

TRAINING PERIOD AGREEMENT REQUEST

ACADEMIC YEAR 2016/2017

To submit to the International Office for training agreement edition.

CSTA_ 2015_

ANY UNCOMPLETED FILE WILL NOT BE VALIDATED

ALL TRAINING PERIOD AGREEMENT REQUEST MUST BE DONE 1 MONTH

BEFORE THE BEGINNING OF THE TRAINING PERIOD TO THE INTERNATIONAL OFFICE

YOU WILL BE AUTHORIZED TO LEAVE ONLY WHEN YOUR TRAINING PERIOD AGREEMENT WILL BE SIGNED BY ALL THE PARTS
IT IS RECOMMENDED TO YOU TO ENGAGE NO FINANCIAL EXPENSE BEFORE YOUR AGREEMENTS OF TRAINING ARE SIGNED

THE INTERNSHIPS ARE NOT AUTHORIZED IN COUNTRIES NOTIFIED IN RED (FORMALLY DISADVISE)

AND IN ORANGE (DISADVISE EXCEPT IMPERATIVE) ON THE SITE OF THE FOREIGN OFFICE

(<http://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/conseils-par-pays/>. Page « sécurité » of the country)

THE REGISTRATION ON THE PORTAL ARIANE IS COMPULSORY

ONCE THE DOCUMENT OF VALIDATION SIGNED, PLEASE PUT BACK A COPY TO YOUR SECRETARIAT OF SCHOOLING

Given requested data's are necessary for editing the training agreement form witch will be handed pre-filed.

Therefore, after approval of your request, the data's cannot be changed.

DOCUMENTS TO ATTACH :

- A copy of your school certificate and tuition fee receipt (see registration)
- Concerned students have to provide a copy of their resident card or the valid acknowledgement of requests to renew.
- A certificate of affiliation to the social security system mentioning date on which entitlement ends.
- A current Curriculum vitae.
- Proof of third party insurance with the contract coverage dates and training period undertaking. **(Training period abroad : the certificate must clearly mention the cover of risks in foreign countries).**
- A certificate of an insurance policy that includes emergency medical evacuation with the contract coverage dates.
- A certificate of personal accident insurance (the certificate must clearly mention the cover of risks in foreign countries)
- The confirmation of registration of your stay abroad on the Ariane Portal of the Ministry of Foreign Affairs, specifying the name of the country and period of stay.

STUDENT INFORMATION DETAILS

Name : First Name : Birth dates :/...../.....

Diploma :

1ST YEAR 2ND YEAR

First degree (student) In-service

Nationality :

Please mention validity of your resident card:

Social security system : SMERRA LMDE General System

Of other, state (ex : SNCF,):

Your contact details:

Mobile phone : Email :

Current student address :

Address during the training period :

Other address (ex., relatives +phone number) :

INFORMATION ABOUT THE HOSTING COMPANY

Company name :

N° SIRET / SIREN: Code APE :

Address (if several places, mention the head office address) :

Contact detail of the company's contact for the agreement signature (ex: Human resource services)

Name, first name : Function :

Tel : Email :

Address of the training period place (STATE IF BUSINESS TRAVELS ARE PLANNED):
.....

Contact detail of the company's Internship mentor during the training period :

Last name, First name : Function :

Tel : Email :

TRAINING PERIOD SCHEDULE

Year 2016/2017 => (state starting date and ending date)

From To

Working days in the company (if part-time, please submit the training schedule) :

Daily Schedule working in the company :

Tasks or activities pursued during the training period : (You can join an index card of post with the request)
.....

LANGUAGE USED DURING THE INTERNSHIP :

Reward amount : MONTHLY FOR WHOLE TRAINING PERIOD

Approval of the training period by the company : to complete, to sign and to stamp by the internship coordinator

ADMINISTRATION PART

Approval of the training period project by the teacher in charge :

Pedagogic approval:

Name : Date : Signature :

Administrativ approval : H. BAHLOUL

Date : Signature :

Internship coordinator during the training period :

Administration : 11 BD CHARLES DE GAULLE – CS20273 – 63008 CLERMONT-FERRAND CEDEX

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Marie-Anne BRIHAYE - 3^{ème} étage – bureau 304 – m-anne.brihaye@udamail.fr +33473177716

Copy of the agreement request file given to the student on :

Agreement delivered on : Returned on :