**REQUEST FOR CHANGE OF INTERNSHIP TIMETABLE AND PLACE**

*Please send the scanned form by student’s institutional email or by company’s email to:* *ufficio.stage@ateneo.univr.it* *- The request must be notified at least 3 days before the timetable is changed.*

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

* **Timetable change request** from……………………………………until…………………………………………

new timetable………………………………………………………………………………………………………..

* **Comunicate the transfer** on the day……………………………………….timetable…………………………

work place……………………………………………………………………………………………………………

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

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

Date,……………………………………..

Trainee’s signature ……………………………………………………………………………………………………

Company tutor’s signature and stamp ………………………………………………………………………………