Step 1	• Submit your **initial application** online • The application is directly transferred to a **responsible person*** at your institution • The **responsible person** at your institution will contact you via email, confirming your eligibility and funding availability

Step 2	• After initial approval from your institution, contact the **host institution**, in which you plan to undergo the intership • Agree on the internship's dates, duration and activities and receive approval by the **host institution** (email or free form signed statement)

Step 3	• Submit your **final application** via email to the **responsible person*** at your institution.
	
	The final application consists of:
	    • An application form (standard template)
	    • Your CV
	    • Confirmation from the host institution (email or free form signed statement), see Step 2.

Step 4	• If your institution approves the final application, send the completed **final application (Step 3)** to the representative of Vilnius University (Erika Antanėlė, erika.antanele@mf.vu.lt) within 14 days and receive central approval. • Please include a confirmation letter from your institution confirming a positive evaluation of the application (e-mail or a free form signed statement)

Step 5	• After approval by Vilnius University, **you, your institution and the host institution sign** a trilateral **Internship agreement** (standard template) • You send **the signed Internship agreement** to the representative of Vilnius University (Erika Antanėlė, erika.antanele@mf.vu.lt) within 14 days and receive central approval.

Internship (must be completed by March 31, 2027)

Internship ends

After the internship and no later than 14 days after the end of the internship, submit to the **responsible person*** at your institution:
• An internship confirmation letter (standard form)
• The final Internship report form (standard form)

** The assigned **responsible person** at your institution will be in contact with you throughout the application process upon your initial application (Step 1)*