

Europass

The European document to present qualifications and competencies

The *europass* portfolio is a number of documents which are issued in a standardized format across Europe. In the majority of cases, the *europass CV* is requested to apply for grants and research projects of the European Union. The *europass CV* provides the comparability of applicants because it provides the transparent presentation of qualifications and competencies.

Creating your *europass CV* is at no charge and can be completed online or downloaded to your computer. It is provided by Cedefop, the European Centre for the Development of Vocational Training.

Follow the link <http://europass.cedefop.europa.eu/documents/curriculum-vitae>, choose "Create your CV online" and select then the language in which you want to create the CV. Applications for EU grants and research projects are mostly requested in English. Based on the indicated information the form will generate your personal CV.

There is a certain degree of flexibility which fields of the CV's form are filled in. Leave those fields blank which you do not wish to use. In the generated document there won't be any blank spaces.

Nevertheless you should note that it is important to indicate all the information which the documents of the call for funding requests.

It is useful to look for all the relevant data beforehand. This simplifies filling in the form although your online session is not limited to a certain amount of time. If you wish to continue filling in the form later on, you can save the document in a variety of formats and download it to your computer, print it or forward it in pdf-format.

Important:

No copy of your CV will remain on the EU-server! For data protection reasons, all of the indicated information will be deleted automatically!

Therefore, it is recommended to save your CV in XML-format. This allows you to complete your CV at a later time by uploading it from your computer.

[Here](#) you will find some hints how to fill in your *europass CV*.

Additionally, you will find [examples in different languages](#) how the *europass CV* may look like.

If you have any questions, please do not hesitate to contact us.

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