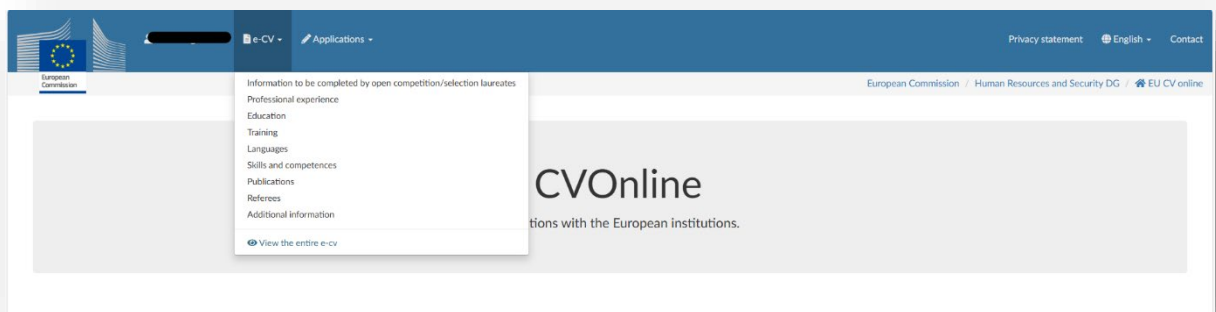


Image 5 – Creation of e-CV

With regards to the **“Education” category**, we would like to highlight the importance of **accurately** marking whether the diploma you are referring to is **obtained** by clicking on the respective box or **not obtained** by leaving the box empty (*image 6*).

Be mindful that we may later **check the accuracy** of the information provided.

The screenshot displays the 'Education' form within the CVOnline interface. The form is titled 'Education' and contains several input fields: 'Date *' with a range selector, 'Field of activity(s)' with a dropdown menu labeled 'Choisissez un ou plusieurs domaines (EN)', 'Level of education *' with a dropdown menu, 'Name of institution *', 'Place *', 'Country *' with a dropdown menu, and 'Title of diploma *'. There is a checkbox labeled 'Diploma obtained' which is currently unchecked. At the bottom right of the form, there are 'Cancel' and 'Save' buttons. The header of the page is identical to the one in Image 5.

Image 6 – e-CV Education

Do not forget to **“Save”** the changes that you have made. Once each category is filled, it will appear as checked on the e-CV drop list (*image 7*).

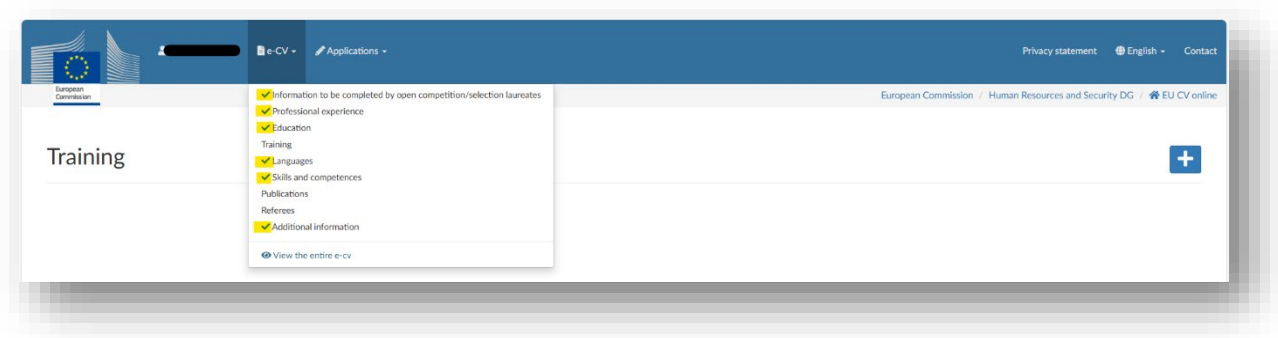


Image 7 – Completed categories on e-CV

Step 4: Creation of Application

With your e-CV ready, you should proceed with creating your application for the specific call you are interested in. To do this, you can click on the field **“Applications”** and select **“Create a new application”** (*image 8*).

You will then be able to browse the different calls, select the one you are interested in, and create your application by **clicking on the blue button** on the left of the box (*image 9*).

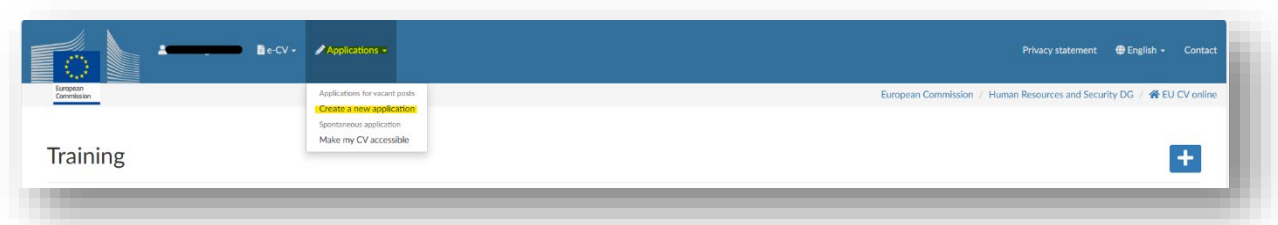


Image 8 – Create a new application

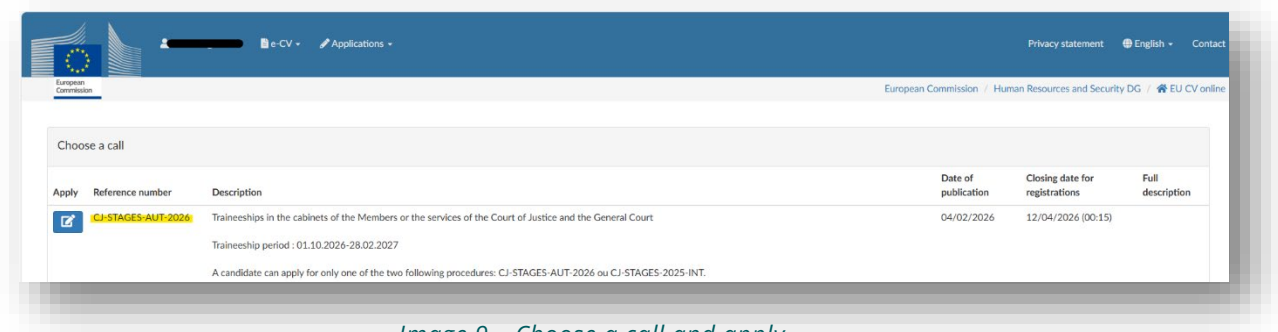


Image 9 – Choose a call and apply

Step 5: Filling in the Application form

Below you will find some **clarifications** on the Application form, and **how to fill it in**, in order to make the most out of it.

On the very top part of the Application form, you will find a text field, where you can write a **general motivation letter** (image 10). This is your opportunity to introduce yourself in a **general manner**, and express the **general driving forces** that led you to apply for the Traineeships programme of the Court of Justice.

The screenshot shows the 'Complete your application' page. At the top, there is a navigation bar with the European Commission logo, a user profile icon, and links for 'e-CV' and 'Applications'. Below this, a breadcrumb trail reads 'European Commission / Human Resources and Security DG / EU CV online'. The main heading is 'Complete your application'. Below this is a table with the following data:

Call for applications (multiple choice)	Description	Date of publication	Closing date for registrations	Full description
CJ-STAGES-AUT-2026	Traineeships in the cabinets of the Members or the services of the Court of Justice and the General Court Traineeship period : 01.10.2026-28.02.2027 A candidate can apply for only one of the two following procedures: CJ-STAGES-AUT-2026 ou CJ-STAGES-2025-INT.	04/02/2026	12/04/2026	

Below the table, there is a section titled 'Letter of motivation *' with a large text area for input.

Image 10 – Letter of motivation

You will later on be able to **specifically** motivate the separate preferences that you have in terms of the sector where you would like to carry out your traineeship.

Indication of preferences

Right under the **Letter of motivation**, you are given the opportunity to choose between different options, and indicate your **preferences** with regards to where you would like to carry out your traineeship (image 11).

The indication of preferences **will be taken into account** by the panel reviewing and selecting the candidates, and **prioritised if possible**. It is, however, important to note that candidates may eventually be offered a position that is **not among their preferences** in case they are selected by another Chamber or Department.

You will be able to choose between the following options:

- **All Chambers (Chambers of the Members of the Court of Justice and the General Court)** - *By choosing this option, you indicate that you would like to carry out your traineeship in the Chamber of a Judge or an Advocate General **regardless** of the jurisdiction.*
- **Chambers of the Advocates General of the Court of Justice** - *By choosing this option, you indicate your preference towards working with one of the Advocates General of the Court of Justice.*
- **Chambers of the Members of the Court of Justice** - *By choosing this option, you indicate your preference towards working with one of the Judges of the Court of Justice.*
- **Chambers of the Members of the General Court** - *By choosing this option, you indicate your preference towards working with one of the Judges of the General Court.*
- **Services of the Court of Justice** - *By choosing this option, you indicate your preference towards working with one of the services of the Court of Justice. You will then be able to **further indicate** a specific department of your preference.*

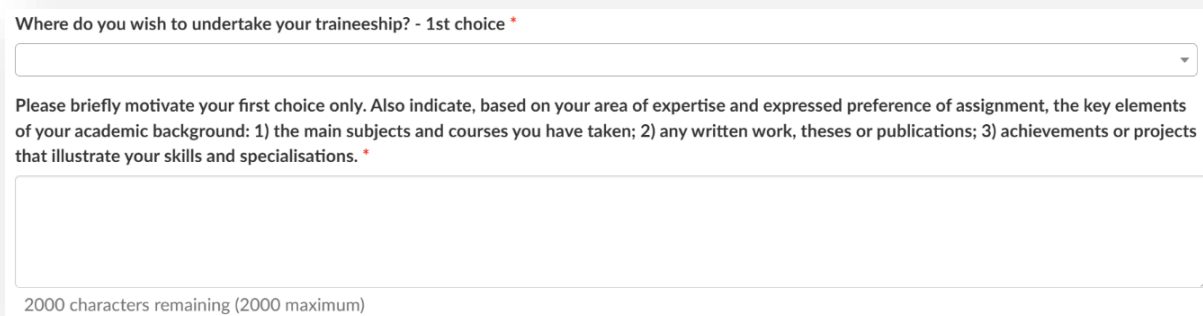
More information about the different jurisdictions, the work of Judges and Advocate Generals, as well as the different departments of the Court can be found [here](#).

Motivation of preferences

After each of the preferences, you are provided with a space, where you can **shortly** motivate your **specifically indicated preference** (*image 11*). Here is the field where you can refer to specific Judges or units.

While motivating your application, you will be asked to briefly refer to concrete elements of your profile (e.g., courses, written work, projects etc.) that can make your application **more relevant** to the Chamber or Service you are applying for, to make your profile stand out (*image 11*).

You can indicate **up to three preferences**, and it is highly recommended that you do so, as it gives you the best chances to be noticed.



Where do you wish to undertake your traineeship? - 1st choice *

Please briefly motivate your first choice only. Also indicate, based on your area of expertise and expressed preference of assignment, the key elements of your academic background: 1) the main subjects and courses you have taken; 2) any written work, theses or publications; 3) achievements or projects that illustrate your skills and specialisations. *

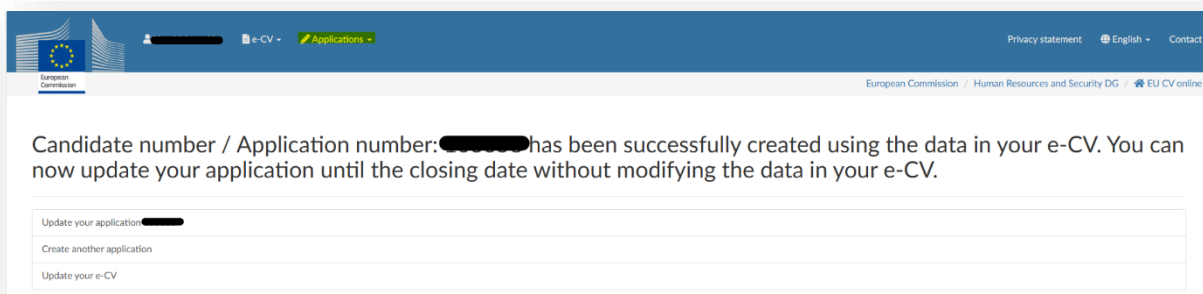
2000 characters remaining (2000 maximum)

Image 11 – Preferences and motivation

Step 6: Submission of Application

Once you have responded to the last question, you have to **submit** your application. Upon submission, you will receive the following message (*image 13*). Kindly note that you can **modify** your application until the deadline by clicking on the **“Applications”** button.

Be mindful that in case you decide to **update/modify** your application, you need to **save** it in order for it to be valid. The new (updated) version, automatically replaces the last one.



Candidate number / Application number: [redacted] has been successfully created using the data in your e-CV. You can now update your application until the closing date without modifying the data in your e-CV.

Update your application [redacted]

Create another application

Update your e-CV

Image 12 – Submission and modification of application



INFORMATION NOTICE ON THE PROTECTION OF PERSONAL DATA

Everyone has the right to the protection of his or her personal data.

The processing of personal data by the institutions, bodies, offices and agencies of the European Union is governed by Regulation (EU) 2018/1725 (OJ 2018 L 295, p. 39).

This notice explains why and how your data will be used in the context of such processing.

TRAINEESHIPS PROGRAMME

Who is the controller?

The controller is the Court of Justice of the European Union.

Why do we need your data?

The data you enter in the EU CV online application (identification and contact details, qualifications, experience and skills, language knowledge, and motivation) are necessary to determine your eligibility for this programme and to proceed with the selection of applications.

If your application is considered eligible, you will be required to send us a number of documents: a copy of your passport or identity card, copies of your diplomas, an extract from your criminal record, a certificate of medical fitness issued by a doctor of your choice, a certificate of residence, a statement specifying the amount and nature of any grant, allowance, or remuneration paid during the traineeship by another body or employer, and your bank details.

The processing of these data is necessary to verify the authenticity of the declarations made in your application, to determine your financial entitlements, and to make payment of the grant and, where applicable, the flat-rate amount provided for travel expenses.

Who has access to your data?

The services and staff members of the institution responsible for verifying applications,



selecting candidates, organising the traineeships, and handling payments.

Outside the institution: a private insurance company, on a need-to-know basis, in order to provide insurance covering illness and accident risks.

For how long are your data kept?

Applications received via EU CV online (successful and unsuccessful candidates):

Data relating to the recruitment procedures for paid trainees are kept in the EU CV online database for 2 years from the appointment of the selected candidates. At the end of this period, the data are deleted from the database and only an anonymous summary of the applications is retained for statistical purposes. Candidates have access to their previous applications for as long as these are kept in the database.

Selected applications:

The supporting documents accompanying selected applications are kept for a period of 5 years from the last day of the traineeship, in a directory on a secure server of the HR Directorate with restricted access.

The data entered in Sysper (only the trainees' surnames and first names, the traineeship periods, and the departments/cabinets of placement), used to issue traineeship certificates and/or to reconstitute the careers of trainees subsequently recruited as statutory staff, are kept for 50 years.

As regards financial data, these are kept in the SAP software for 10 years.

As regards the data transmitted to the private insurance company, these are kept by the latter in accordance with its own personal-data processing policy, namely for a period equal to the duration of the insurance policy (including renewal) and for the 10 years following the policy's expiry date.

What are your rights?

In accordance with the applicable rules, you have the right to request from the data controller access to your data and, where applicable, their rectification, erasure, or a restriction of processing.

In addition, you may object to the processing on grounds relating to your particular situation.



How can you exercise your rights? Who to contact?

You may contact the controller as follows:

E-mail address: RH.stages@curia.europa.eu

Correspondence address:

Court of Justice of the European Union

Human Resources Directorate

Talent Selection Unit

Rue du Fort Niedergrunewald

L-2925 Luxembourg

LUXEMBOURG

We reply to your request as soon as possible and, in principle, within one month. This period may be extended where necessary.

You can also contact the Data Protection Officer of the Court of Justice of the European Union: DataProtectionOfficer@Curia.europa.eu

European data protection supervisor

You have the right to lodge a complaint with the European Data Protection Supervisor if you consider that the processing of personal data concerning you does not comply with Regulation 2018/1725.