Request for change of Internship period

Please send the scanned form by student’s institutional email or by company’s email to:
ufficio.stage@ateneo.univr.it

Name and Surname of the Intern/Trainee ..............................................................................................................

Badge number .......................................................... Field of study...........................................................................

Planned period (established by the training project) from...........................................until...........................................

At the Company/Firm/Public Office......................................................................................................................

Hereby asks for

• **Extension of internship** until the day...........................................................................................................(included)

  The request of an extension of the internship must be received at least 3 days ahead the deadline established by the training project, aware that the total number of months in the same company, including extension, cannot exceed 12 months per study cycle (for students) – 6 months per study cycle (for graduates).

• **Early conclusion** on .................................................................................................................................(included)

  The request for early conclusion must be received at least 3 days ahead the deadline established by the training project.

  for the following reasons:...............................................................................................................................  

Company’s email to send confirmation of change:.............................................................................................

We confirm that all the other elements contained in the training project remain unchanged (location, items and procedures for the internship, possible facilities)

Date,..............................................

Trainee’s signature..........................................................................................................................................

University tutor’s signature.................................................................................................................................

Company tutor’s signature and stamp..............................................................................................................