

**ERASMUS+ TRAINEESHIP PROGRAMME
GUIDELINES FOR INCOMING STUDENTS
UNIVERSIDADE PAULISTA – UNIP**

Universidade Paulista - UNIP will select students to undertake a traineeship programme through Erasmus+ Programme.

The student should first contact the Erasmus Coordinator at their home institution to enquire about the number of places and financial grant of available scholarships.

1. ERASMUS+ STUDENTS NOMINATION

Incoming Erasmus students for traineeship programme should be officially nominated (nomination form) by their home Erasmus Coordinator to the Erasmus Coordinator at UNIP, Prof. Laura Ancona Lee (lancona@unip.br, with a copy to internacionalizacaoacademica1@unip.br).

2. APPLICATION FOR ERASMUS+ TRAINEESHIP PROGRAMME TO UNIVERSIDADE PAULISTA - UNIP

Once your home University has nominated the student to participate in Erasmus+ Traineeship Programme, you should apply, which consists of preparing the following obligatory documents:

- a) Application Form (annex I);
- b) Authorization form (annex II);
- c) Copy of passport page with personal data;
- d) Transcript of records from your home University.

Once you have all the documents in place, a scanned version in .pdf of all documents need to be sent to the e-mail address: lancona@unip.br, with a copy to internacionalizacaoacademica1@unip.br.

Applications for Erasmus+ Traineeship Programme are accepted without any specific deadlines, at least three months before the placement starts.

3. SELECTION

- a) Step 1: Analysis of requested documents.
- b) Step 2: Interview. The student will be called through e-mail internacionalizacaoacademica1@unip.br. Student must enable their mailbox to receive messages from internacionalizacaoacademica1@unip.br.

4. RESULTS

Selected students will be notified by email.

Academic Internationalization
Universidade Paulista – UNIP