

## Welcome to Into!

Welcome to use the internship service Into. You can use the service for reporting an **internship related to your studies**. Into creates an internship contract. The service can also be used for collecting general feedback from the employer after the internship as well as statistical data to support the development of internship practices at our university.

If you think something in the application or the internship process needs to be improved, we are happy to receive your development suggestions. You can give feedback using the [feedback form](https://webropolsurveys.com) (webropolsurveys.com).

In matters related to the completion of the internship, contact [the internship contact person of your own department](#).

For more information on the internship application, please contact:  
Kaisu Savolainen, Career Services, [kaisu.h.savolainen@jyu.fi](mailto:kaisu.h.savolainen@jyu.fi)

## Into internship service– User instructions for students

Log in to the internship service with your student ID at [into.jyu.fi](https://into.jyu.fi).

### Start page

If you have not previously registered an internship through the service, the page will be empty. If you have previously submitted traineeship notifications, you will see the status of your traineeship notification on the start page (*Figure 1*).

### Status information

**Draft:** An internship application that the student has saved as a draft but has not yet been sent. Only the student can view and edit the draft. The internship application handler can return the application to the student for completion.

**Submitted:** The student has filled out the internship application and submitted the information of a new internship to the University for processing. No one has yet taken the form for processing.

**In processing:** One of the handlers has started to process the form but the work is still in progress.

**Approved:** The internship application handler has approved the application.

**Rejected:** The internship application handler has rejected the application. The student will see the reason for rejection by opening the application.

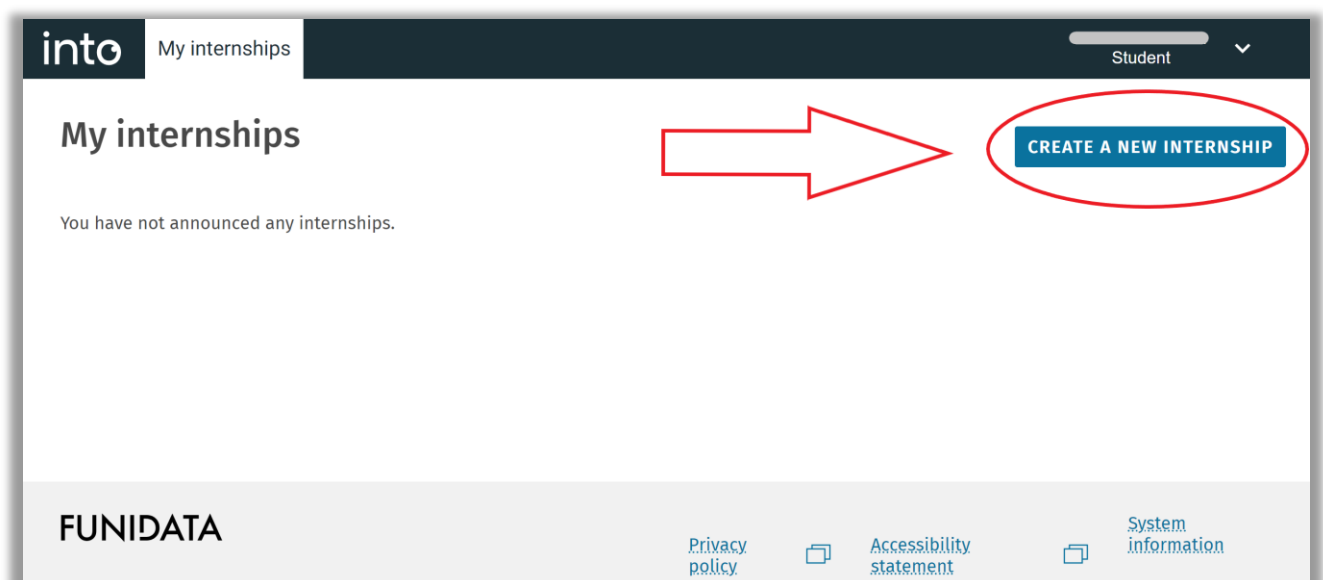


Figure 1. Start page and creating a new internship.

## Reporting an internship

Start reporting an internship by clicking the *Report new internship* button at the top right of the start page (Figure 1).

In the pop-up window, type the name of the employer (Figure 2). You can cancel the procedure by clicking on *Undo* or the X. To proceed, click on *Create internship*.

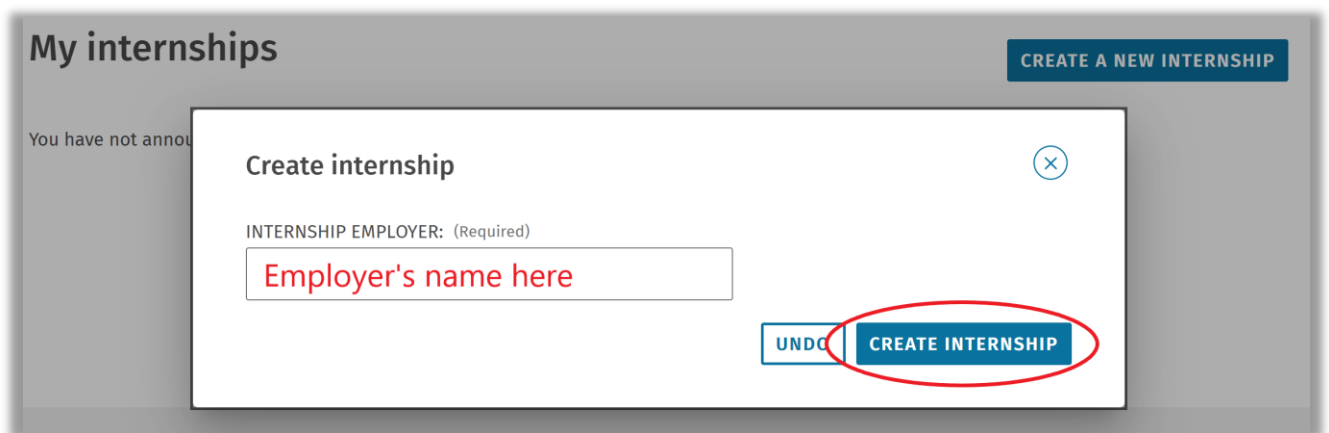


Figure 2. Entering employers name and creating the internship.

Next, a page will open where you can enter all the internship's information. The different sections are listed one below the other and are: student's details, education information, employer information and details of the internship.

If you want to continue completing your internship application later, save it as a draft (figure 3) and exit the service. You will find the internship application later on the Into start page as a *Draft*.

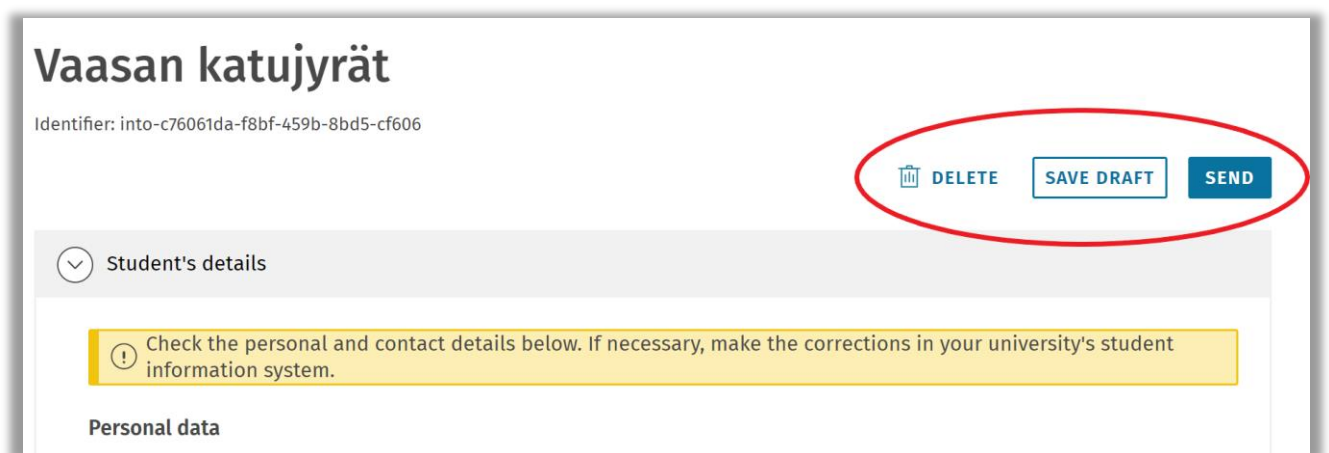


Figure 3. Student's details and the menu at the top.

## Student's details

Your data are on the first section (Figure 3). The data come directly from the student information system and they are updated via Sisu. If the data are outdated, please update them in Sisu. Include your mobile phone number in the application (your phone number is required for the electronic signature).

## Education information

This section indicates the studies in which you will place your internship. First enter the information about your study right. Your study rights are reflected directly from Sisu. If you have several valid study rights, select the studies connected to the internship in question.

If necessary, check the correct internship course from the curriculum. Please also indicate whether the traineeship is a compulsory part of your degree. **If your internship course is not listed, please inform your internship contact person.**

This section also contains the contact details of the person(s) responsible for the internship course. The information is reflected from Sisu.

## Employer information

Enter the employer's information. If necessary, verify the information with the internship employer. The application handler at the university can also edit the information.

Please note that *Employer's contact person for the internship contract* is the person who will sign the possible internship contract. Please verify the information with the employer.

## Details of the internship

Next, provide the basic information about the internship.

Select the nature of duties from the drop-down menu, then specify below detailed description of duties. This information can be edited by the application handler. Then indicate how you found the internship – select the most suitable option.

Next, enter the period of the internship. If your internship is divided to separate periods, e.g. with different working hours or different salaries, enter each period on its own line. In this case, click on the plus sign and *Add time period*.

Enter the gross monthly salary under the heading *Salary*. If there are any special features in your internship, please enter them in the additional information field.

Notify if you have applied or intend to apply an internship subsidy. If you are, please indicate in the additional information field what kind of subsidy you have applied for.

## Sending the internship application

Once you have filled in the details of your internship, send it on (Figure 3). Into will notify you if there are any gaps in your application. You can check the gaps, for example by clicking on the link in the error message.

Once the application has been sent, you will see its processing status on the front page.

## Use of data entered in the service

[Privacy notice](#)