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***STEP by STEP***

***BEFORE DEPARTURE***

Step 1: At least 15 days before departure:

1. inform [erasmus@santannapisa.it](mailto:erasmus@santannapisa.it) about starting date, ending date and complete hosting institution/firm name;
2. signature of the **financial agreement for Erasmus+ Traineeship** (the agreement will be prepared by the office on the basis of the information above received);

Step 2: signature of ***LEARNING AGREEMENT FOR TRAINEESHIP*** to be delivered to the Placement Office.

***BY A WEEK OF THE STARTING DATE***

Step 3: ***TRAINEESHIP STARTING CERTIFICATE*** complete of the hosting institution signature, the seal and date must be sent to [erasmus@santannapisa.it](mailto:erasmus@santannapisa.it).

Upon receipt of the Traineeship Starting Certificate the office will proceed with the payment of the first instalment (80% of the total grant amount)

***AFTER COMPLETION OF THE TRAINEESHIP***

Step 4: the hosting institution/firm must send the ***TRAINEESHIP FINAL CERTIFICATE*** to [erasmus@santannapisa.it](mailto:erasmus@santannapisa.it)

Step 5: the student must fill in the **EU Survey** he/she will receive by email.

Upon receipt of the Traineeship Final Certificate AND the EU Survey, the office will proceed with the payment of the balance calculated on the basis of the number of days actually spent at the hosting institution.

**For any further information please write to Claudia Ambrogi at erasmus@santannapisa.it**