

# Request for an amendment

**When?** The conditions of my internship are changing: places, dates, holidays, tutor, teleworking..

**Where?** [www.tsm-connect.fr](http://www.tsm-connect.fr)

## 1 LOGIN

I log in to TSM Connect and access the Agreement Dashboard.

➔ I find my agreement and click on *Action* >> *Add an amendment*

## 3 VALIDATION

Once my application has been sent, my academic advisor approves it or not.  
=> *Pedagogical validation*

If everything is OK, the internship office proceeds to the  
=> *Administrative validation*

## 2 FILL IN THE FORM

I fill in the reason for the endorsement:

- Absence / leave
- New dates
- Location
- Tutor
- Stipend
- Other (telework, breach of contract, missions, etc)

## 4 SEND BY EMAIL

My company tutor and I receive the amendment by e-mail.

Once the document is signed, I send it to the internship office : [stages@tsm-connect.fr](mailto:stages@tsm-connect.fr)  
=> *Complete validation*



The terms of my internship have changed but there is no amendment  
=> I am not insured!



My agreements

My internship agreements



Add an internship agreement



Actions ▾

Download / Print

Print signed agreement

Add an extension