ELSA Traineeships

Newfoundland

LXXXVIII International Council Meeting Helsinki

12.11.2026 - 16.11.2026

Remember to check off your name in the **Participants List!**

ELSA Traineeships

Workshop Description:

ELSA Traineeships

Description

- A side of ELSA Traineeships we haven't touched upon yet is the Reception & Visa processes! During this Workshop we will go through the expectations of National and Local Groups hosting ELSA Trainees, and working on the reception and visa procedures for accepting Trainees.

Outcome

- Be better prepared for the upcoming reception of ELSA Trainees and understand what is expected and what you can do when hosting ELSA Trainees in your National and Local Group.

Introduction to Reception & Visa

ELSA Traineeships

Key points:

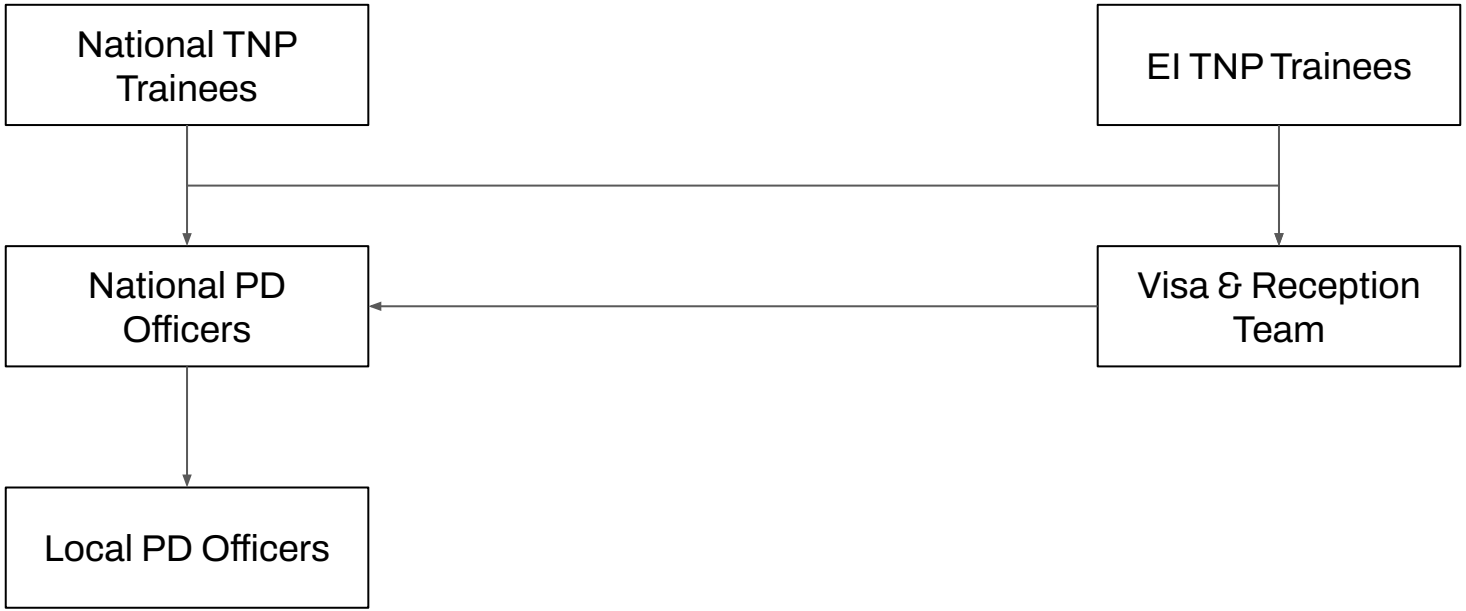
- Reception = Support for Trainees **from acceptance until the final day** of the Traineeship.
- Visa = Support for **international mobility**, especially for non-EU Trainees.
- Both processes ensure that Trainees feel **supported, informed, and integrated**.

Who is responsible?

- Local and National Groups for their own traineeships.
- ELSA International for TN/EI traineeships and for support with visa strategy.

Responsibility for Reception & Visa

ELSA Traineeships



Reception workflow (before the Traineeship)

ELSA Traineeships

Main Actions:

- **Contact** the Trainee: introduction email, provide contacts, answer questions.
- **Connect** Trainee ↔ Traineeship Provider and offer a joint meeting.
- **Engage** the Trainee: add to ELSA groups, link with other/previous trainees, hold an expectations meeting.
- Confirm logistics:
  - Dates, schedule, admin tasks
  - Help with accommodation, travel, transport, costs
  - Visa guidance if relevant
- Prepare a **Welcome Package**

Reception workflow (during & after)

ELSA Traineeships

During the Traineeship:

- Maintain engagement: regular check-ins, social meetups, city tour.
- Integrate the Trainee into the ELSA community (invite to events).
- Offer opportunities for growth (testimonials, diaries, PD activities).

After the Traineeship:

- Collect evaluations (Post-TEF & provider form).
- Hold evaluation meetings.
- Provide a Goodbye Package and optionally organise a farewell moment.

Visa Strategy and Support

ELSA Traineeships

What does “visa support” include?

- Identify Trainee’s citizenship & required visa type.
- Guide them to the correct embassy or visa centre.
- Provide list of required documents and timelines.
- Monitor the visa application process (especially for non-EU citizens).
- Ensure early application.

Responsibility

- Local/National Groups support their Trainees.
- ELSA International supports TN/EI traineeships or cases outside ELSA countries.

Let’s Play a Quick Quiz!

Kahoot

ELSA Traineeships

Group Work

Group Work - Reception

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Discuss in groups:

1. How do you do reception?
2. Make a concrete plan for how you should receive ELSA Trainees
3. What kind of reception materials can you / ELSA International make?

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Questions?

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End of Reception & Visa Workshop

Thank you for your attention.