

# HOW TO APPLY ONLINE MANUAL

Please follow these instructions when you are filling in the form online:

1. Go to the [STEP Portal](#).
2. Check “[Participation](#)” section on the Portal for practical info on the application process. You have to be member of ELSA.
3. To access the online application form, click on “[APPLY HERE](#)” and start filling the form with “General Information” part:

**ATTENTION!**  
*Before submitting the application, please, read this and make sure that*

- you are a member of ELSA. To obtain/check the ELSA membership, please, contact your local ELSA group. You can find our [ELSA Network here](#).
- you can apply for up to 3 traineeships from the [list](#).
- you fill in the form (including your resume and motivation letter) in English;
- it is forbidden to contact the employer directly on your own prior to selection.
- the applicant can be denied any further access to STEP in case the applicant intentionally or negligently provides false or inaccurate information stated in the application form
- your application will be accepted only after it is checked by the VP STEP of your local ELSA group. Therefore, please contact the VP STEP of your local ELSA group before filling in the form and make sure your application is submitted and verified before the 18th of December, 2017!

One of the purposes of STEP is to foster the cultural exchange. That is why we ask you to abstain from applying for the traineeships taking place in your own country.

Index:

**1. General Information** → **2. Contact Details** → **3. Education and Skills** → **4. CV** → **5. Motivation Letters**

**STEP traineeships you want to apply for**

Please type in the code(s) of the STEP traineeship(s) you want to apply for in the order of your preference. You can find these codes next to the traineeships on our [STEP Portal](#).

First Traineeship*	Second Traineeship	Third Traineeship
-- ▼ / -- ▼	-- ▼ / -- ▼	-- ▼ / -- ▼
example TN-A7/01		

**Personal Information**

<p>First name*</p> <input type="text"/> <p style="text-align: center;"><small>Please use capital and small letters.</small></p> <p>Last name*</p> <input type="text"/> <p>Date of Birth*</p> <p>-- ▼ / -- ▼ / 1930 ▼</p> <p>Gender*</p> <p><input type="radio"/> female <input type="radio"/> male</p>	<p>E-Mail*</p> <input type="text"/> <p>ELSA Local Group*</p> <input type="text"/> <p>ELSA National Group*</p> <p>-- Please select -- ▼</p>
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4. When you completed “General Information” fields, continue with “Contact Details”, “Education and Skills”, “CV” and “Motivation Letters”. You can apply up to three traineeships.

5. When you inserted your Motivation Letter(s), make sure you read and agree with the [General terms of participation](#) and [Privacy Policy](#) and press “Continue” when the form is completed.

I have read and accepted the [general terms of participation](#).

I agree that my data will be processed in accordance with the [Privacy Policy \(can be downloaded from http://files.elsa.org/STEP/Privacy\\_Policy\\_STEP\\_ELSA\\_International.pdf\)](http://files.elsa.org/STEP/Privacy_Policy_STEP_ELSA_International.pdf) of ELSA.

<<Reset

Continue>>

6. After pressing “Continue” you will be forwarded to a view mode of your application form - you can check your data here before sending it out. If some changes are needed, just press “Go back one step” and make necessary changes.
7. When the application form is ready, please, press “Send data” to submit your application form.

The application was successful if you receive a confirmation e-mail to the e-mail address entered in the form.

<<Go back one step

Print

Send data>>

8. The application was successful if you receive a confirmation e-mail to the e-mail address entered in the form.