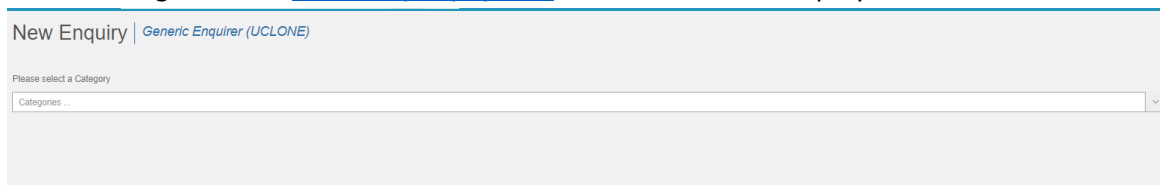


Requesting a Convention de Stage steps

1. Log on to the [Ask UCL query system](#) and click on “new enquiry”

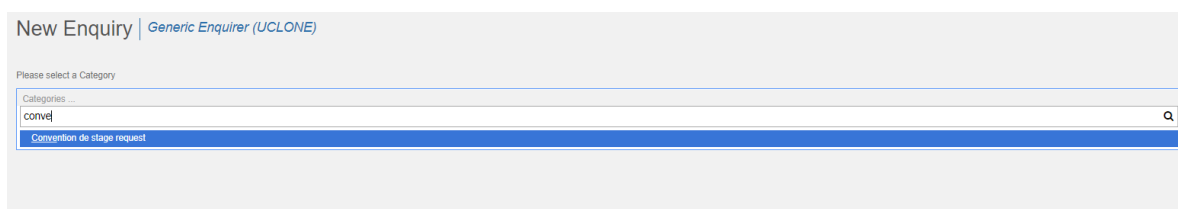


New Enquiry | *Generic Enquirer (UCLONE)*

Please select a Category

Categories ...

2. In the “categories” box start typing Convention de Stage



New Enquiry | *Generic Enquirer (UCLONE)*

Please select a Category

Categories ...

conve

Convention de stage request

3. Click on “Convention de Stage Request” and the following form will appear:



New Enquiry | *Generic Enquirer (UCLONE)*

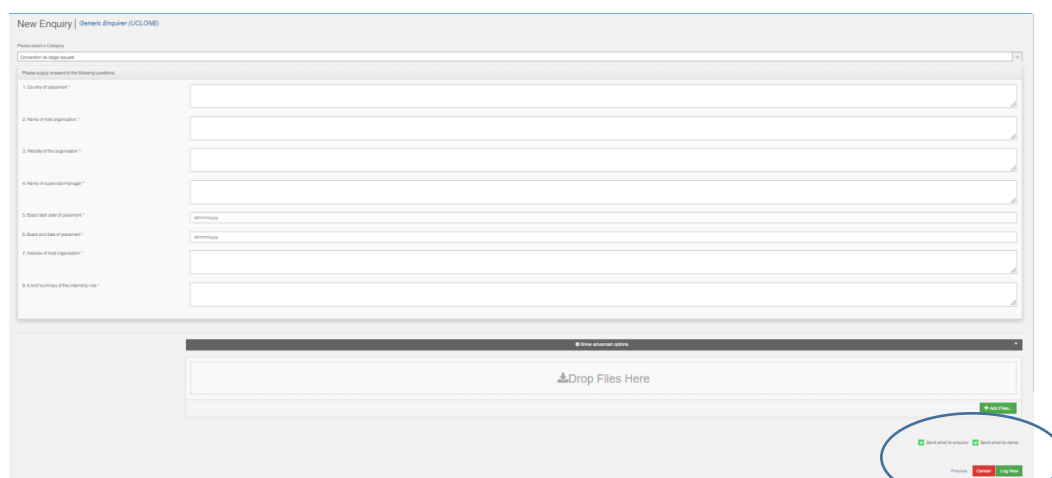
Please select a Category

Convention de stage request

Please supply answers to the following questions.

1. Country of placement *
2. Name of host organisation. *
3. Website of the organisation *
4. Name of supervisor/manager *
5. Exact start date of placement *
dd/mm/yyyy
6. Exact end date of placement *
dd/mm/yyyy
7. Address of host organisation *

4. Fill in the form with the details required. All questions are mandatory. After you have finished, please click on “Log now” button on the right hand side bottom corner.



New Enquiry | *Generic Enquirer (UCLONE)*

Please select a Category

Convention de stage request

Please supply answers to the following questions.

1. Country of placement *
2. Name of host organisation. *
3. Website of the organisation *
4. Name of supervisor/manager *
5. Exact start date of placement *
dd/mm/yyyy
6. Exact end date of placement *
dd/mm/yyyy
7. Address of host organisation *
8. A brief summary of the relationship *

Drop Files Here

Log now