

# Annex 6:

## EP Acceptance Note

### 1. Introduction

- 1.1. The Exchange Participant Acceptance Note refers to the confirmation from the Exchange Participant (EP) of its availability and willingness to accept the offer from the opportunity on the AIESEC platform. When the EP signs and sends this letter, the exchange is considered Accepted from both sides, and the EP proceeds to make the necessary payments to the AIESEC Sending Entity (SE) to make the exchange official.
- 1.2. The EP Acceptance Note is automatically generated by the AIESEC platform.

### 2. EP Acceptance Note Content

- 2.1. “I, [EP Name], officially apply for the [Opportunity Title] with [Organization]. The details of which are mentioned below.
  - 2.1.1. Timeline
  - 2.1.2. Role Description
  - 2.1.3. Main Activities
  - 2.1.4. SDG (if applicable)
  - 2.1.5. Organization
  - 2.1.6. Home Committee
  - 2.1.7. Host Committee
  - 2.1.8. Outgoing Fee
  - 2.1.9. Project Fee (if applicable)
  - 2.1.10. Working hours
  - 2.1.11. Logistics
  - 2.1.12. Health Insurance
- 2.2. This acceptance note is a formal acceptance to the opportunity stated above. By signing this acceptance note, I agree to participate in the above mentioned Opportunity, if selected by the organisation. I understand and agree to all the terms and conditions of the Exchange Participant responsibility stated in the AIESEC Exchange Program Policies (AEPP). I understand that on signing this acceptance note I will be fully available for the above mentioned Opportunity for ten (10) subsequent days and will not make formal applications to other Opportunities. This ten (10) day period can be extended before the deadline by mutual agreement with [Organization].

- 2.3. Upon receipt of this acceptance note, the organisation has a maximum of ten (10) subsequent days in which to accept or reject my application. In the case where the organisation does not respond within ten (10) days, it is assumed that the organisation has rejected the application. In this case, I have the right to apply for another Opportunity. In the case the organisation accepts my application, please send the confirmed starting and ending dates, job description and all the conditions for the particular Opportunity. Also, please send information about the required procedures to obtain a visa and work permit in your country and/or territory. In the case that the Embassy or Consulate only accepts an original Invitation Letter to apply for a visa, please send it by mail with original stamps and signatures.
- 2.4. Thank you for your assistance and I look forward to participating in this opportunity.
- 2.5. Signature of Exchange Participant**
- 2.6. Date**