

GUIDE FOR APPLICANTS

for Traineeships in the
Interpretation Directorate 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 for Interpreters and provide you with some **advice** on how to correctly fill in your application.

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
Trainees with a disability.....	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
Step 6: Submission of Application.....	8

General information

Each year, the Court of Justice of the European Union offers young graduates of conference interpreting a limited number of paid traineeships that last between 10 and 12 weeks. This opportunity is open to candidates who hold a **university degree in conference interpreting** and have **at least two passive languages or a second active language**.

Applicant selection for Traineeships in Interpretation **takes place once a year**, covering the entire upcoming year (e.g., candidates who apply in July 2026 can be offered a position for a period of 10 to 12 week in 2027). Please be aware that a person applying for a traineeship for interpretation **cannot apply for the general traineeship programme** of the Court of Justice.

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.

Trainees with a disability

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.

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 results of the selection procedure are usually communicated during the month 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 in interpretation always have the indication “CJ-STAGES-INT”.

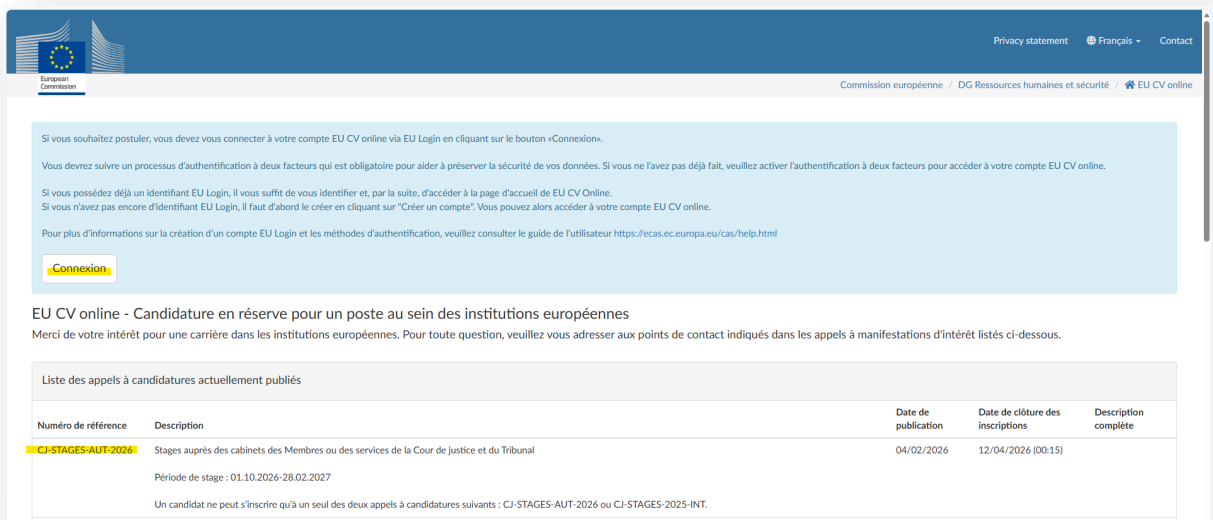


Image 1 – EU CV Online Homepage

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 you **email and password** (*image 2*) and completing the **two-factor authentication** (*image 3*).

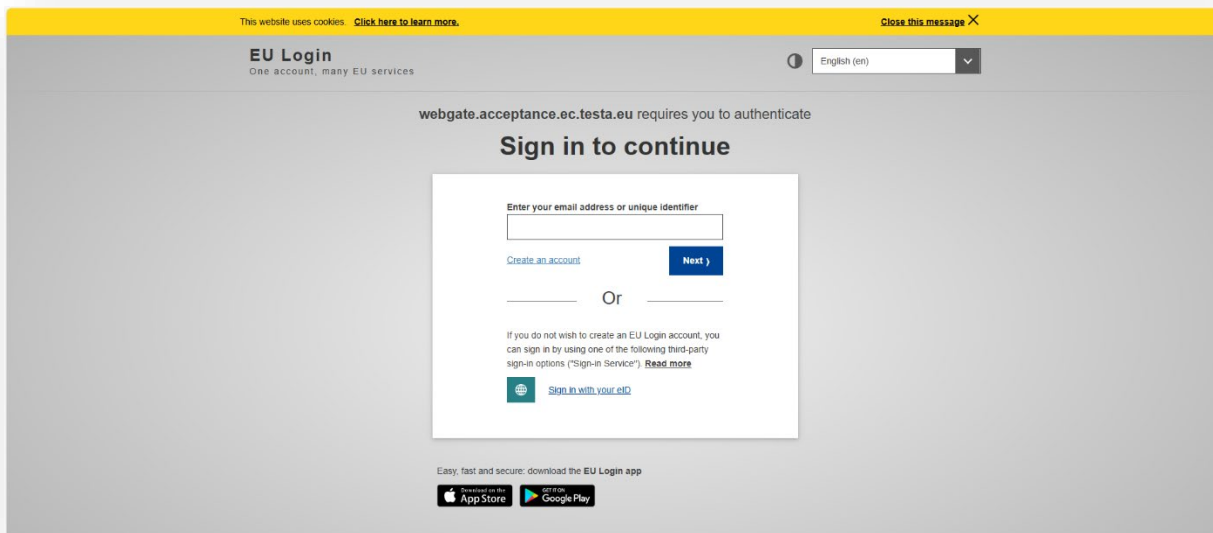


Image 2 – Connection to EU CV Online

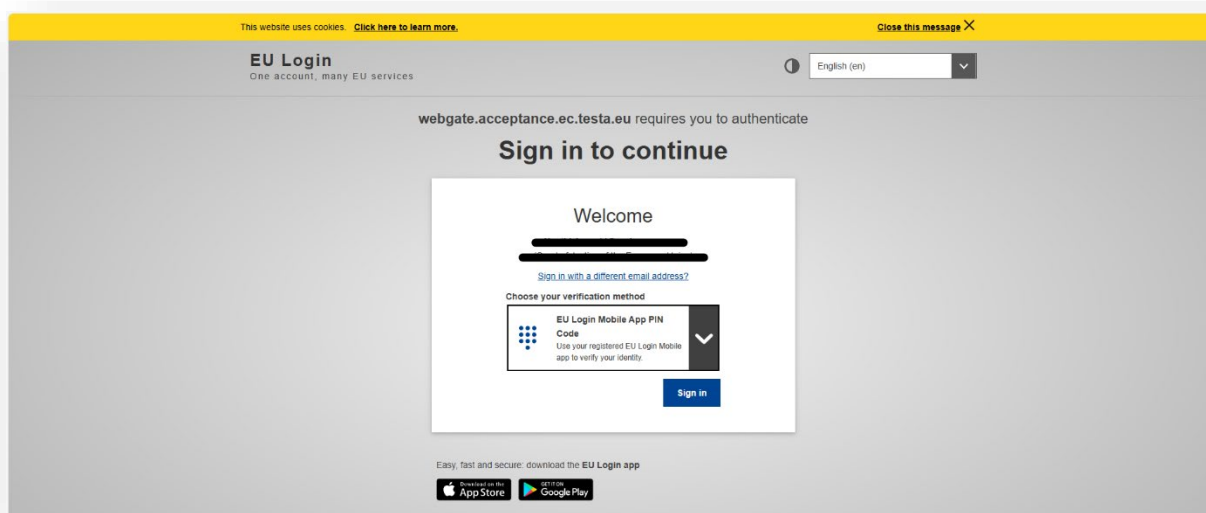


Image 3 - Two-factor authentication

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.

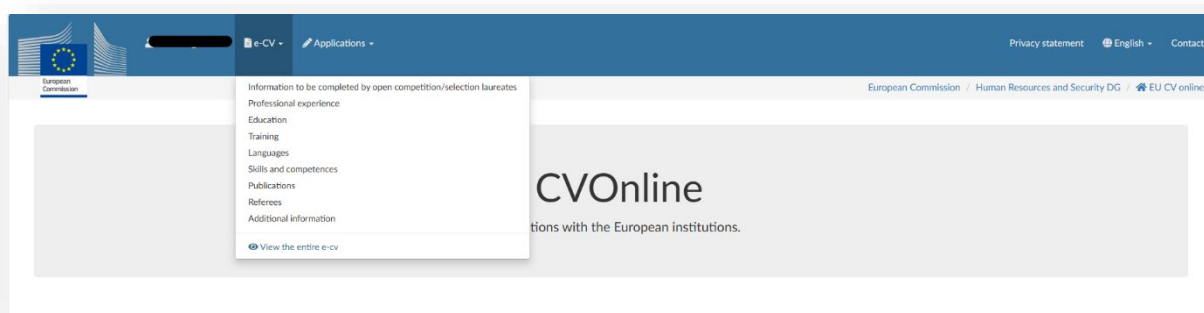


Image 5 – Creation of e-CV

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 shows the 'Education' form within the CVOnline interface. The form has several fields: 'Date' with a range selector, 'Field of activity(s)' with a dropdown menu, '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, there are 'Cancel' and 'Save' buttons. The header and footer of the page are consistent with the previous image.

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*).

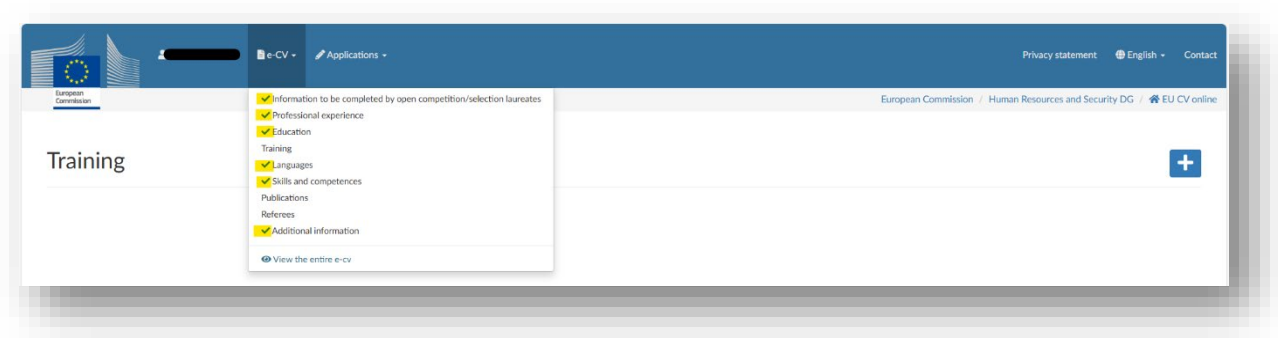


Image 7 – Completed categories on e-CV

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*).

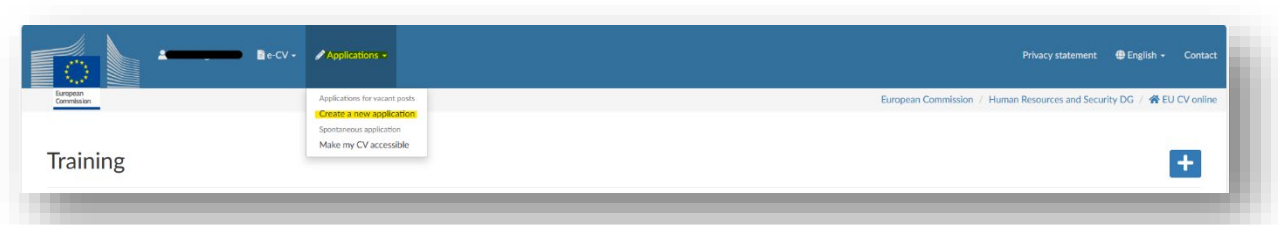


Image 8 – Create a new application

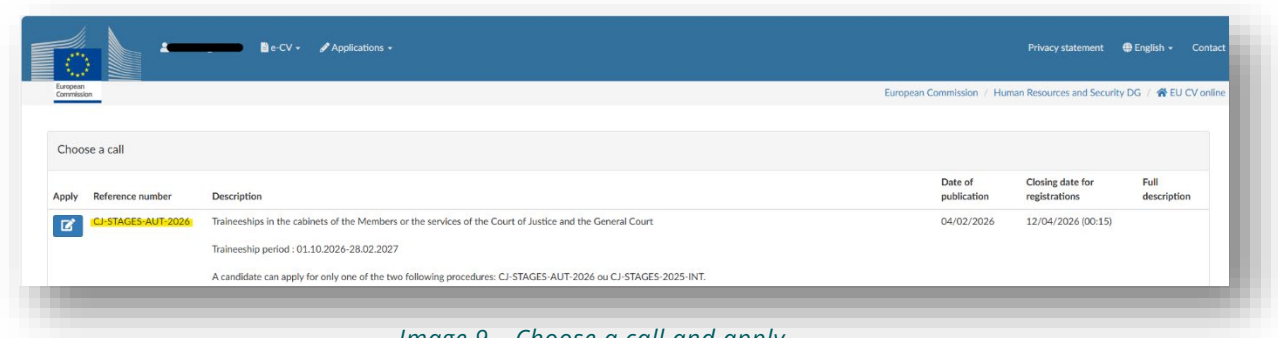
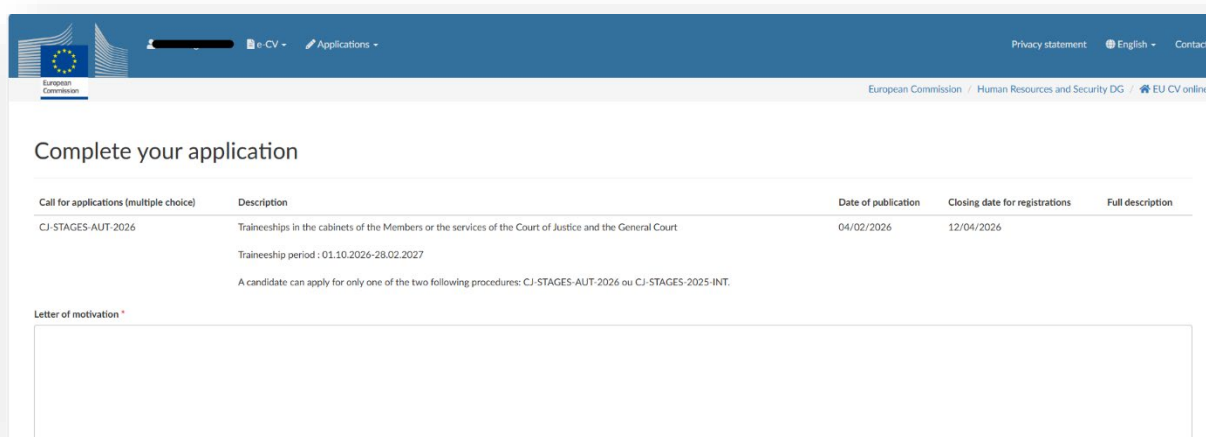


Image 9 – Choose a call and apply

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, and express the **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's a header with the European Commission logo and navigation links. Below the header, there's 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's a section titled 'Letter of motivation' with a large text area for input.

Image 10 – Letter of motivation

After completing your motivation letter, you will be asked to respond to some questions concerning your studies and academic career (e.g., diplomas acquired, principal subjects of studies, written work etc). Here you have the opportunity to showcase all the elements that can **make your profile stand out**, and thus, increase your chances of being selected.

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.

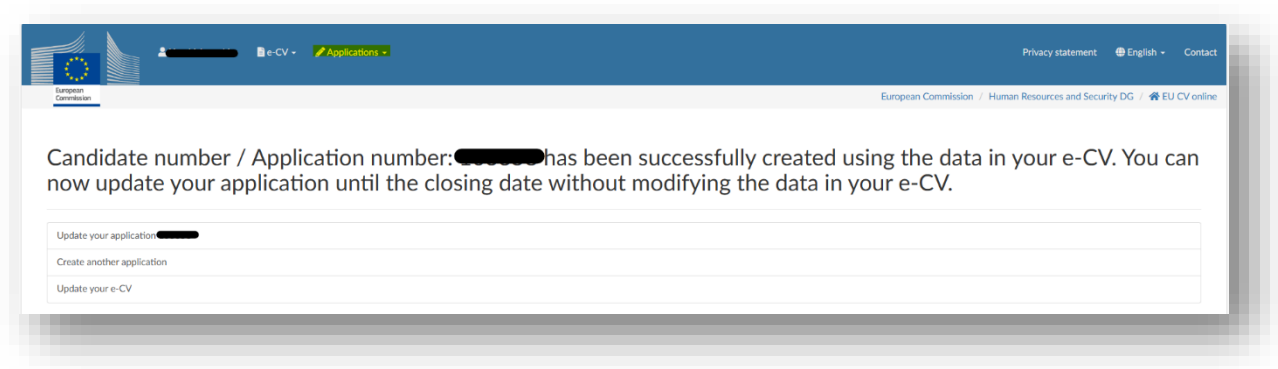


Image 11 – Submission and modification of application



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.