

# GUIDE FOR APPLICANTS

for the Inclusive 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](mailto:RH.stages@curia.europa.eu).

Good luck,

**The Traineeships Office**

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## General information

The Court of Justice of the European Union (CJEU) ensures equal opportunities, subject to a comparative assessment of candidates' merits, and guarantees equal treatment for all individuals expressing interest in an internship. It actively encourages applications from diverse candidates with a wide range of experiences, skills, and knowledge, from the broadest possible geographic base among citizens of the European Union member states.

As part of a program dedicated to people with disabilities, the Court is offering up to two paid internships for the Autumn session of 2026. These opportunities are open to **EU citizens with a recognized disability**.

Applicants must hold **a university degree attesting to at least three years of study** and have **a recognized disability rate of at least 20%**.

These internships, lasting **between three and five months**, may take place either within the chambers of Members of the two courts (the Court of Justice or the General Court) or within the Court's departments, in one of the following fields:

- Judicial Activity
- Administration
- Communication
- Information and New Technologies
- Legal Translation
- Legal Research

Applicants must have a **thorough knowledge of one of the EU's official languages** and **a good knowledge of another official language**. For service reasons, a good knowledge **of French and/or English** is **desirable**.

The trainees will receive a monthly grant. This grant will be **50% higher** than the monthly grant provided to the trainees of the general traineeship programme.

Anyone wishing to complete an internship at the Court and who has a recognized disability is invited to submit their application via **EU CV Online**.

Applicants must provide, upon request, documents proving their disability and recognized disability rate. To benefit from appropriate support, applicants are also invited to contact the Talent Selection Unit ([RH.stages@curia.europa.eu](mailto:RH.stages@curia.europa.eu)) as soon as they submit their application.

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

## Application Procedure

### Step 1: Connecting to EU CV Online

Applications for the inclusive traineeships programme of the CJEU 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 inclusive programme always have the indication “CJ-STAGES-INC”.*



*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*).

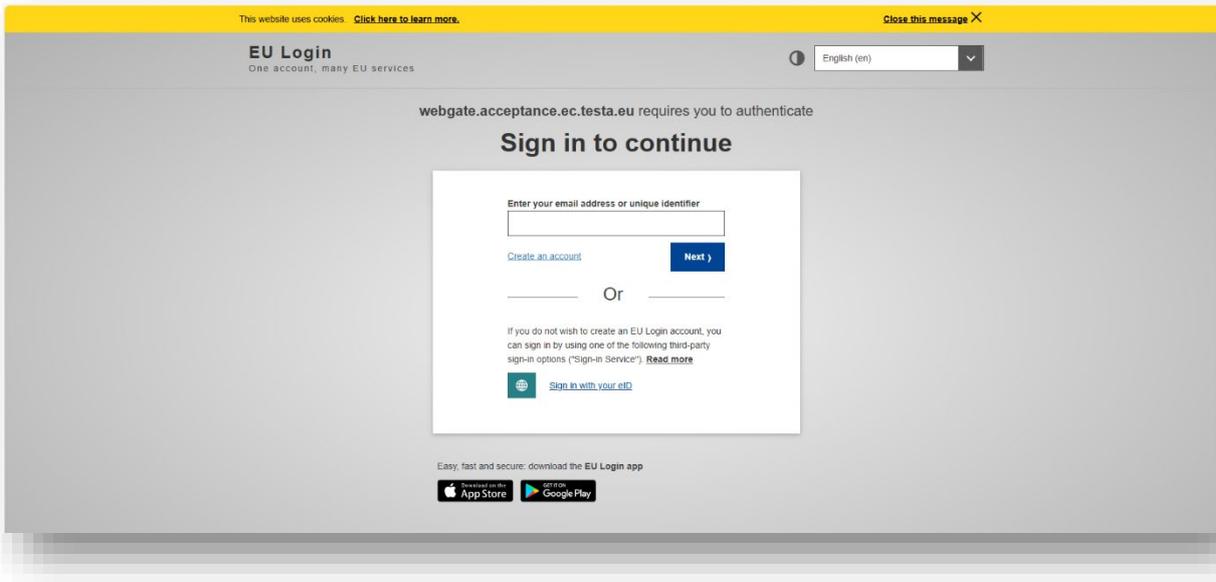


Image 2 – Connection to EU CV Online

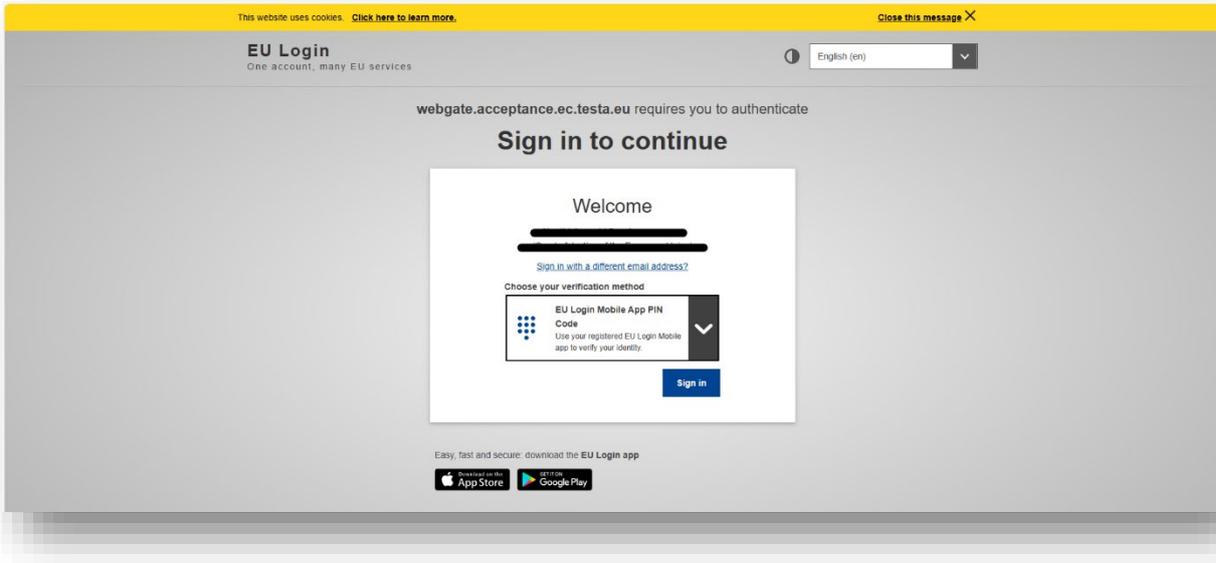


Image 3 - Two-factor authentication

## 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.

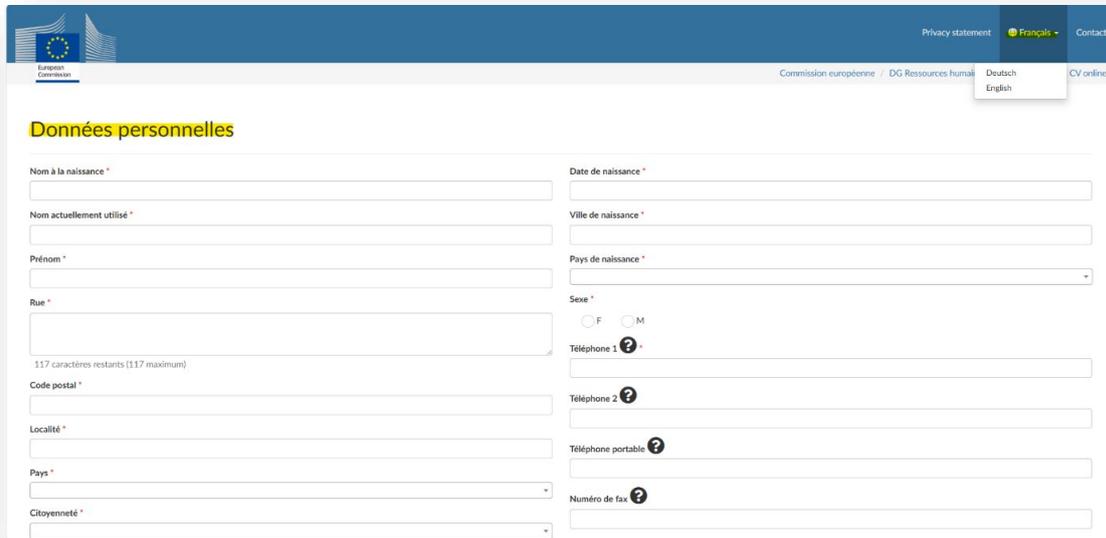
The image shows a web form titled "Données personnelles" (Personal data) on the CV online website. The form is divided into two columns. The left column contains fields for: "Nom à la naissance", "Nom actuellement utilisé", "Prénom", "Rue", "Code postal", "Localité", "Pays", and "Citoyenneté". The right column contains fields for: "Date de naissance", "Ville de naissance", "Pays de naissance", "Sexe" (with radio buttons for F and M), "Téléphone 1", "Téléphone 2", "Téléphone portable", and "Numéro de fax". There are help icons (?) next to the telephone fields. At the top of the page, there is a navigation bar with the European Commission logo, a language selector (currently set to "Français"), and a "Contact" link. Below the navigation bar, there is a breadcrumb trail: "Commission européenne / DG Ressources humaines / Deutsch / English / CV online".

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.

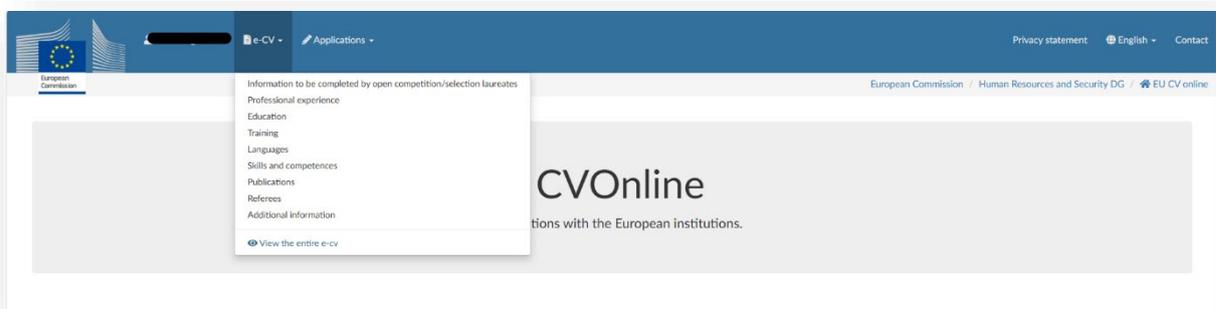
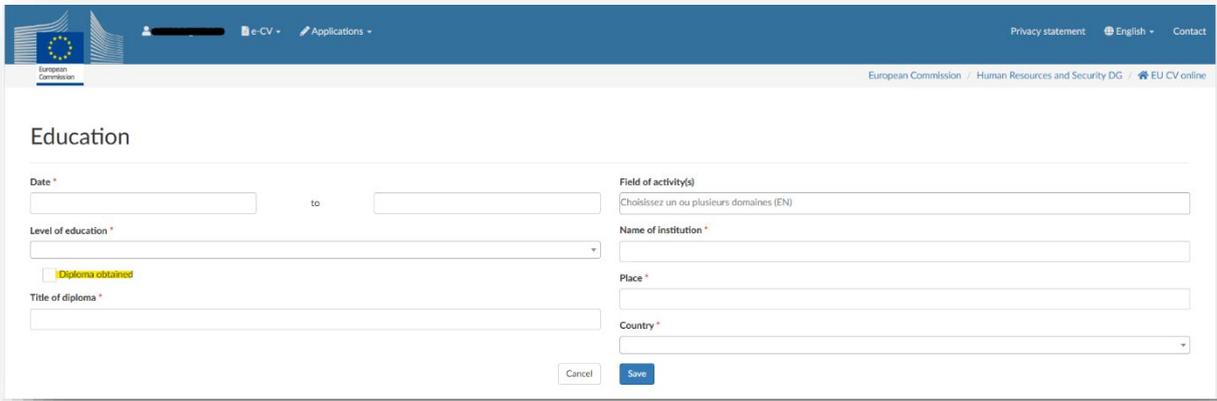
The image shows the "e-CV" dropdown menu on the CV online website. The menu is open, displaying a list of categories: "Information to be completed by open competition/selection laureates", "Professional experience", "Education", "Training", "Languages", "Skills and competences", "Publications", "Referees", and "Additional information". At the bottom of the menu, there is a link "View the entire e-cv". The background of the page shows the "CVOnline" logo and the text "CVOnline" and "tions with the European institutions." The navigation bar at the top is the same as in Image 4, but the language selector is now set to "English".

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*).

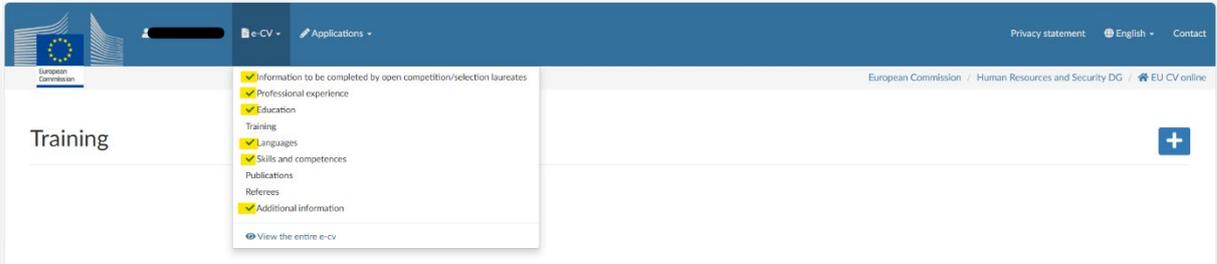
Be mindful that we may later **check the accuracy** of the information provided.



The screenshot shows the 'Education' section of the e-CV form. It includes fields for 'Date', 'Field of activity(s)', 'Level of education', 'Name of institution', 'Title of diploma', 'Place', and 'Country'. A checkbox labeled 'Diploma obtained' is highlighted in yellow. The form also has 'Cancel' and 'Save' buttons at the bottom.

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*).



The screenshot shows the e-CV drop list with a list of categories and their completion status. The categories are: Information to be completed by open competition/selection laureates (checked), Professional experience (checked), Education (checked), Training (unchecked), Languages (checked), Skills and competences (checked), Publications (unchecked), Referees (unchecked), and Additional information (checked). There is also a 'View the entire e-cv' option at the bottom of the list.

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.

Call for applications (multiple choice)	Description	Date of publication	Closing date for registrations	Full description
CJ-STAGES-INC-2026/1	Traineeships for persons with a disability at the Court of Justice of the European Union. Traineeship period : 01.10.2026 - 28.02.2027	12/02/2026	13/04/2026	

Letter of motivation \*

*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

After filling in information about your disability, and education, 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:

- **Judicial Activity** – *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 of the Court of Justice or the General Court or the Secretariats (Greffes) of the two Courts.*
- **Administration** – *By choosing this option, you indicate your preference towards working for the Administration of the Court. This can include, among others, the financial services, the service responsible for the human resources management, or the security service.*

- **Communication** – *By choosing this option, you indicate your preference in working for the communication service of the Court of Justice.*
- **Information and New Technologies** – *By choosing this option, you indicate your preference towards services that work on IT or specialise in development of applications and data management.*
- **Legal Translation** – *By choosing this option, you indicate your preference towards the legal translation services of the Court of Justice.*
- **Legal Research** – *By choosing this option, you indicate your preference towards services that carry out extensive legal research on different areas of National and European Law.*

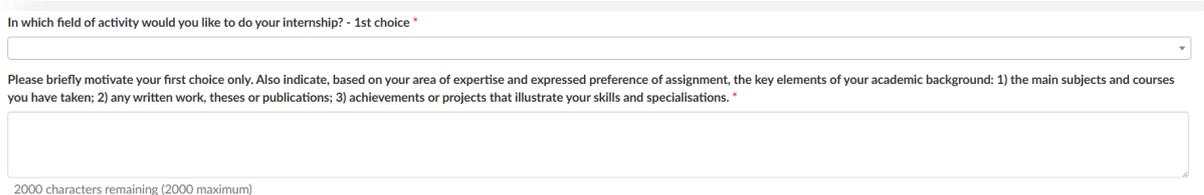
More information about the different jurisdictions, the work of Judges and Advocate Generals, as well as the different departments of the Court can be found [here](#).

### 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 Services.

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 field of activity 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.



In which field of activity would you like to do your internship? - 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)

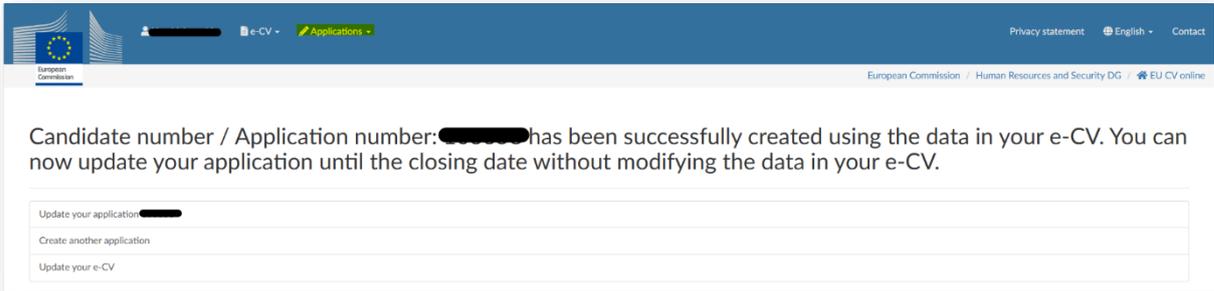
*Image 11 – Preferences and motivation*

## 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.



*Image 12 – Submission and modification of application*



## **NOTICE D'INFORMATION EN MATIÈRE DE PROTECTION DES DONNÉES À CARACTÈRE PERSONNEL**

Toute personne a le droit à la protection de ses données à caractère personnel.

Le traitement des données à caractère personnel par les institutions, organes et organismes de l'Union est régi par le règlement (UE) 2018/1725 (JO 2018, L 295, p. 39).

La présente notice vous explique pourquoi et comment vos données sont utilisées dans le cadre du traitement en cause.

### **PROGRAMME DE STAGES POUR DES PERSONNES EN SITUATION DE HANDICAP – PROJET PILOTE**

#### **Qui est le responsable du traitement ?**

La direction des Ressources humaines est responsable du traitement.

#### **Pourquoi avons-nous besoin de vos données ?**

Les données que vous insérez sur l'application EU CV online (données d'identification et de contact, diplômes, expérience et aptitudes, connaissances linguistiques, motivation, taux du handicap reconnu) sont nécessaires pour établir votre éligibilité à ce programme et procéder à la sélection des candidatures.

Si votre candidature est considérée comme éligible, vous devrez nous transmettre un certain nombre de documents : copie de passeport ou carte d'identité, copies des diplômes, extrait du casier judiciaire, attestation démontrant la couverture par un régime d'assurance maladie et accident, votre aptitude médicale établie par le médecin de votre choix, un certificat de résidence et vos coordonnées bancaires. Vous devrez également transmettre, directement au service médical de l'institution, les documents officiels attestant de votre handicap et du taux de celui-ci.

Le traitement de ces données est nécessaire pour vérifier l'authenticité des déclarations faites dans votre acte de candidature, pour fixer vos droits pécuniaires et effectuer le versement de la bourse et, le cas échéant, du montant forfaitaire prévu pour les frais de voyage. Il permet également au service médical de donner un avis sur l'éligibilité des



candidatures et sur la mise en place éventuelle d'aménagements raisonnables.

### Qui a accès à vos données ?

Ont accès à vos données :

- Le service médical et les membres du personnel au sein de la direction des Ressources humaines sur la base du besoin d'en connaître
- Les personnes (fonctionnaires ou agents) dans les cabinets et services d'affectation des stagiaires et dans les services chargés d'évaluer la mise en place éventuelle de mesures d'aménagement raisonnable permettant aux candidats présentant un handicap d'accéder à un stage au sein de l'institution
- Les autorités hiérarchiques compétentes pour la nomination des stagiaires.
- Les gestionnaires concernés au sein de la direction du budget et des affaires financières sur la base du besoin d'en connaître
- Les gestionnaires concernés au sein de la direction du budget et des affaires financières sur base du besoin d'en connaître.

### Combien de temps vos données sont-elles conservées ?

Candidatures reçues via EU CV online :

Vos données sont conservées dans la base de données EU CV online pendant 12 mois à compter de la nomination des candidats sélectionnés. À l'issue de cette période, les données sont effacées de la base de données et seulement une synthèse anonyme des candidatures est conservée à des fins statistiques. Vous avez accès à votre candidature tant qu'elle est maintenue dans la base de données.

Candidatures retenues :

Si vous êtes sélectionné(e) pour un stage dans le cadre de ce programme, les documents justificatifs à l'appui de votre candidature sont conservés pendant une période de 5 ans à partir de votre dernier jour de stage dans un répertoire spécifique sur un serveur sécurisé de la direction des ressources humaines avec accès restreint.

S'agissant des documents transmis au service médical de l'institution, ils sont conservés uniquement pendant votre période de stage pour autant que les informations sur le taux de handicap et les mesures raisonnables figurent dans le dossier conservé



pendant 5 ans.

S'agissant des données financières (coordonnées bancaires), elles sont conservées dans le logiciel SAP pendant 10 ans.

### Quels sont vos droits ?

Conformément aux règles applicables, vous avez le droit de demander au responsable du traitement l'accès à vos données ainsi que, le cas échéant, leur rectification, leur effacement ou une limitation du traitement.

En outre, vous pouvez vous opposer au traitement pour des raisons tenant à votre situation particulière.

### Comment exercer vos droits ? Qui contacter ?

Vous pouvez contacter le responsable du traitement de la manière suivante :

Courrier électronique : RH.stages@curia.europa.eu

Adresse postale : Cour de justice de l'Union européenne  
Direction des Ressources humaines  
Unité Sélection des talents  
Rue du Fort Niedergrunewald  
L-2925 Luxembourg  
LUXEMBOURG

Nous répondons à votre demande dans les meilleurs délais et, en principe, dans un délai d'un mois. Au besoin, ce délai peut être prorogé.

Vous pouvez également vous adresser au délégué à la protection des données de la Cour de justice de l'Union européenne : [DataProtectionOfficer@Curia.europa.eu](mailto:DataProtectionOfficer@Curia.europa.eu)

### Contrôleur européen de la protection des données

Vous avez le droit d'introduire une réclamation auprès du Contrôleur européen de la protection des données si vous considérez que le traitement de données à caractère personnel vous concernant ne respecte pas le règlement 2018/1725.