



USER GUIDE FOR ONLINE INTERNSHIP APPLICATION (For Interns)

Developed by: LMIS IT Team


I.INTRODUCTION

Online Internship application software is a modern easy way to give an opportunity to apply for internship online. This concerns all interested students coming from universities or institutions who have bachelor degree (A0), diploma (A1) or masters (MSC) in all fields.

NB: This user guide shows how you will apply online.

II. FUNCTIONALITY

Go to <http://www.rdb.rw> → online services → “Apply for internship or request for interns as a hosting institution”



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Online Services

ONLINE SERVICES

- **[Business Registration](#)**
- **[E-Regulations: Your step by step guide to investment procedures in Rwanda](#)**
- **[E-Soko : Agriculture Market Prices](#)**
- **[ICT Support Request Management System](#)**
- **[Rwanda Techforum](#)**
- **[Labour Market Information System](#)**
- **[Trade Point Rwanda's Market Analysis tools](#)**
- **[New: Apply for internship or request for interns as a hosting institution](#)**

If you get the following message,

Click on ***“I Understand the Risks”*** → ***“Add Exception”***



This Connection is Untrusted

You have asked Firefox to connect securely to **10.10.105.131**, but we can't confirm that your connection is secure.

Normally, when you try to connect securely, sites will present trusted identification to prove that you are going to the right place. However, this site's identity can't be verified.

What Should I Do?

If you usually connect to this site without problems, this error could mean that someone is trying to impersonate the site, and you shouldn't continue.

Get me out of here!

▶ Technical Details

▼ I Understand the Risks

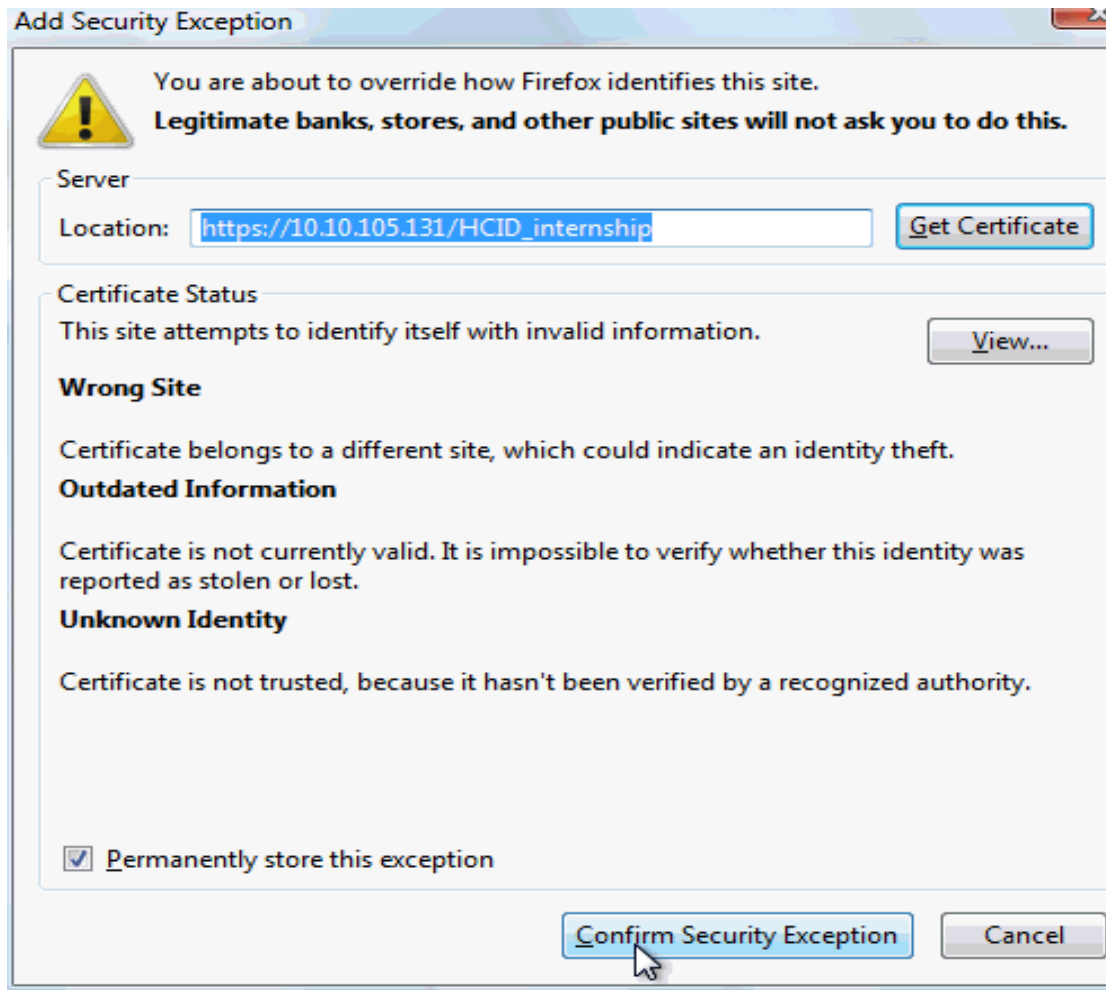
If you understand what's going on, you can tell Firefox to start trusting this site's identification. **Even if you trust the site, this error could mean that someone is tampering with your connection.**

Don't add an exception unless you know there's a good reason why this site doesn't use trusted identification.

Add Exception...



You will get the form below and click on *“Confirm Security Exception”*



You will get the first page of the online internship program.

The first time you use this application software, you have to register with the form on the right side.

Fill in: - First name and second name

- Valid Email address (because you will get an Email to confirm your registration)

- Tick **“posting an internship application”**

- Username and Password

(you will use this after getting a confirmation Email; **please don't forget username and password**)

- Click on **“REGISTER”**

Internship program online application for internship or request

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Welcome to the Internship Program online form by LMIS

Here you can post an application for national or international internship or a request for interns (student apprentice)

Login if you have an account

Login: Password:

JavaScript must be enabled, Cookies must be allowed

Register if you have no account yet

First name: Second name:

Email address:

The registration system will send an affirmation email to this address. This contains a link you please click on to complete the registration.

Register for

posting an internship application posting a request

Login: Please keep in mind login and password.

The password must at least be 7 characters long and contain numbers and letters

Password: Confirm password:

JavaScript must be enabled, Cookies must be allowed

After clicking on “*REGISTER*” you will get an Email with a link.

By clicking on the link (If this is not working , please copy that link into your browser.)

you will get an access to apply for internship and send the necessary documents.

(Please note: after sending all informations and all documents it is not possible to apply once again)

If this is ok, you can use the online application with your Login and Password.

You will get welcome page below

Internship program online application for internship or request

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WELCOME to the Internship Program Application by LMIS

PLEASE don't forget to log out, when leaving

You will be redirected in 7 seconds

Please note that you need to upload a CV and Grade as PDF file in order to apply online

You will be redirected to the page you can insert necessary data.

Please look at the red message.

Internship program online application for internship or request



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LOGOUT

Apply for internship

In case you don't have a CV and Grade as PDF file, please log out and apply later

Add application

Applicant's first name

Applicant's second name

Applicant's gender

female male

Applicant's year of birth

Applicant's domain

Applicant's level of education

Applicant's grade

Applicant's learning institution

Applicant's year of graduation

Application for

national international

If international, please tick **language skills**

- Chinese
- English
- French
- Kinyarwanda
- Swahili

Applicant's bank account number

Applicant's bank

Applicant's ID number

Applicant's telephone number

Applicant preferably may work in these districts (Tick at least three)

Kigali city

- Gasabo
- Kicukiro
- Nyarugenge

Southern

- Gisagara
- Huye
- Kamonyi
- Muhanga
- Nyamagabe
- Nyanza
- Nyaruguru
- Ruhango

Western

- Karongi
- Ngororero
- Nyabihu
- Nyamasheke
- Rubavu
- Rusizi
- Rutsiro

Northern

- Burera
- Gakenke
- Gicumbi
- Musanze
- Rulindo

Eastern

- Bugesera
- Gatsibo
- Kayonza
- Kirehe
- Ngoma
- Nyagatare
- Rwamagana

Please note, that the allowed maximum size of an upload file is 2M or 2,097,152 Bytes if you try to upload a huger file you'll get an error messages instead

Upload CV as pdf-file

/home/mike/Desktop/my_cv.pdf

Durchsuchen...

Upload Grade as pdf-file

/home/mike/Desktop/my_degree.pdf

Durchsuchen...

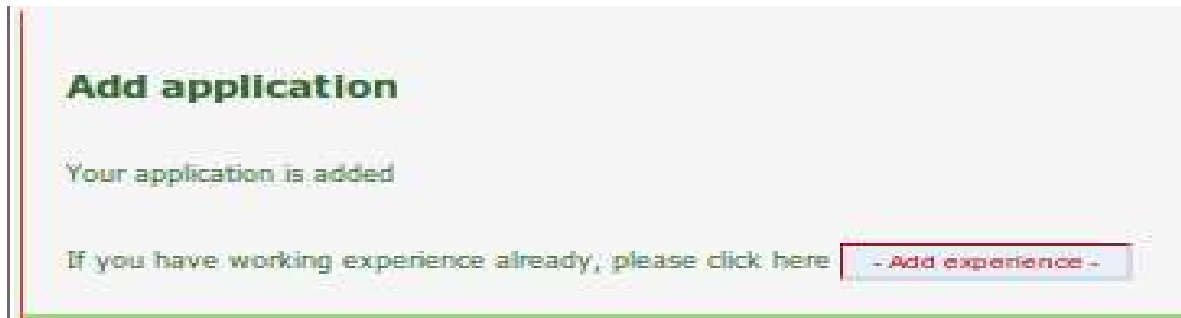
- Post application -

Please don't forget to tick at least 3 districts.

Click on "***Post application***".

If you don't have any experience, click on ***“close window”***.

If you have experience click on ***“add experience”***



Then a new window will open.

Add years of experience and field of experience then click on ***“Add years of experience”***



If you have more experience click on “*Add more experience*” to add new experience.

If not, click on “*close this window*”.



Click on “*LOGOUT*” to leave your account.

