**Space & Applications Department**

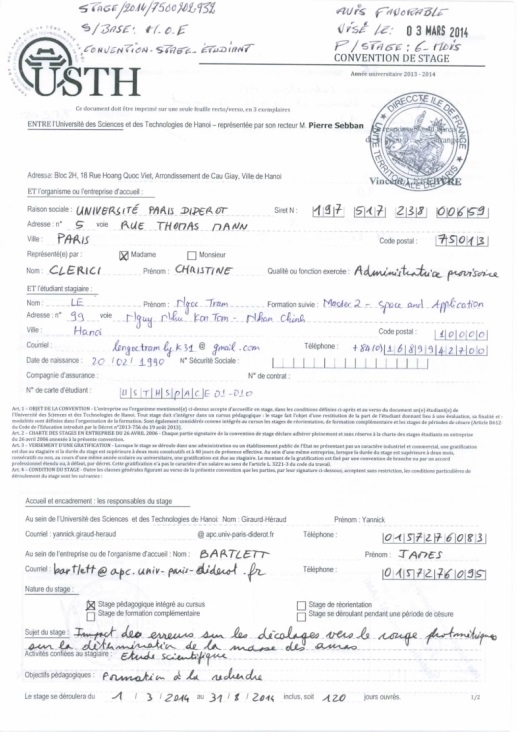
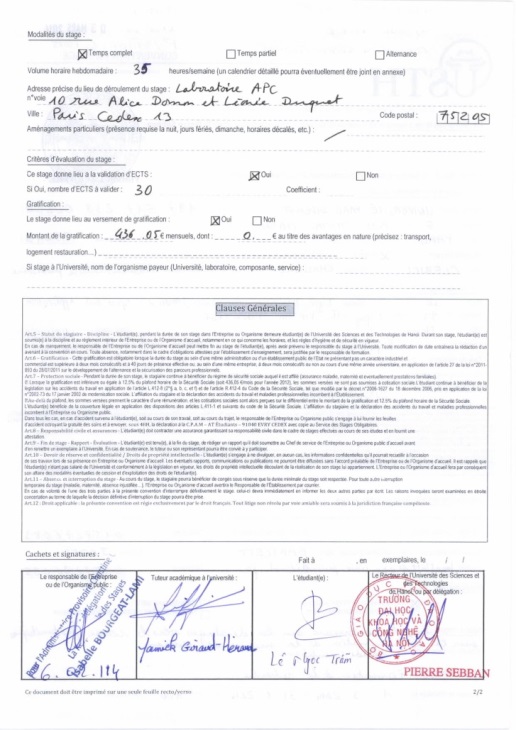
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| **Date** | **Step** | **Note** |
| Before 15th January | Define Internship topics and internship site, contact the tutor |  |
| 15th January to 28th February | Finalize   * Internship agreement (internship in Vietnam) * Convention de stage (internship in France)   Get a visa if you perform internship in France  For your stays in Paris, you may need help from teacher to look for a studio or a room in the dormitory. Renting a room in Paris is not easy because the agent will require many papers including perhaps a recommendation letter and financial certificate from someone in France, plus you will only stay for a short term of 6 months. Another way is to look for a shared room – collocation. Or you can join to the forum of your national students/community in Paris. I would suggest you some utile links:  FR: <http://www.seloger.com/>  <http://www.pap.fr/>  <http://www.recherche-colocation.com/paris.html>  VN: <http://uevf.org/>  <http://forum.daugau.com/> | Attention: Tet holydays take place from 14th to 23th February |
| 1st March to 31th August | 6 months of Internship | Contact the Department if you meet any problem that may disturb your internship |
| May: mid-term report |  |
| June: start writing the final report (advice) |  |
| 1st week of September (tentative) | Submit final report & internship evaluation.  The evaluation should be filled in by the tutor and sent to department confidentially. | The defense may take place in France |
| 2nd week of Sept (tentative) | Thesis defense | See evaluation on “M2 internship” |

**M2 Internship calendar**

**Academic year 2014-2015**

**Visa procedure**

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| Finalize Convention de stage | -Fill in the Convention de stage:  student’s part is indicated on the “Convention de stage guideline”  other parts are filled in by the tutor  -Print the convention in both sides, in 3 copies  -Collect 3 parts’ signature in order: student, USTH, internship site.  -After collecting USTH signature, you send the Convention by post to your tutor and ask him/her to get the laboratory signature and DDTEFP agent certificate at city Prefecture (seal on convention)  -Ask the tutor send back to you the copy with DDTEFP seal to Vietnam that is an import paper in visa application dossier | Fill in the Convention de stage as soon as you get approval for internship in France from the tutor |
| Prepare dossier to apply for the visa | Visa long term >90 days for internship  VN  <http://www.ambafrance-vn.org/Thu-tuc-di-Phap-441>  <http://www.ambafrance-vn.org/IMG/pdf/1_Thi_thuc_di_thuc_tap_tai_mot_doanh_nghiep.pdf?4589/ed8bdff6d5ebdceeb5490a71b48321d3b091b65d>  FR  <http://www.ambafrance-vn.org/Visas-pour-venir-en-France>  <http://www.ambafrance-vn.org/IMG/pdf/Visa_pour_stagiaire_d_entreprise-2.pdf?4537/27dc590a50c8ce9cd2d0d3c40440b131178a24ef> |  |
| Apply for the visa | Minimum 2 weeks before the departure date |  |

Prefecture (DDTEFP) seal