

Notifying your traineeship and applying for the traineeship subsidy in Into

1. Log in with your HAKA ID.
2. Start the process by clicking on *Create a new internship*. You can save and return to the form later using the *Save draft* button.
3. The student's details will come directly from the SISU system. Check that the information is correct and, if necessary, update the information in SISU.
4. Fill in the rest of the necessary study information, i.e. your study rights and which course you are using for the traineeship. Select the course from the [list of Supported Traineeship Courses](#).
5. Indicate your future job duties as best you can describe them or what you have agreed with your employer. Fill in the other details of the placement.
 - a. a. The period of the traineeship. If you complete the traineeship in several parts, or if, for example, your working time percentage changes during the traineeship, you can indicate the different periods by clicking on *Add time period*.
 - b. Indicate where you found your traineeship. (JobTeaser is the job search portal used by the University of Helsinki)
6. Finally, select that you want to apply for the university traineeship subsidy. Check the criteria for the traineeship subsidy in [the Instructions for Students site](#). The amount of the traineeship grant is €1800 per student and the application processor will enter this amount in the form at the processing stage.
7. Once you have verified that the information you have entered is correct, click *Send*.