

TRAINEESHIPS FOR STUDENTS CITIZENS OF THE EU (*)

(*) Due to the current Spanish regulations on residence permits, we are unable to accept internship applicants who are not EU citizens

2023/2024

How to apply

1.- Your university selects you for an internship at our Faculty and sends to ingenieria.internacional@ehu.eus an email with your nomination and your details (Name and surname, gender, date of birth, two e-mail addresses and passport/ID card number).

Nomination deadlines:

- For traineeships between September and December: before 1st July
- For traineeships between January and April: 1st December
- For traineeships between May and August: 1st April

2.- We get in contact with you to ask for your **Curriculum Vitae** and **cover letter**. Once you send those documents, we look for a supervisor for your traineeship at our Faculty and will provide you with their details.

3.- Send to incoming.eib@ehu.eus your **Traineeship Agreement**, signed by you and your university.

4.- We check out the document, sign it and send you an email to confirm your admission. We will also ask you for the rest of compulsory documents:

- copy of your passport/ID card
- photo
- address and phone number (at your country) and address in Bilbao (we need this information to manage your card of the UPV/EHU)
- copy of your health insurance
- copy of your travel assistance insurance
- copy of your civil liability insurance.

Insurances are compulsory, and you should deliver them at least two weeks before arriving in Bilbao. Otherwise, you will not be allowed to do your internship at our Faculty.

Accommodation

The Help Centre of our university will help you finding accommodation. You can contact them before arriving in Bilbao entering their [website](#) or sending an email to helpcentre3.internacional@ehu.eus. Please keep in mind that both our Faculty and the Help Centre will be closed in August, from 14th to 27th.

From the end of August to middle October, and from the beginning of January until the beginning of March, there is a Help Centre office at our Faculty. If you do not find accommodation before your stay here and you are coming within the office's working dates, you can ask for assistance at the Help Centre office in person.

Contact

Ask any questions to:

- incoming.eib@ehu.eus
- +34 94 601 8226
- International Relations Office of our Faculty (in opening hours)

See you in Bilbao!

Vice deanship of International Relations