Centralized Internship Support System for Greek Higher Education Students

Host Company’s Registration User Guide

If you want to register in the program “Atlas” as an Internship Host Company you should first create an account in the register/login page here. In the register tab select “Register as Internship Host” button in case your company location is not in Greece or Cyprus.

Afterwards, you should fill in the registration form that appears, with information concerning the following:

- Account information: username and password with which you can access application, as well as the email address of your account.
- Host Company: Host category, field of activity, Host Company’s name, VAT number, Telephone number and e-mail, as well as the number of employees.
- Address of Host Company’s location.
- Host Company’s Legal Representative: full name, contact information and certification document (ID card or passport) information.
- Host Company’s Contact Person: full name and contact information.

Note: Required fields have bold font labels.
In case you want to provide a Deputy Contact Person for Host Company, you can click the link “In order to set an addition Contact person please click here” in order to appear the relative form.

After you have filled in the fields, you should read and agree to the Terms and Conditions for participation in order to proceed to “Create Account”.

Afterwards, you will receive an automatically e-mail with a hyperlink to the e-mail address of your account. By selecting the hyperlink, your account e-mail will be verified and a new page will be showed.
To log in to the system, click the link in the page that is showed.

Once you login, you can go to “Home Page” tab and select “Print Certification”. The participation’s certificate should be signed by Host Company’s Legal Representative, stamped by the company’s seal and sent by fax to +302152157859. Moreover, you need to attach a copy of Legal Representative's ID Card or Passport to authenticate your account.
In case that any of the information in participation’s certificate is wrong you can go to the tab “Provider Details”, modify these fields and select “Update Host Company’s information” button. After that, visit the “Home Page” tab and select once again “Print Certification”.

Once the account that you created as Internship Host in the program “Atlas” has been certified, you are ready to provide internship positions by logging into the application from here. In the login page, select “Internship Host”, provide your credentials (username and password) and then, press the “Log in” button.

Detailed instructions for use of host company’s application you can find here.