

Practical guide to applying for internships

1) Through the TSP platform, it is possible to consult the list of all institutions affiliated with Sapienza and apply for published internship opportunities.

Link to access the platform: <https://uniroma1.tsp.esse3.cineca.it/pub/main-page>

HOW TO APPLY FOR AN INTERNSHIP OPPORTUNITY.

Open the above link using a web browser (we recommend Google Chrome).

Login using the University's institutional credentials.

On the main screen you can navigate to the different sections of the application using the menu located on the left side of the page.

2) FIRST STEP: insertion of the candidates' CV.

1. In the main menu, click on the item I MIEI CV

2. Click, on the next screen, on the button CREA UN NUOVO CURRICULUM.

3. Give a name to the new CV to be created, then press the button SALVA

4. Press the button MODIFICA to edit the CV and enter, on the various tabs offered, information about your education and training, language skills, work experience, etc.

5. Complete the operation by clicking on the button SALVA, located in the upper right corner.

6. Once you have completed your CV you need to click PUBBLICA to make it visible to companies.

3) SECOND STEP: search for an internship opportunity.

1. In the main menu, click on the item RICERCA OPPORTUNITA'.

2. On the next screen you will be able to perform a Free Search using the fields:

CERCA PER TESTO: Enter keywords to locate the wanted internship.

TIPO DI OPPORTUNITA': it indicates the type of internship of interest (curricular internship, extracurricular internship...).

Moving the cursor RICERCA AVANZATA you will be able to perform a more targeted search, using advanced filters such as DATA APERTURA and CHIUSURA ISCRIZIONE and REQUISITI E OBIETTIVI.

4) When you have identified the internship opportunity you are interested in, you can apply by pressing the button [Candidati a questa opportunità](#) in the upper right corner.

If the apply button is not visible, it means that you do not meet the requirements for that internship; you can still submit a self-application, which will be evaluated by the host institution.

5. You can also save the offer for future reference by clicking on [Salva tra i preferiti](#)

HOW TO SELF APPLY FOR AN INTERNSHIP OPPORTUNITY

1. In the main menu, click on the item AUTOCANDIDATURE.

2. On the next screen fill out all the mandatory sections, highlighted in red.

5) **Host Entity**

RAGIONE SOCIALE: Type the name or first letters of the host entity's name and select the correct item from the drop-down menu list that will gradually populate.

SEDE: select the desired location from the drop-down menu list.

Proposed internship

CURRICULUM VITAE: upload as an attachment your CV in .PDF format by clicking on the button 

Further information

TIPOLOGIA TIROCINIO: select the wanted type of internship.

Message sent by the candidate

Finally, it is mandatory to include a motivational letter written by the candidate interested in the internship.

3. When finished, click SALVA to submit the application.

The student will have to wait for the acceptance of the self application by the host, after which the host will upload the related training project on the TSP platform for the internship contact person to request approval.

6) APPLICATION THROUGH HOST INSTITUTION AND UPLOADING CURRICULUM VITAE

The host institution can also propose a student for its own internship opportunity through the TSP platform (by logging into its restricted area). Should the student receive an alert inviting them to upload their resume to the platform, they can follow the procedure below:

1. In the main menu, click on the item **I MIEI TIROCINI**.

2. On the next screen click on the item **VEDI** in the column ALLEGATI, related to the requested internship.

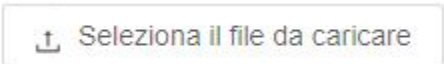
3. Now click on the button with the + symbol to add a new document.

7) 4. On the next screen fill in the required fields:

TITOLO: enter a title (e.g., "Curriculum Vitae.")

DESCRIZIONE: enter a brief description.

TIPO ALLEGATO: select the item CURRICULUM.

5. Click on the button  and upload your CV in .PDF format as an attachment.

6. If everything is successful, you will see a screen similar to this in the ALLEGATI section of the internship:

7. Reply to the email you received that confirms that the CV has been uploaded.