

RECEPTION AND VISA HANDBOOK

ELSA TRAINEESHIPS



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The European Law Students' Association

Table of contents

I. Foreword	2
1. Introduction	3
1.1. Introduction to Reception and Visa	3
1.1.1. What is the Reception process?	3
1.1.2. What is the Visa process?	3
1.2. When are Reception and Visa carried out?	3
1.3. Who is taking care of the Reception and Visa processes?	3
2. Systemic procedure	4
2.1. Reception	4
2.1.1. Before the Traineeship	4
2.1.2. During the Traineeship	5
2.1.3. After the Traineeship	5
2.2. Visa	6
2.2.1. Before the Traineeship	6
3. Detailed procedure for Reception	7
3.1. Before the Traineeship	6
3.2. During the Traineeship	8
3.3. After the Traineeship	9
3.4. Reception for ELSA International's Traineeships	9
4. Detailed procedure for VISA	10
4.1. EU's citizens	10
4.2. Non-EU citizens	10
4.3. Visa procedure for ELSA International's Traineeships	11
5. FAQ	12
6. Materials for ELSA Officers	14

I. Foreword

Dear Professional Development Officers,

I am glad to present you with the new Reception and Visa Handbook.

This document has been created in the term 2022/2023 based on the existing guidelines and will be updated every year if necessary to allow the Officers of the Professional Development area to be aware of the main rules related to the Reception and Visa processes of ELSA Traineeships.

We decided with the ELSA Traineeships Team to create this Handbook to provide the Officers with more extensive information about these two processes, as well as answer some of the most common questions they might have or might receive from applicants. With these additional details, the Reception and Visa processes will be more detailed and will help ELSA Officers to help properly Trainees and Traineeship Providers during the Traineeship period. A lot of tips and tricks, as well as materials have been added to this handbook. Of course, this is not an extensive list of everything you can include during your Reception process. Be as creative as possible!

If you need any clarification or further information, please do not hesitate to reach me.

Sincerely yours,

Leia Hindricq

Vice President in charge of Professional Development
International Board of ELSA 2022/2023



Leyli Ahmadova

Coordinator for Reception and Visa
ELSA International Team 2022/2023



1. Introduction

1.1 Introduction to Reception and Visa

1.1. What is the Reception process?

'Reception' refers to one of the phases of ELSA Traineeships, in the Professional Development Area. The main purpose of the 'Reception' is to help the trainees from the acceptance email of the Traineeship Offer until the last moment of their Traineeship. It deals with:

1. The preparation of the Trainee: Communication with the Traineeship Provider and the ELSA Hosting Group; help regarding accommodation, and travels; help with administrative tasks; and
2. The integration of the Trainee: Invitation to ELSA events; meetings with other Trainees; regular evaluation meetings with the Trainee and the Traineeship Provider; welcome pack.

1.2. What is the Visa process?

'Visa strategy' refers to support given by ELSA International concerning Visa issues that Trainees might experience while preparing to go to another country for a Traineeship, especially for non-EU countries' citizens. The main purpose of the 'Visa strategy' is to help the trainees by giving information about the Visa procedures in different countries, assisting them in these procedures, but also dealing with Visa issues and/or questions coming from the Traineeship Provider.

1.2 When are the Reception and Visa processes carried out?

These processes are carried out during the whole year, but mostly right after the confirmation of the acceptance of a Traineeship Offer by a Trainee. This is the starting point of the Reception and Visa processes. They will continue to be carried out until the end of the Traineeship and after the Trainee filled in the Post-Traineeship Evaluation Form (Post-TEF).

1.3 Who is taking care of the Reception and Visa processes?

All ELSA Officers are taking care of these processes. the Local and National Groups of ELSA are taking care of the Reception and Visa processes of their respective Traineeships. ELSA International is jointly responsible, with Local and National Groups, for the Reception and Visa processes of ELSA International's Traineeships organised in countries where an ELSA Group is established. However, for ELSA International's Traineeships outside of the ELSA scope, ELSA International is the only body responsible for these processes.

2. Systemic procedure

2.1. Reception

2.1.1. Before the Traineeship

- Write an email to the Trainee, including:
 - An introduction of yourself and anyone who is in charge of Reception in your Group with the contact information;
 - Give more information about the Traineeship Provider and their contact details;
- Connect the Trainee with the Traineeship Provider:
 - Write an email to the Traineeship Provider and introduce the Trainee (copied to the email);
 - Make sure the communication with the Trainee and the Traineeship Provider is going well and that discussions have begun;
 - Offer to have a meeting with them;
- Engage the Trainee:
 - Connect the Trainee with other Trainees of the Traineeship Provider; (also with previous ones);
 - Propose a meeting with the Trainees to discuss their expectations and concerns;
 - Connect the Trainee with other Trainees by adding the Trainee to the Facebook / WhatsApp group “ELSA Trainees Worldwide” and the group that you created with Trainees in your country;
- Confirm the details with the Trainee:
 - Discuss the dates of the Traineeship (confirm the start and end dates);
 - Discuss the Trainee schedule and potential time-zone issues; (remote job only);
 - Help with any other practicalities (administrative, living conditions, etc.);
 - ✓ Accommodation
 - ✓ Travel
 - ✓ Transportation
 - ✓ Costs
 - ✓ Administrative tasks
 - ✓ Visa
- Prepare a welcome package:
 - Physical package:
 - ✓ Pens;
 - ✓ Notebook;
 - ✓ National drink/food;
 - ✓ Plan of the city
 - ✓ First transport ticket
 - ✓ Postcards/messages;
 - ✓ Non-perishable food items/goodies;
 - ✓ Reception Handbook about the country;
 - Digital package:
 - ✓ Online postcards;
 - ✓ Welcome video;

- ✓ Language guide;
- ✓ Online Reception Handbook/Guide to local culture and Legal/work culture;
- ✓ Welcome package sent abroad

2.1.2. During the Traineeship

- Engage the Trainee:
 - Propose regular meetings with the Trainee;
 - Invite the Trainee to (online) events organised by ELSA;
 - Organise an (n online) get-together for the Trainee;
 - Show the city to the Trainee
- Maintain the Trainee-Traineeship Provider connection:
 - Propose regular meetings with the Traineeship Provider;
 - Propose to participate in the meetings between the Trainee and the Traineeship Provider;
 - Send emails to the Traineeship Provider to have regular feedback about the Trainee
- Provide opportunities for growth
 - Start an online project with the Trainee about their experiences;
 - Ask the Trainee to give a testimonial
 - Provide the Trainee with (online) language tutoring/immersion;
 - Organise Professional Development projects to develop the skills of the Trainees and to make them know about the work culture of the country;

2.1.3. After the Traineeship

- Evaluation:
 - Provide the Trainee with the Post-Traineeship Evaluation Form (Post-TEF);
 - Provide the Traineeship Provider with the Evaluation Form
 - Organise an evaluation meeting with the Trainee and the Traineeship Provider; or
 - Organise an evaluation meeting with the Trainee only; or (both)
 - Organise an evaluation meeting with the Traineeship Provider only;
- Prepare a goodbye package:
 - Physical package:
 - ✓ Photos;
 - ✓ Letters;
 - ✓ Goodies;
 - ✓ Flowers;
 - ✓ National drink/food
 - Digital package:
 - ✓ Goodbye, video;
 - ✓ Photos;
 - ✓ Letters/messages;
- Organise an (n online) party to celebrate the completion of the Traineeship

2.2. Visa

2.2.1. Before the Traineeship

- Identifying the home country of the trainee;
- Identifying the embassy or the helping company that he/she will apply for the visa;
- Make a list of current necessary documents for visa and inform the trainee about them
- Follow the visa procedure of the trainee (application/appointment) and the result of it

3. Detailed procedure for Reception

3.1. Before the Traineeship

Write an email to the Trainee

Before the confirmation of the Trainee, they might have some questions about some details regarding the Traineeship. It is the responsibility of the Officer in charge of it or charge of the Reception to answer the questions of the Trainee. If necessary, the Officer can contact the Traineeship Provider to ask for additional details. To help you, you will find below a FAQ that will help you to answer all the relevant questions. As soon as the Trainee is confirming their participation in the Traineeship, it is important as Officer to send an email to the Trainee with some information. This email is consisting of two parts. In the first part, the details about his/her position, responsibilities, and Group as well as the contact information (name, ELSA Group, ELSA email) should be explained. In the second part of the email, more detailed information about the Traineeship Provider should be given, such as the company, location, contact detail, the staff. Make sure you are making them understand that you are there if they need anything or if there is a problem with the Traineeship. You can add already more information if you want such as the documents I will develop below (Reception Handbook, links to find accommodation, documents to help with the administrative requirements). Below, you can find an example of an email you can use to send to the Trainee.

Connect the Trainee with the Traineeship Provider:

After the email to the Trainee, it is time to connect the Trainee with the Traineeship Provider. There are multiple ways to do so. An email can be sent out to the Traineeship Provider with the Trainee in copy. You can introduce the Trainee by giving some information and tell them to get in contact. You can also offer them to organise a meeting and attend it to be sure everything is organised for the Traineeship and to introduce the Trainee properly to the Traineeship Provider. The responsible person should make sure that the communication between the Trainee and the Traineeship Provider has been started. Until the end of the traineeship, this communication between the Trainee and the Traineeship Provide should be followed by the responsible person. Below, you can find an example of an email you can send to the Traineeship Provider.

Engage the Trainee:

After the introduction part, the Trainee needs to know more about the procedure. Therefore, the Trainee should be added to the Facebook or WhatsApp group “[ELSA Trainees Worldwide](#)” and another group that is created specifically for that traineeship. If there are other Trainees in the same traineeship/same city/same region, the responsible person should connect the. Afterwards, it should be offered an online meeting to discuss what they expect from the traineeship, what they need and what concerns they have and so on. It can also be very helpful to contact the previous Trainee of the traineeship program and join him/her at the meeting or arrange a new meeting, so the previous Trainee can explain his/her own experience to the new Trainees. During your first meeting with the Trainee, do not forget to remind them to fill in the Pre-Evaluation Form.

Confirm the details with the Trainee:

During the meeting between the Trainees and the responsible person, some specific topics can be addressed like the dates of the Traineeship (start and end day) and if it is a remote job, then also the Trainee schedule and potential time-zone issues. After oral confirmation, these details should also be confirmed with a written email by the Trainee. Besides, during the meeting other issues, such as accommodation, travel, transportation, costs, and administrative tasks should also be discussed, as well as the other questions/concerns of the Trainee.

Most of the time, to help the Trainee to find suitable accommodation, it is important to ask him/her some details such as their budget, the characteristics they are searching for, the distance they want from the Traineeship location and other relevant details. Afterwards, you can send the Trainee some website links where they can find accommodation. For general websites, you can always use [Housing Anywhere](#) or [Booking](#). You can also share websites about specific cities. Finally, you can add the Trainees to some Facebook groups where there is an advertisement to rent accommodation in the city of the Traineeship. It is sometimes more personal and easier.

Prepare a welcome package:

Before the arrival of the Trainee, the responsible person should prepare a welcome package, including physical (Pens; Notebook; National drink; Plan of the city Postcards/messages; Non-perishable food items/goodies; Handbook about the country) and digital (Online postcards; Welcome video; Language guide; Guide to local culture and legal/work culture) for the Trainee.

3.2. During the Traineeship

Engage the Trainee:

After the arrival of the Trainee, a meeting can be organized (preferably, offline) to get together with the Trainee. It can be in your favourite coffee place, a walk in the city or a tasty restaurant. Besides, depending on the length of the traineeship, regular meetings (weekly/monthly) should be held with the Trainee for any updates, concerns or experiences about the traineeship. Don't hesitate to organise a little tour of the city with other Trainees as well to create a group connection. Additionally, do not hesitate to invite the Trainees to ELSA events. It will allow them to share the ELSA Spirit we have, but also to discover what we are doing in our association.

Maintain the Trainee-Traineeship Provider connection:

Propose to have regular meetings with the Traineeship Provider and/or the Trainee. It is depending on the length of the Traineeship, and the need and willingness of both parties. You can also create a group chat/meeting with all the Trainees for them to share their experiences. It will create a feeling of community.

Provide opportunities for growth

A Traineeship abroad is a great experience for the Trainees. It allows them to have work experience, discover a new country, new people, new culture, learn a new language and new skills. Therefore, it is an amazing opportunity for personal development and growth. Besides coordinating the Traineeship and having contacts with the Trainees, you can also offer them to have(n online) diary

about their Traineeship, create a project with the other Trainees, give testimonials, and participate in projects to develop their skills. Be as creative as possible.

3.3. After the Traineeship

Evaluation

As soon as the Traineeship finishes, the Evaluation process starts for the Trainee. He/she needs to fill in the Post-Evaluation Form sent by the ELSA Officer. Therefore, it is the responsibility of the person in charge of Reception to send the form and to remind the Trainee to fill it in. The ELSA Officer should organize an evaluation meeting either between the Trainee and the Traineeship Provider, or only for the Trainee and Traineeship Provider separately, to assess if the expectations of both were met, if there are things to improve on ELSA's side or if they liked the experience. Below, you can find the Post-Evaluation Form. Do not forget to also ask the Traineeship Provider to fill in the Evaluation Form of ELSA (which you can also find at the end of this document).

Goodbye package

You can prepare a goodbye package to give to the Trainee at the end of the Traineeship. Think about including memories about the country (national drink/food, postcard, magnet) but also personal items (letters, pictures) or ELSA items (goodies). For online Traineeships, do not hesitate to also send a physical package or to send an online one. Do not hesitate as well to organise a farewell party with other Trainees and/or members of ELSA.

3.4. Reception for ELSA International's Traineeships

For the Traineeships of ELSA International (TN/EI) in countries where there is an ELSA Group → Collaboration between ELSA International Team and Local/National Groups

- The Local/National Groups in charge are responsible for the Reception (accommodations, culture, visits, transport, etc)
- The ELSA International Team coordinates the Reception and communication with the Traineeship Provider and the ELSA Officer responsible for the Reception in the hosting country
- Way to proceed
 - Confirmation of the Traineeship and information transferred to the Traineeship Provider (EIT)
 - Email sent out from EIT to Trainee mentioning the Reception will be done by Local/National Group and forward the contact information
 - Email sent out to the Trainee by the Local. National Groups of the hosting Group (email of introduction) and normal Reception
 - If there are any questions, concerns, or problems, the hosting group should refer them to ELSA International
- *For the Traineeships of ELSA International (TN/EI) in countries where there is no ELSA Group → It is the responsibility of the ELSA International Team (EIT).*

4. Detailed procedure for Visa

Regarding Visa, after the email of the results, the ELSA Officer in charge of Reception should also include a brief explanation about the steps of the visa procedure which are common for almost every citizen. (see below) In this way, Trainee will at least have an idea of the procedure that can lead him/her to specific questions. Having a meeting should be considered a more efficient way of explaining everything in detail and solving the problems. In this meeting, it is also useful to invite the Trainees of last year who can share the experience with the current trainee. However, in the case of the impossibility of organizing a meeting, a trainee can also ask his/her questions via email.

Secondly, it should be identified the citizenship and the home country of the Trainee, as well as the embassy or the helping company, such as VFS Global. To help the Trainee, the responsible person can check the necessary documents for the visa which are always on the websites of the embassies listed below and inform the Trainee about them before the application. The responsible person should also inform the Trainee about the necessity of the earlier application for a Visa, especially for non-EU citizens (if the traineeship is in the EU country), this procedure can take more than 2 months. LC/NC should follow the visa procedure of the trainee for any updates.

4.1. EU's citizens

For traineeships inside the EU, EU citizens do not need any visa, however, for traineeships outside the EU, they may need a visa. Here are some countries that may require a visa and the websites for the necessary information:

- Australia - <https://www.dfat.gov.au/travel/australian-visas>
- Azerbaijan - <https://evisa.gov.az/en/>
- Canada - <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta.html>
- USA - <https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visa-waiver-program.html>
- Brazil - <https://www.gov.br/mre/pt-br/embaixada-liubliana/servicos-consulares-1/vistos-vizumi-visas-1/visto-de-visita-vivis>
- Ecuador - <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/Ecuador.html>
- Israel - <https://embassies.gov.il/washington/ConsularServices/Pages/Visa-Information.aspx>

4.2. Non-EU citizens

Firstly, it is necessary to identify whether the country of traineeship requires a visa for the trainee's country.

- Austria: https://www.oesterreich.gv.at/en/themen/leben_in_oesterreich/visum_fuer_oesterreich/Seite.3550010.html
- Belgium: <https://diplomatie.belgium.be/en/travel-belgium/visa-belgium>

- Bulgaria: <https://www.mfa.bg/en/services-travel/consular-services/travel-bulgaria/visa-bulgaria>
- Czech Republic: https://www.mzv.cz/jnp/en/information_for aliens/types_of_visas/index.html
- Finland - <https://um.fi/visa-to-visit-finland>
- France - <https://france-visas.gouv.fr/web/france-visas/visa-application-guidelines>
- Georgia - <https://www.geoconsul.gov.ge/HtmlPage/Html/View?id=956&lang=Eng>
- Germany - <https://www.auswaertiges-amt.de/en/visa-service/buergerservice/faq/-/606848>
- Greece - <https://www.mfa.gr/en/visas/visas-for-foreigners-traveling-to-greece/>
- Italy - <https://vistoperitalia.esteri.it/home/en>
- Lithuania - <https://visa.vrm.lt/epm/>
- Luxembourg: <https://guichet.public.lu/en/citoyens/immigration/moins-3-mois/ressortissant-tiers/entree-visa.html>
- Malta - <https://www.identitymalta.com/unit/central-visa-unit/>
- Norway - <https://www.norway.no/en/> (click the country of citizenship)
- the Netherlands - <https://www.government.nl>
- Poland - <https://www.gov.pl/web/diplomacy/visas>
- Portugal - <https://vistos.mne.gov.pt/en/>
- Romania - <https://www.mae.ro/en/node/2035>
- Switzerland: <https://www.eda.admin.ch/eda/en/fdfa/entry-switzerland-residence/visa-requirements-application-form.html>
- United Kingdom - <https://www.gov.uk/check-uk-visa>
- Ukraine: <https://mfa.gov.ua/en/consular-affairs/entry-and-stay-foreigners-ukraine/entry-regime-ukraine-foreign-citizens>

4.3. Visa procedure for ELSA International's Traineeships

- *For the Traineeships of ELSA International (TN/EI) in countries where there is an ELSA Group* → Collaboration between ELSA International Team and Local/National Groups
 - The Local/National Groups in charge are responsible for the Visa
 - The ELSA International Team coordinates the Visa applications and communication with the Traineeship Provider and the ELSA Officer responsible for the Visa in the hosting country
 - Way to proceed
 - Confirmation of the Traineeship and information transferred to the Traineeship Provider (EIT)
 - Email sent out from EIT to Trainee mentioning the Reception will be done by Local/National Group and forward the contact information
 - Email sent out to the Trainee by the Local/National Groups of the hosting Group (email of introduction) and normal Visa procedure/help
 - If there are any questions, concerns, or problems, the hosting group should refer them to ELSA International
- *For the Traineeships of ELSA International (TN/EI) in countries where there is no ELSA Group* → It is the responsibility of the ELSA International Team (EIT).

5. FAQ

a. What if my hosting country has no ELSA Group?

In this case, ELSA International will handle the Reception and Visa process in the place of a National Officer.

b. Between the Local and the National Officer, who is taking care of Reception?

It is up to the different National Groups of ELSA to organise the Reception process the way they want. Reception can be organised by the Local Officer in charge of the Traineeship or organised by the National Group itself.

c. In my ELSA Group, we do not have one person in charge of Reception to whom ELSA International can relate to. What should we do?

If you decided as a National Group to not have anyone in charge of Reception, therefore, it is the Vice President in charge of Professional Development of the National Group who will be the person of contact for ELSA International if there is any problem with the Reception and Visa processes.

d. Who is in charge of the Reception for ELSA International's Traineeships? National Groups or Local Groups?

ELSA International is the one responsible for the Traineeship. However, concerning the reception in the place of the Traineeships, ELSA International will pass on the contact to the person in charge of Reception and Visa of the National Group or to the National Vice President for the transition to be handled locally. Any problems or issues should be reported to ELSA International, which is keeping the full coordination under its responsibility.

e. The Trainee is having a problem with the Traineeship Provider. What should I do?

Firstly, contact the complainant party to hear about the issue. Try to be understanding while grasping the core of the problem. Secondly, contact the other party to have an idea about the other vision of the situation. Thirdly, assess the issue and try to find a compromise between both parties and advise them on what they should do. You can also ask the Trainee and the Traineeship Provider to meet with someone from ELSA to talk about the issue. In the materials of this Handbook, you can find an example of the first email to send. If you cannot find a suitable solution with both parties, please contact ELSA International to receive more advice.



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f. I have issues providing advice on Visa procedures to the Trainee. Who could help me?

If with your National knowledge and the links ELSA International provided you still have trouble advising on Visa procedures, please contact ELSA International.

6. Materials for ELSA Officers

1. Example of email to send to the Trainee

Dear {insert name of the Trainee},

My name is {insert the name of the ELSA Officer} and I am the person responsible for the Traineeships at {Name of the Traineeship Provider}.

Congratulations! I am here to help you in the best way before, during and after your Traineeship.

I communicated to the Traineeship Provider that you accepted its offer. Therefore, he/she should contact you very soon. I would like to ask you to communicate with me the dates of your Traineeship as well as if you require any help regarding accommodation, transport, visa or any other matters related to the beginning of your Traineeship. Please, let me know as well if you would like me to be present during your first meeting with the Traineeship Provider.

In the meantime, I would like to share some information about our country that you can find here {insert Reception handbook or booklet}. It will help you to familiarise yourself with the city you will be staying in. Finally, you are more than welcome to join the following group chat {insert the link} to stay in touch with other Trainees coming at the same time as you.

If you have any questions related to the topics mentioned, please feel free to contact me at any time. As ELSA Officer, I am here to support you all the way and I am committed to making your experience the best one!

While waiting to show you around the city and to properly welcome you, I would like to congratulate you and welcome you to the Trainees family!

Best regards,
{insert your signature}

2. Example of email to send to the Traineeship Provider

Dear {insert name of the Traineeship Provider},

I am pleased to inform you that {insert the name of the Trainee} (in cc) accepted your Traineeship Offer. Congratulations!

Therefore, I let you organise the practicalities regarding the Traineeship with {insert the name of the Trainee} (dates, contracts, remuneration, work tasks). If you want to have a template for the contact between the Trainee and you, do not hesitate to ask me.

If you have any questions or any issues with the Traineeship, please do not hesitate to contact me.

I wish you great success with the Trainee and a nice day!

3. Evaluation Forms

3.1. For Trainees

- [Pre-Traineeship Evaluation Form \(Pre-TEF\)](#)
- [Post-Traineeship Evaluation Form \(Post-TEF\)](#)

3.2. For Traineeship Provider

- [Evaluation Form](#)