

Instructions for students:

How to register your placement abroad in LAB Mobility-Online

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1. Fill in the International Internship registration form

1.1 Starting your registration

Whenever you complete an internship/practical training/placement abroad that is part of your degree, you must **register** it in **LAB Mobility-Online**.

You can go directly to the registration form using this link: [Online form for International Internships](#).

Alternatively, you can copy and paste the following URL into your browser:

https://www.service4mobility.com/europe/BewerbungServlet?identifier=LAB&sprache=en&kz_bew_art=OUT&kz_bew_pers=S&aust_prog=INTERN&trans_roll_id=8&fromApplication=1&ben_login=z151672%40lab.fi&fromSHIBBOLETH=1

You can identify the correct application form by checking the top bar, which should display the following text:

“International Internship registration for exchange program **International Internships**”

The start page of the correct registration form in LAB Mobility-Online looks like this:

International Internship registration
for exchange program **International Internships**

LAB University of Applied Sciences

All fields marked with (*) must be completed.

1 Application details
2 Personal details
3 LAB study details
4 Planned internship abroad
5 Finance and insurances
6 Terms and conditions

Application details

Type of applicant *
 Incomings Outgoings

Type of person
 Student Teachers

Pipeline Programme ⓘ
International Internships

Academic year * ⓘ
2025/2026

powered by MOBILITY-ONLINE

Cancel application Continue

On the **left**-hand side, you will see a list of the different steps required to complete your registration:

- 1 Application details
- 2 Personal details
- 3 LAB study details
- 4 Planned internship abroad
- 5 Finance and insurances
- 6 Terms and conditions

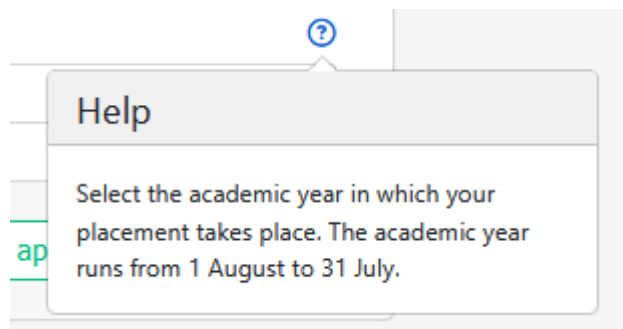
Each step must be completed in order for your registration to be completed.

On the **right**-hand side of each step, you will find the required information that needs to be completed.

You can also find **help** for completing the form by clicking the question mark icons (?).



Hover your cursor over the icon (or tap it on a mobile device) to display the help text.



1.2 Application details

Please make sure that all the listed details are correct. Fill in any missing information as requested in the form.

Application details

Type of applicant *

Incomings Outgoings

Type of person

Student Teachers

Pipeline Programme ⓘ

International Internships ▼

Academic year * ⓘ

2025/2026 ▼

Cancel application
Continue

Type of applicant: This form is intended for students who are going abroad for an internship. Therefore, in this section, “**Outgoing**” should be selected.

Type of person: This form is intended for students. Therefore, in this section, make sure that “**Student**” is selected.

Pipeline Programme: In this section, make sure that “**International Internships**” is selected.

!! Please note that you cannot change these selections manually. If the mobility type or category is incorrect, contact the International Mobility Services for assistance.

Academic year: Choose the academic year during which you will participate in the exchange. Please note that one academic year always runs from 1 August to 31 July.

1.3 Personal details

Next, fill in **your personal details** as requested in the form.

Personal details

Student number * ?

The length should be between 1 and 20 characters.

Last name * ?

Please fill out this mandatory field.

First name * ?

Please fill out this mandatory field.

Email address * ?

Please fill out this mandatory field.

Date of birth *

Gender * ?

Female Male Other

Nationality * ?

Native language * ?

Language of communication * ?

English Finnish

Country of residence at the moment * ?

Previous Continue

Requested personal details are:

- Student number (you may check this from your information in Sisu)
- Full name and email address (**always** use your **LAB student email!**)
- Date of birth and gender, and language of communication
- Nationality and native language, and country of residence at the moment

1.4 LAB study details

Next, fill in the required **details related to your studies** at LAB University of Applied Sciences.

LAB study details

Country of the sending institution

Finland

Home institution

LAB - LAB University of Applied Sciences

Faculty *

<-- Please select -->

Study field *

<-- Please select -->

Campus *

Lahti Lappeenranta

Study level *

Bachelor Master

Group Code at LAB *



Number of academic years completed *



Tutor teacher email address *



Tutor teacher name *



Name of the practical training coordinator at LAB *

Email of the practical training coordinator at LAB *

Enter the full name and email address of your Practical Training Coordinator at LAB. You can find the coordinators' details in [eLAB](#). If no coordinator has been assigned, enter your tutor teacher's details.

Previous

Continue

The country of the sending institution should be “**Finland**”, and the home institution should be “**LAB – LAB University of Applied Sciences**”.

The information related to your **degree programme** must be accurate. If needed, you can check these details in Sisu under your personal study information:

- Faculty
- Study field
- Campus
- Group code

Number of academic years completed: Fill in the number of years you have been studying in LAB (to the nearest six months).

Name and email address of your tutor teacher: Enter the details of your tutor teacher.

Name and email address of the responsible teacher of the placement: In this section, please fill in the contact information of the **teacher** who is responsible for guiding your placement at **LAB**. You can check the responsible teachers by unit in eLAB: [Practical training](#) (the page is available in Finnish and in English).

1.5 Planned internship abroad

Next, fill in the details related to your **placement** abroad.

Planned internship abroad

Country of internship * ?

<-- Please select --> v

Name of the internship organisation

<-- No choice --> v

Did you find the internship organisation from the drop-down list? *

Yes No

Select the country first. Then check if the placement organisation is available in the dropdown list. If not, select "No" and enter the organisation details. Applications without organisation information will be deleted.

Country of the internship: First select the country where you will be doing your internship. Note! If the organisation has multiple locations, select the actual country where you will be doing your traineeship, rather than, for example, the country where the organisation's headquarters is located.

Name of the internship organisation: After selecting the country, go through the drop-down list of different organisations.

If you find your organisation on the list, click "**Did you find the internship organisation from the drop-down list?**" → "**Yes.**" Proceed to fill in the contact person's information.

If you cannot find your organisation on the list, leave the selection blank ("<-- No choice -->"), and click "**Did you find the internship organisation from the drop-down list?**" → "**No.**"

Proceed to fill in the **organisation's detailed information.**

Name of the internship organisation *

Department



Type of the organisation *

Size of the organisation *

Legal entity type of the organisation *

Private Public

Economic orientation of the organisation *

Non-profit Profit

Type of internship sector *

Street address of the organisation *



City of the organisation *

ZIP-code of the organisation *

Country of the organisation *

Web page of the organisation *

Telephone number of the organisation *

E-mail address of the organisation *

Next, fill in the **contact person's information**. **Contact person** refers to your primary point of contact **at the host organisation** where you are completing your internship. This can be your employer, mentor, or another designated person responsible for overseeing your internship at the workplace. Do **not** enter the details of your LAB teacher or supervisor in this section.

Contact person of the internship

Did you find the contact person from the list above? *

Yes No

Select the contact person from the dropdown list. If not found, select "No" and enter the contact person's details. Applications without contact person information will be deleted.

Contact person of the internship: If you found the organisation in the drop-down list above, the contact person's details might also be pre-filled in the system. Go through the drop-down list for the contact person of the internship.

If you find the contact person on the list, click "**Did you find the contact person from the list above?**" → "**Yes**". Proceed to fill in semester details.

If you cannot find the contact person's information on the list, leave the selection blank ("**<-- No choice -->**"), and click "**Did you find the contact person from the list above?**" → "**No**".

Proceed to fill in the contact person's detailed information.

Last name of the contact person *

First name of the contact person *

Gender of the contact person *

Male Female Other

Position of the contact person *

Phone number of the contact person *

Email address of the contact person *

Next, fill in the details related to the **timing** of your internship.

Semester when the internships starts * ?

<-- Please select --> v

Type of mobility period * ?

Physical Blended Virtual/Remote

Internship starting date *

Internship ending date *

Enter the start and end dates of the physical period of your placement in the host country. Travel days are not included.

Semester when the internship starts: Select the semester in which your internship starts. The autumn semester is from 1 August to 31 December, and the spring semester is from 1 January to 31 July.

Type of mobility period: Choose the type of your mobility period. You should have agreed on this with the organisation and LAB when signing Placement Agreement and/or work contract. Different mobility types are:

- Physical = you are located in the country of internship during the whole mobility period.
- Blended = you are attending part of the mobility period virtually and partly physically in the country of the host organisation. The physical component of your internship must last either 5–14 days (short-term internship) or a minimum of 60 days (long-term internship).
- Virtual/Remote = you are attending the mobility period (working remotely) from other than host country (e.g. Finland or your home country).

Internship starting and ending dates: Insert the first and the last date you need to be present/working at the organisation according to your Placement Agreement or work contract. **Note!** Do **not** include travel days in this. If there are any changes in the dates, contact LAB International Mobility Services immediately.

Finally, add your internship **programme, content** and **evaluation plan**. This must be agreed upon together with your employer and LAB.

Traineeship title * ?

Traineeship in digital skills * ?

Yes No

Working language * ?

<-- Please select --> v

Language competence of the work language * ?

A1 A2 B1 B2 C1 C2 Native language

Working hours per week *

Detailed programme of the traineeship period * ?

0 / 2000

Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship * ?

0 / 2000

Monitoring plan * ?

0 / 2000

Evaluation plan * ?

0 / 2000

Number of ECTS credits to be completed * ?

Language competence of the working language: Choose your own level in the working language. You can check [the Council of Europe's self-assessment grid here](#) (CEFR levels).

Working hours per week: Indicate your **weekly** working hours. For a full-time internship, the expected number of hours per week is approximately 35–40 hours.

Number of ECTS credits to be completed: Note that you should receive 5 ECTS credits per month for your placement. If your placement lasts 3 months, that means at least 15 ECTS.

In the “**Additional comments**” section, you may include any relevant notes or observations related to your internship.

1.6 Finance and insurances

Lastly, include information about the **funding** and **insurance** related to your internship.

Finance and insurances

Have you participated in an Erasmus+ student exchange in this level of study previously? *

Yes No

Have you applied for or been awarded any other grants for this internship? *



Yes No

Does your internship last less than two months? *

Yes No

Select "Yes" if your traineeship lasts maximum of 59 days (less than 2 months).

Does your internship last minimum of two months (60 days)? *

Yes No

Select "Yes" if your traineeship lasts 60 days or over (is 2 months or longer).

Do you have any disability or special needs? *



Yes No

What type of agreement have you made with the organisation? *

Work contract Placement agreement Both



The receiving organisation will provide a mandatory liability insurance covering damages caused by the student at the workplace for the intern *

Yes No



The receiving organisation will provide a mandatory accident insurance for the intern *

Yes No

Specify the details of your own insurance (e.g. insurance company and insurance number) covering the internship period *

0 / 1000

You must have at least liability insurance, accident insurance, and health insurance during your placement. If these are not fully covered by LAB or the host organisation, you are responsible for arranging the necessary insurance yourself. In Europe, health insurance can be replaced by a European Health Insurance Card. We also recommend travel and/or baggage insurance.

Will you receive a salary for the internship? *

Yes No



Will the receiving organisation provide any other kind of financial contribution to you? *

Yes No

Will you have to pay any fees to the host organisation for this internship? *

Yes No

Previous

Continue

You can find information about **additional grants** in eLAB: [Placement abroad](#) (the page is available in Finnish and in English). Please note that this section is not yet an official grant application, and your response regarding the need for additional funding is not binding.

You will also find details in the same eLAB page about **the insurance coverage** provided to LAB students.

If you are **employed** by the internship organisation and **receive a salary**, this does **not** affect your eligibility for a possible grant. However, please note that especially towards the end of the academic year, the budget allocated for internship grants may be fully or nearly used. In such cases, grants are primarily awarded to students whose internships are unpaid, to ensure that these students also have the opportunity to undertake internships abroad.

1.7 Terms and Conditions

Before you can submit your registration, you must accept the **Terms and Conditions**. Please read them **carefully** before confirming your acceptance.

Terms and conditions

- I have checked all the information in the application form and assure that it is up-to-date. If changes occur, I am responsible of updating the information in the Mobility-Online System. *
- I give permission to handle my data in light of my placement period and understand that my data is stored and forwarded for the administrative purposes. *

[Previous](#)[Send application](#)

Once you have read the Terms and Conditions, please accept them and submit your registration by clicking “**Send Application**”.

Once you have submitted your application, you will receive an automatic email with further instructions.

Please note that your registration is not yet complete. You must follow the steps provided in the email to **finalise** your registration.

Only after this will the International Mobility Services begin processing your application.

2. Contact details and more instructions

2.1 LAB International Mobility Services

If you have any questions related to registering your internship, Erasmus+ grants, eLAB instructions or using Mobility-Online, you are welcome to contact the LAB International Mobility Services.

We are here to help you throughout the process and make sure everything goes smoothly!

Email: placement@lab.fi

If you would like to **book a meeting** with a coordinator, this is also possible. Both **online** and **on-campus appointments** are available. Please contact us first by email and we will then send you a link to the booking calendar.

2.2 eLAB instructions

More information and instructions are available on **eLAB: [Placement Abroad](#)**. The page is available both in Finnish and in English.

2.3 Tutor teachers and Responsible teachers of practical training

Your **tutor teacher** or the **responsible teacher for practical training** in your degree programme can guide you further about internships. You can ask them about the suitability of an internship for your degree, the content of the internship, the number of credits you can earn, and other related details. They will also provide you with the template for the Placement Agreement. Always contact them **before** making any agreements with the employer regarding your internship.