

Internship Office

Add a company to the University agreement list

The office that deals with the agreements is the Job Orientation and Job Placement office.

For clarification please write to the email address stages@adm.unifi.it. The agreement procedure is the responsibility of the company.

Steps to enroll the company/studio

1. www.unifi.it
2. Click on *studenti*
3. Click on *Stage e tirocini* (in blue to the left-hand side)
4. Click on *Aziende e Enti*
5. Click on *Iscrizione Online* (without inserting the student ID and password).
6. Click on *Iscrizione* (in yellow on the left-hand side)
7. Compile the fields in the form and click at the bottom on *inserisci* (regarding the company interested in joining the university agreement)
8. For the next steps, follow the indications given by the Office of Job Placement following the invitation of the request for agreement (step 7)

NOTE: The process is to be effected online, it is important that the studio/company/firm inserts the PEC (electronic post certificate) so that the Office of Job Placement can manage the procedure online.

For immediate clarifications, consult the HELP section (in yellow) that is present under *iscrizione* (see step 6)

The student can check in the database (present in *Servizi Online > Studenti > "Vuoi effettuare un tirocinio?" > cerca aziende* if the studio/company/firm is found among the companies in the list they have been officially approved for the university's agreement.

Only in this case is it possible to contact the internship office to effect the pairing