

Non-Bruface internship agreement procedure

1. Fill in step 1 on [website link](#)
2. Get approval E-mails from the **academic coordinator** (and academic supervisor if different from the academic coordinator)
3. Fill in step 2 on [website link](#)
 - Make sure the data you enter is correct and complete. **The internship agreement** is generated using these data and is **automatically sent** for approval to the E-mail address of the **training entity supervisor** of the placement organization. Carefully check before submission!
 - Add pdf's of approval E-mails you received after completing step 1.
4. DocuSign electronic signature procedure (**company, you, academic coordinator and academic in charge of general coordination**)
5. All parties involved will receive notification by E-mail from DocuSign to download the signed internship agreement.