IAESTE Outgoing Application hints

Dear student and applicant,

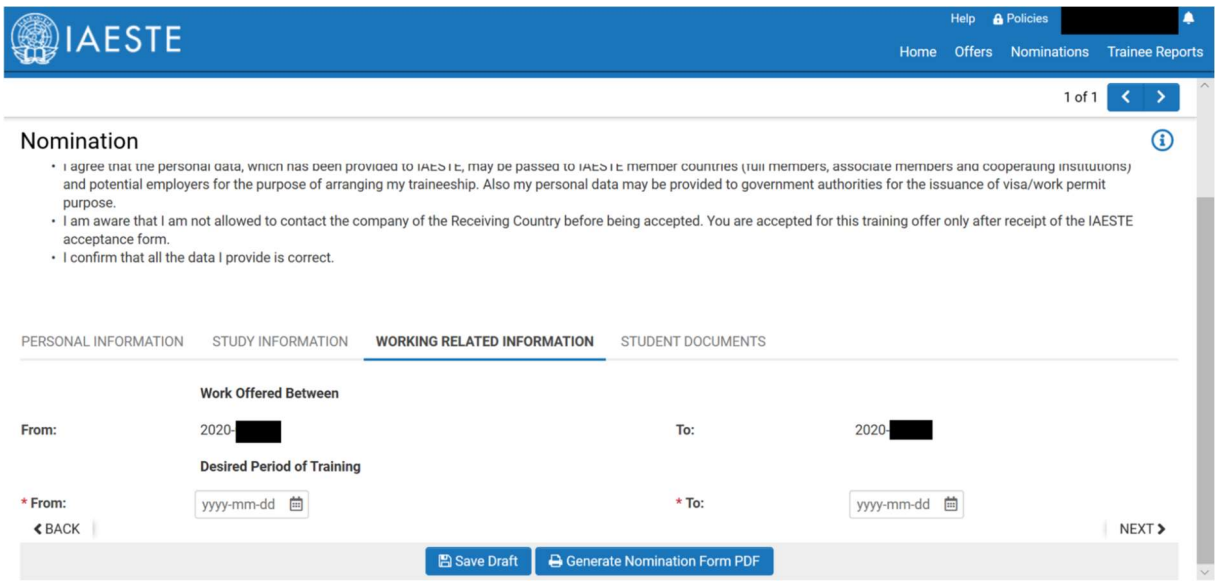
Congratulations on your assignment of your IAESTE internship. In the following we want to explain the application to you via our Exchange Platform (http://www.iaeste.net/) and hopefully simplify it a bit. After confirming your assignment to us and after logging in, you will see the position that we have **assigned** you under “Nominations”. Besides the screenshots here, in the **Exchange Platform Student Guide** (https://sites.google.com/iaeste.org/ep-student-guide/), many things are explained and kept up to date. If something is illustrated differently than here, please have a look preferably there.
Often, the IAESTE committee of your **destination country** already provided many important information on the Exchange Platform for you. Moreover, you should follow the indicated **instructions** from the internship offer form PDF. Please read that carefully and of course remember those guidelines and hints that can be different from country to country.

1. Check personal details again

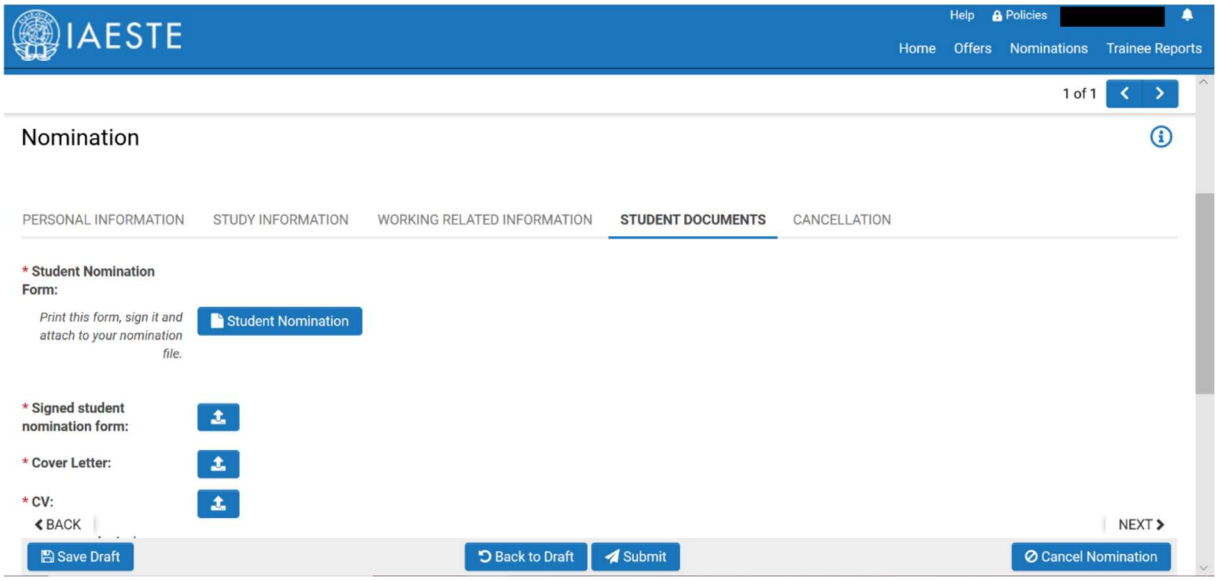
Please check again at "Personal Information" and "Study Information" the information that you previously provided during the pre-application and correct or add the missing data if necessary. You can add the area code (+49 for Germany) to the cell phone number.

2. Specify the desired period

Then you must enter your desired period of training in the "Working Related Information" tab, which should be within the offered period and the duration. Also new fields for the maximum internship dates are indicated, in case there might be postponements somewhen later. If this does not fit for you, you can contact the National Exchange Coordinator who is responsible for this country (https://www.iaeste.de/the-national-committee/) afterwards. It is best to always indicate entire internship weeks from Monday to Friday. Then press "Generate Nomination Form PDF".



3. You can then upload your application documents to the "Student Documents" tab, see the image below. We have written a few comments on the individual documents required below. These should generally all be in English!



3.1. * Signed student nomination form:

As already stated, print out the nomination form, sign it and upload it with your signature. Alternatively a digital signature should also be possible.

3.2. * Cover letter:
important:
- in English (unless desired differently)
- salutation: E.g. “Dear Sir or Madam”, do not address the person who is written next to ”On behalf of receiving country” on the internship offer form!
- focus on the specialized requirements mentioned in the work offered
- make clear to the employer why you are suitable for the offer
- usually 1 page
- no misspellings!
- Watch out for the format (ideally it should only be one font)

3.3. * CV:
important:
- in English
- Typical structure: school and university, (all essential for the internship) practical activities, social engagement, language, soft skills, hobbies
- Usually maximum 2 pages

3.4. * List of Subjects / Transcript of Records (Including a grading scale):

important:
- current overview of grades from the university;
- in English and issued by the university / university
- As a rule, the following applies:
o for Bachelor: overview of grades from the Bachelor's program.
o For masters: official bachelor's certificate (if possible also with grades) and current grades from the master's program

3.5. * Language certificate

An official language certificate with language level (B2/C1···) is required, which was already required during the pre-application. The A levels is no longer sufficient! It should be not older than 2 or 3 years.
There is also the possibility e.g. at the university to obtain a proof of language proficiency ("DAAD mobility test" from university language center).

If you have an older official language certificate, but e.g. do your studies in English, you can add a proof (screenshot + link of the website) additionally. Also e.g. a result from an English lecture should be enough, including a grade!

3.6. * Certificate of enrollment

important: English version, issued by the college/university;

Further comment: In case the internship period is also supposed to go into the winter semester and a permanent student status is required in the internship offer form, a certificate of enrollment for the winter semester for the winter semester must of course also be included. Since this will usually only be issued later by the university, you can note this on another page that you will hand it in later (with the expected time) and that you are of course also enrolled there – so during the whole time of the internship.

3.7. Letter(s) of recommendation

You usually don't have to add former recommendation letters, but this can help you to convince the employer. Please try to add then only English documents! Or in case it is an important one, but you only have it in German, try to translate it by yourself, as the employer will probably not understand the German documents.

3.8. * Scanned copy of passport

Note: here it of course depends on whether the internship takes place inside or outside the EU. If a passport is available, it can of course also be attached within the EU.
If you have already applied for a passport at the city hall but it has not yet been delivered, you can also note this on an extra page or on the page with the copy of the passport (with expected delivery as well as a note that it will of course be sent later; in English!)
More details can later be clarified with the National Exchange Coordinator (from our national committee) depending on the country.

3.9. Photo (Passport size)

3.10. Portfolio

This is usually not necessary, only if required, e.g. for architecture internships.

3.11. additional documents

You can add further documents here if necessary. But please keep in mind that all documents should be written in English and should also be important for the employer.

4. Submitting the application

After successfully uploading the application documents on the Exchange Platform, you need to submit them via the Exchange Platform by clicking the corresponding button “Submit”. Then we will receive a notification, will check the documents for completeness, and in case might come back to you. If everything is alright, we will forward this to the destination country.

5. Acceptance from the employer:

Then it is time to wait and hopefully soon receive positive feedback from the employer. Therefore, please keep an eye on the Exchange Platform and your emails regularly, if necessary also the spam folder. Some employers might want to have a Skype conversation beforehand, but sometimes only to get to know them personally. If you have any further issues or questions, then please let us know!

6. Prepare your stay:

After official approval and acceptance, your preparations can begin:
- You should get confirmation emails from the national committee and also the foreign country.
- Contact to the target country (IAESTE committee) and later (by arrangement) also the employer can be done.
- Confirm your internship in the Exchange Platform by signing the acceptance note.
- Book a flight (apply for a travel allowance if necessary).
- Take care of foreign health insurance (vaccinations?).

- Fill in arrival note and upload it on the Exchange Platform.

- If necessary, apply for a visa (you should also inform yourself about this beforehand - e.g. required documents, responsible consulate, required time for the application).
Further information is also available on the homepage at:
https://www.iaeste.de/preparing-your-stay/, and the according subsites.

7. Internship abroad:

Then your adventure begins! After the official part is done, you can enjoy your internship, get to know a new culture and make new friends, true to the IAESTE motto (Work. Experience. Discover.).

You can also link us on Instagram **@iaeste_germany** during your time.

The following points should also be noted:

1. **Please only book your flight after you have been accepted for the internship and have received all the acceptance papers!!!**
2. **DO NOT send your application directly abroad!**

Sorry for the long document, but we hope that it gives you more security and clarity when creating your application.

Best regards,

IAESTE Germany