

## REMINDER FOR ERASMUS OUTGOING STUDENTS FOR TRAINEESHIP

These are the main steps to do during the mobility period.

More detailed and continuously updated information can be found on the Erasmus Traineeship website: <https://web.unipv.it/> and following the path Internazionale > Tirocinio all'estero > Erasmus+ Traineeship > During the mobility.

We recommend you to refer always to the call for application for Erasmus Traineeship.

### 1) ARRIVAL CERTIFICATE

Within 3 days of arrival at the host company, send the certificate of arrival to the International Mobility office by email. It should be filled in with the effective date of the beginning of the internship, signature and stamp of the host institution.

### 2) REQUEST OF EXTENSION

The extension request document must be completed and signed by the trainee, the supervisor at the host institution and the Erasmus coordinator, and sent to the International Mobility office by email at least one month before the end of the mobility period initially assigned.

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#### Contacts:

International Relations Office – International Mobility

Via Sant'Agostino, 1/a, Pavia

Phone: 0382 984302 | 0382 984601 | 0382 984119

E-mail: [train.erasmus@unipv.it](mailto:train.erasmus@unipv.it)

Web: <https://web.unipv.it/> (Internazionale > Tirocinio all'estero > Erasmus+ Traineeship)

#### Opening hours:

- Monday, Tuesday, Thursday, Friday from 9.30 till 12.00

- Wednesday from 13.45 till 16.15