

Request for an internship agreement

When? At least 15 days before the start of the internship

Where? www.tsm-connect.fr



It is impossible to start an internship without a validated and signed agreement!

1 LOGIN

I log in to TSM Connect and create a request for an internship agreement.

→ Left sidebar :
My agreements >>> Add an internship agreement

2 FILL IN THE FORM

I fill in all the fields on the form. In case of doubt :
- I contact the company for information
- I consult the specific page on TSM Connect



While waiting for the answers, I save the convention as a «draft»

3 DOCUMENTS TO SUBMIT

Internship in France: Public liability insurance certificate («responsabilité civile») / Health insurance certificate / Current residence permit (non-European foreign student)

Internship abroad: Private insurance certificate (repatriation, civil liability, personal insurance) / Social security (European social security card or international health insurance) / Current residence permit (non-European foreign student)

4 VALIDATION

Once the request has been sent, the academic advisor checks the missions and validates or not the agreement
=> *Pedagogical validation*

Then, the internship office also validates it
=> *Administrative validation*

5 SEND BY EMAIL

The company tutor and me receive the amendment by e-mail.

Once the document has been signed, I send it to the internship office: stages@tsm-education.fr
=> *Complete validation*



My agreements

My internship agreements



Add an internship agreement