



GUIDE TO THE CORRECT SUBMISSION OF THE APPLICATION FORM

The compilation of the application and the submission of all documents necessary for the participation in the call must be done **EXCLUSIVELY ONLINE** by following these steps:

1. Click on the following link to start your application: <https://servizi.lumsa.it/Start.do> and log in with your login credentials;
2. Click on the top right of the menu and select "International Outgoing Mobility" and then "Mobility Calls".
3. Select "EXCHANGE PROGRAMS" and click on "Bando di Mobilità per Traineeship 2025/2026"
4. To begin the application, you must click on "fill out the form" on the right at the bottom of the main page.
5. Check the two items related to the requirements to participate in the call;
6. Select item "1" from the drop-down menu marked "ERASMUS TRAINEESHIP 2025/2026"
And click on "Enroll."
7. Enter, in the "More Information" field, the session in which you plan to graduate (month + year)
8. Cliccare sul bottone "ISCRIVIMI AL BANDO E STAMPA RICEVUTA" per generare il modulo di candidatura da voi compilato in formato PDF.
9. The submission of the application can be considered complete.

PLEASE NOTE: The PDF form, that will be automatically generated once the process is completed, should NOT be signed or sent to the International Office. It will only be a proof for the applicant of correct submission of the application.