

INTERNATIONAL TRAINEESHIP'S CHECKLIST BEFORE LEAVING

- Find a traineeship yourself.**
- Approve your traineeship at your home university when you have received the initial positive decision from the employer.**
- Prepare the LA Traineeships Before Mobility and get the required three signatures: 1) student 2) the person responsible for the traineeship at your faculty 3) representative of the traineeship organization.**
- Fill in the SoleMOVE application and scan the LA Traineeships Before Mobility to the system.**
- After acceptance in SoleMOVE complete 1st OLS test and fill out the application in SoleGRANT.**
- Complete the grant application in SoleGRANT.**
- Upload Grant Agreement to SoleGRANT (Erasmus+).**
- Upload the LA Traineeships Before Mobility signed by 3 parties to SoleGRANT or SoleMOVE (After traineeship section).**
- If you receive benefit from KELA, inform them of your traineeship (opintotuen olosuhdemuutos).
- Register as an attending student at ULapland (this is mandatory).
- Take care of your insurance. A trainee should have a health, accident and liability insurance coverage for the whole duration of the traineeship. A trainee is covered by the accident and liability insurance of ULapland, which is valid during the student's working hours only.
- Apply for a visa or residence permit if needed.
- Check the validity of your passport and take care of the necessary vaccinations.
- Make the registration of Finns abroad (www.matkustusilmoitus.fi).

GRANT PAYMENT

- Start your grant application from confirmed mobility in SoleMOVE.
- Upload the required enclosures to SoleGRANT and SOLEMOVE and send the application form via SoleGRANT in order to receive the 1st part of the grant (appr. 80 %).
- The grants are paid on the 15th and last day of each month.
- If you interrupt your internship, you may be asked to pay back the grant.

DURING THE INTERNSHIP

- Complete the traineeship independently.**
- Use LA Traineeships During the Mobility document if you have changes and upload it to SoleMOVE.**
- Ask for the LA Traineeships After the Mobility to be signed by your traineeship organization during your last week.**
- You can also ask the certificate of employment.**

AFTER THE TRAINEESHIP

- Upload the LA Traineeships After the Mobility into the SoleMOVE system.**
- Give feedback for the traineeship in the SOLEMOVE system.**
- Erasmus+ students also give feedback in EU Survey and complete 2nd OLS test.
- Start the credit transfer process as soon as possible. Return all applications to Internationalisation Services.

The second part of the grant (approx. 20%) will be paid when the required documentation has been successfully completed into the SoleMOVE system (EU Survey and OLS for Erasmus+ students) and recognition of studies has been applied.

Thank you! 😊