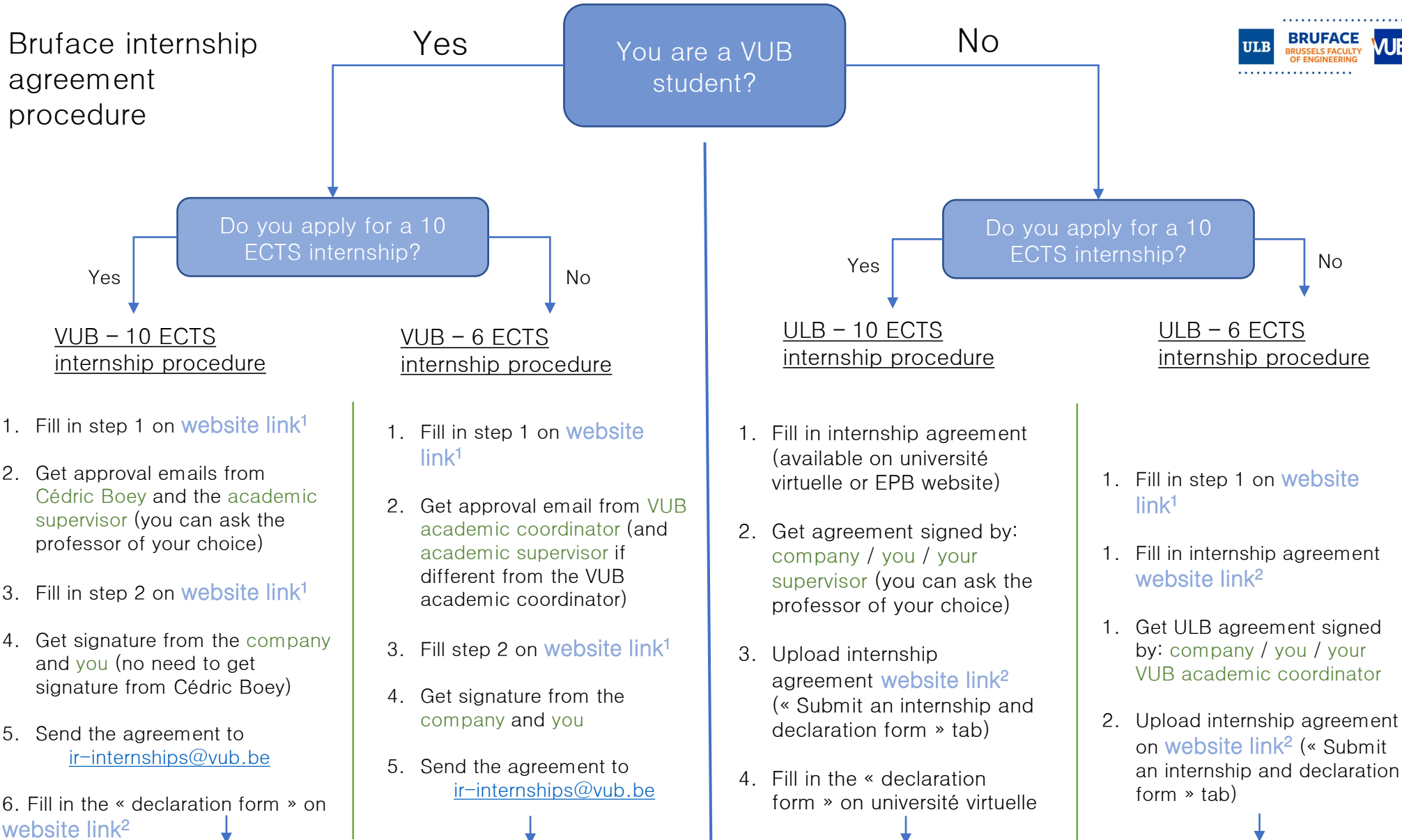


Bruface internship agreement procedure



1. Fill in step 1 on [website link¹](#)
2. Get approval emails from **Cédric Boey** and the **academic supervisor** (you can ask the professor of your choice)
3. Fill in step 2 on [website link¹](#)
4. Get signature from the **company** and **you** (no need to get signature from Cédric Boey)
5. Send the agreement to ir-internships@vub.be
6. Fill in the « declaration form » on [website link²](#)

1. Fill in step 1 on [website link¹](#)
2. Get approval email from **VUB academic coordinator** (and **academic supervisor** if different from the VUB academic coordinator)
3. Fill step 2 on [website link¹](#)
4. Get signature from the **company** and **you**
5. Send the agreement to ir-internships@vub.be

1. Fill in internship agreement (available on université virtuelle or EPB website)
2. Get agreement signed by: **company / you / your supervisor** (you can ask the professor of your choice)
3. Upload internship agreement [website link²](#) (« Submit an internship and declaration form » tab)
4. Fill in the « declaration form » on université virtuelle

1. Fill in step 1 on [website link¹](#)
1. Fill in internship agreement [website link²](#)
1. Get ULB agreement signed by: **company / you / your VUB academic coordinator**
2. Upload internship agreement on [website link²](#) (« Submit an internship and declaration form » tab)

No further administrative action is required. Agreement will be sent to all parties by BRUFACE staff.

website link¹: <https://www.vub.be/en/studying-vub/all-study-programmes-vub/personal-development-during-your-studies/do-internship#paragraph-70156>
 website link²: <https://uv.ulb.ac.be/enrol/index.php?id=111529>