

Step 1
Initial
Application

- [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
Host Institution
Arrangement

- After initial approval from your institution, contact the **host institution**, in which you plan to undergo the internship
- Agree on the internship's dates, duration and activities and receive approval by the **host institution** (email)

Step 3
Final
Application

- Submit your **final application** via email to the **responsible person*** at your institution.

The final application consists of:

- Full application form (standard template, found [here](#))
- Your CV
- Confirmation from the host institution, see Step 2.

Applications may be submitted at any time until 31 January 2027 and will be evaluated on a rolling basis.

Step 4
Internship
Agreement

- When the sending institution reviews and approves the application, you, your institution and the host institution have to **sign Internship agreement** (standard template, found [here](#))
- You send **the signed Internship agreement** via email to the **responsible person*** at your institution before the internship can begin

 Ready to Start

(Internship may start after all parties have signed the Internship Agreement)

Internship

(must be completed by 30 November 2027)

Final Reporting

(within 14 days after the internship)

Submit to the **responsible person*** at your institution and the Vilnius University contact person, Mrs. Erika Antanėlė (erika.antanele@mf.vu.lt):

- **Internship confirmation letter** (standard form, found [here](#))
- **Final Internship report** (standard form, found [here](#))

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