Application

Got Acceptance Letter? Yes → Fill in and send your online application within the monthly deadline
No → Look for another host

Got motivation letter signed? Yes → Write it and make it be signed by UniTn supervisor
No → Ask for ISEE

Got final agreement? Yes → Fill in TA and online bank details (different for Student/Graduate and Erasmus/non Erasmus=extra European countries)
No → Make a deal with host institution/company

Shortlist of admitted candidates published 15th of subsequent month → Accept your scholarship by mail

Ranking list

Agreements before departure

When mobility starts

Have you sent mail to confirm the start to your mobility office? Yes → Great! Your mobility has officially started in Esse3 system
No → Send the mail within 3 days from the start

Mail to confirm the start of internship
Before the end

Got Traineeship certificate filled and signed?

Yes

Send it by mail to your mobility and keep the hard copy!

No

Ask mobility office for it and fill and make it be signed by host supervisor

EU Survey
OLS

2 invitations from platforms:

When back in Trento

Give the hard copy of Traineeship certificate and receive Reference letter from your mobility office

Sign your CFU transcript to have them loaded on Esse3 system

only for Erasmus + traineeships

only for traineeship as student

TA = Training Agreement (agreement signed by 3 sides: trainee, UniTn supervisor, host institution/company supervisor)
OLS = Online Linguistic Support (online platform for language test and courses)
FA = (Financial Agreement between UniTn and trainee, it has all details about the mobility, conditions to fulfill and the amount of the grant)
EU Survey = online survey about mobility in Erasmus+ countries