

# 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](mailto:RH.stages@curia.europa.eu).

Good luck,

**The Traineeships Office**

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## 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](mailto: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”.*

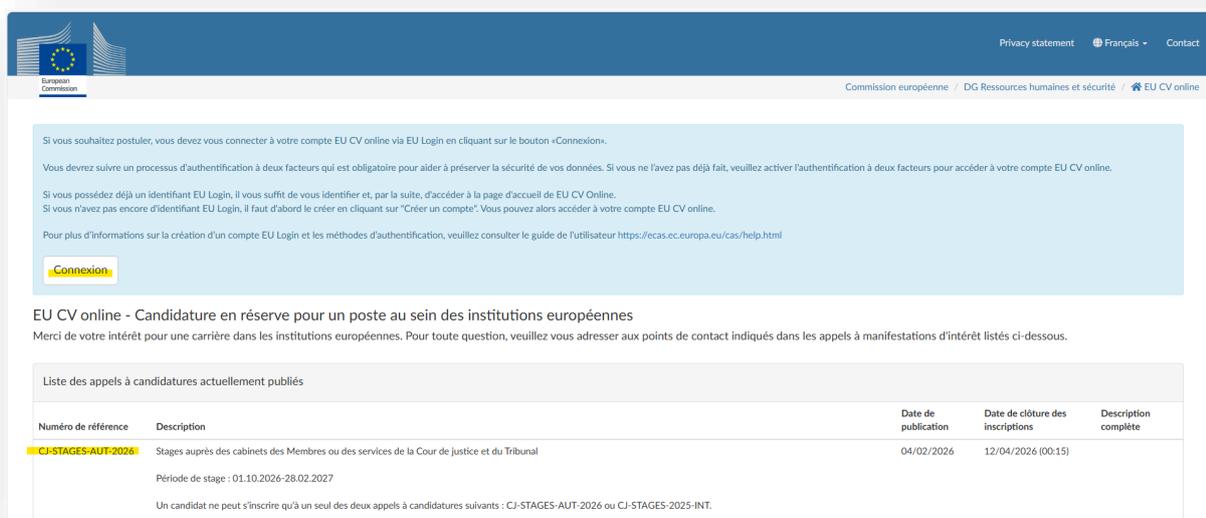


Image 1 – EU CV Online Homepage

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

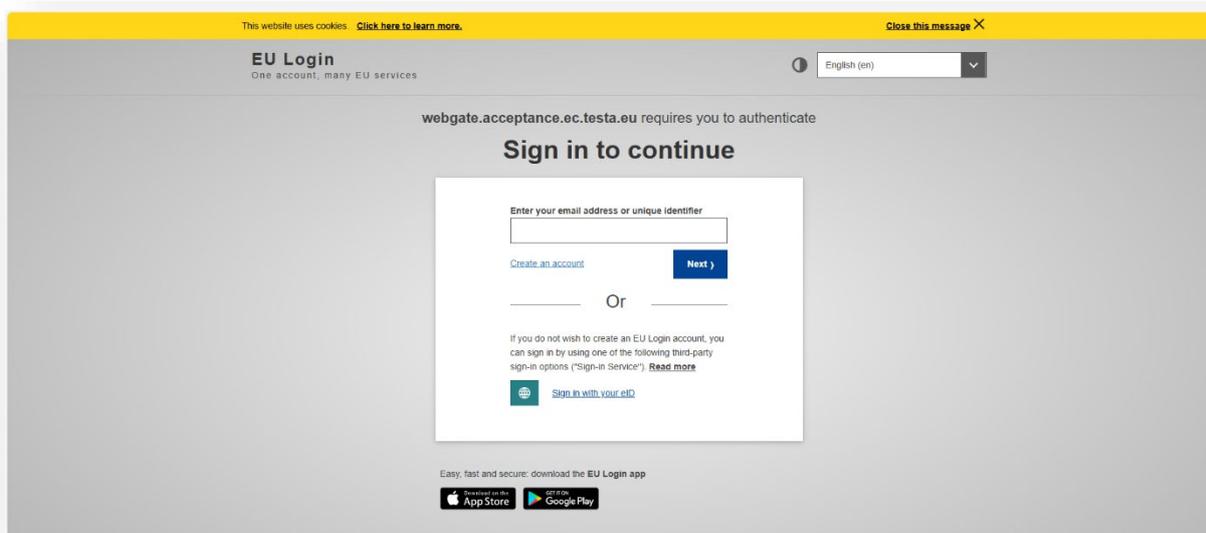


Image 2 – Connection to EU CV Online

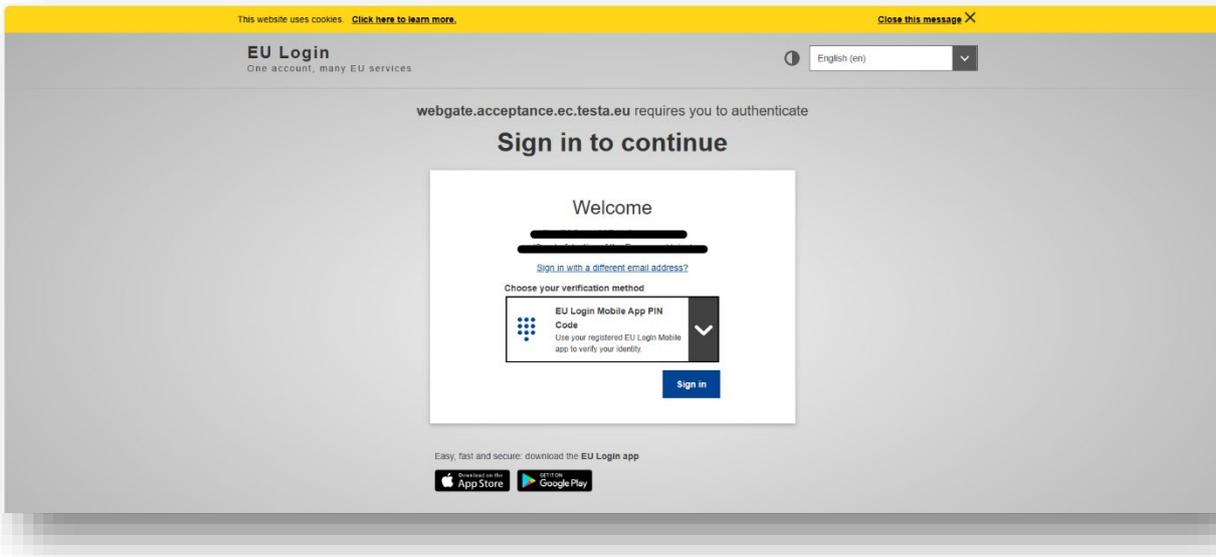


Image 3 - Two-factor authentication

## 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.

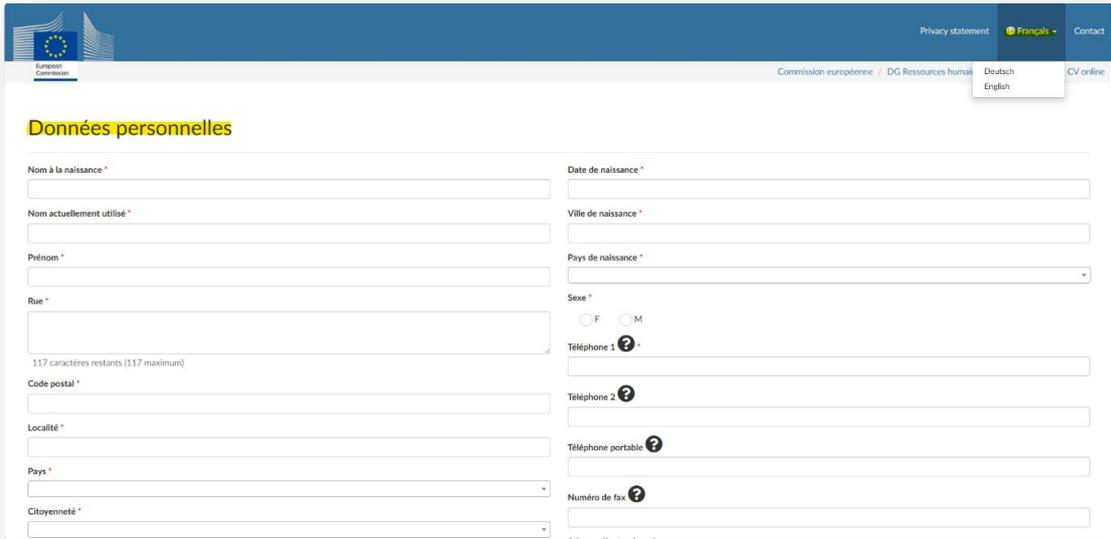


Image 4 - Personal data

### 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.

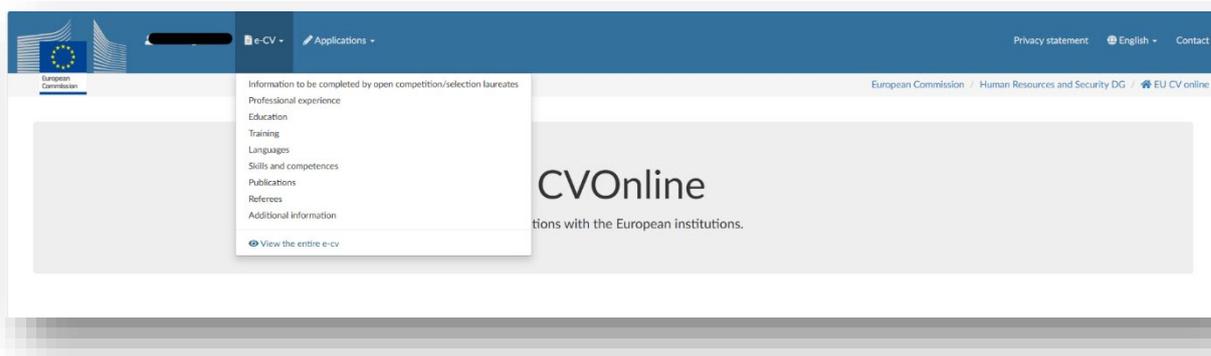


Image 5 – Creation of e-CV

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.

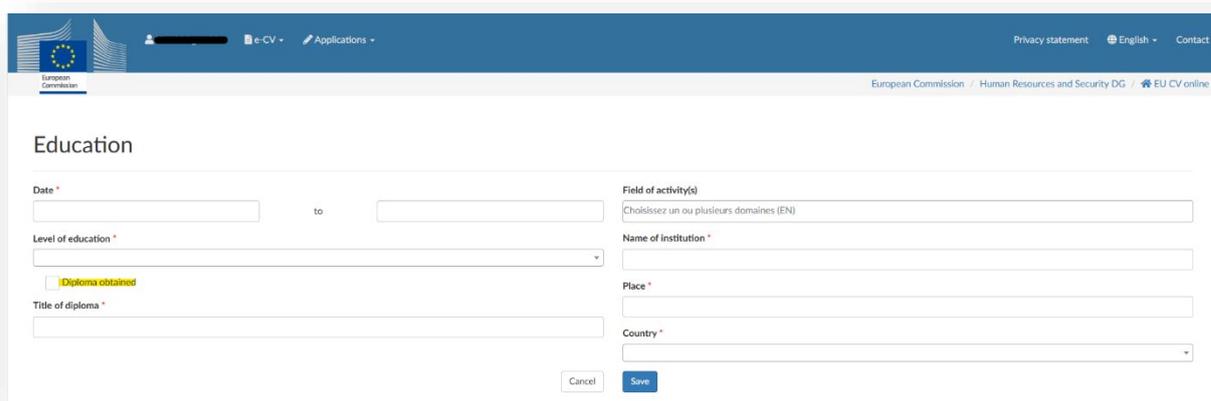


Image 6 – e-CV Education

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*).

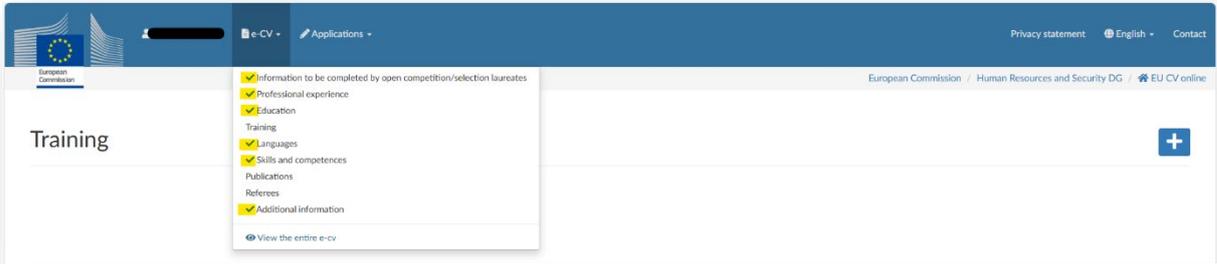


Image 7 – Completed categories on e-CV

### 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

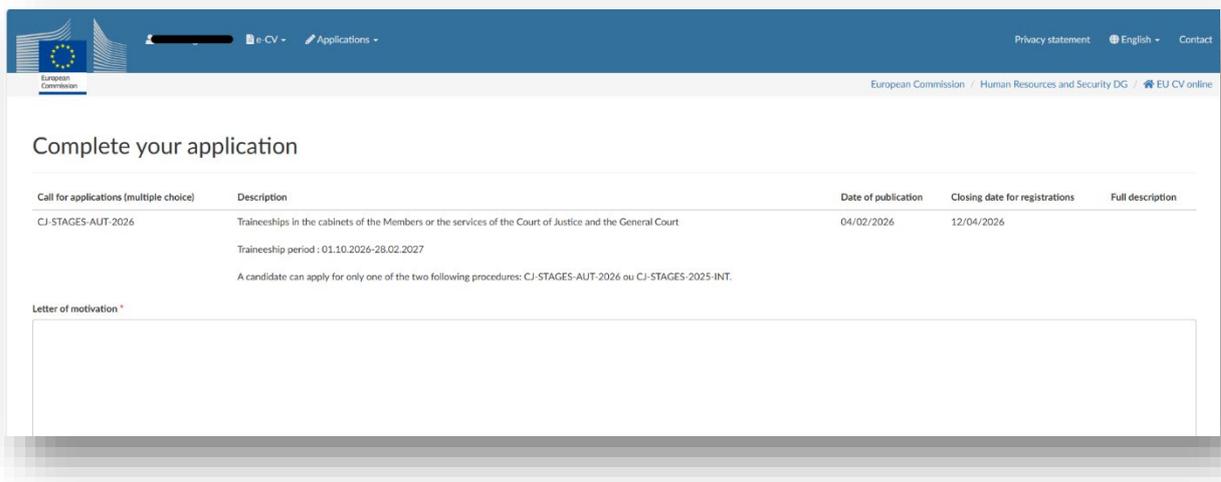


Image 9 – Choose a call and apply

## 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 on the European Commission website. It features 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 is a text field labeled '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

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



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

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### **COUR DE JUSTICE DE L'UNION EUROPÉENNE**

Toute personne a le droit à la protection des 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 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.

### **Stages**

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

Le responsable pour ce traitement est l'unité Sélection des talents de la Direction des Ressources humaines.

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

Ce traitement est nécessaire pour apprécier le potentiel des candidats à bénéficier d'un stage rémunéré au sein des services de l'institution.

Les stages sont organisés en conformité avec la décision du comité administratif de la Cour de justice de l'Union européenne du 3 décembre 2018 relative aux stages.

#### **Qui a accès à vos données ?**

Les gestionnaires de la Direction des Ressources humaines.

Le personnel d'encadrement et les gestionnaires RH auprès des services recruteurs.

Tout gestionnaire désigné, par voie de délégation spécifique, par un utilisateur relevant d'un des groupes susmentionnés. En général, il s'agit des destinataires qui ont accès au dossier des candidats à des fins administratives ou parce qu'ils participent à la procédure de sélection.



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

Les données relatives aux procédures d'engagement de stagiaires rémunérés sont conservées pendant 12 mois à compter de la nomination du(es) candidat(s) sélectionné(s). 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. Les candidats ont accès à leurs candidatures antérieures tant qu'elles sont maintenues dans la base des données.

Les candidatures imprimées des candidats retenus dans le cadre des différentes procédures sont conservées pendant 2 ans à compter de l'engagement de la personne concernée.

### **Quels sont vos droits ?**

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

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 tout état de cause 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.