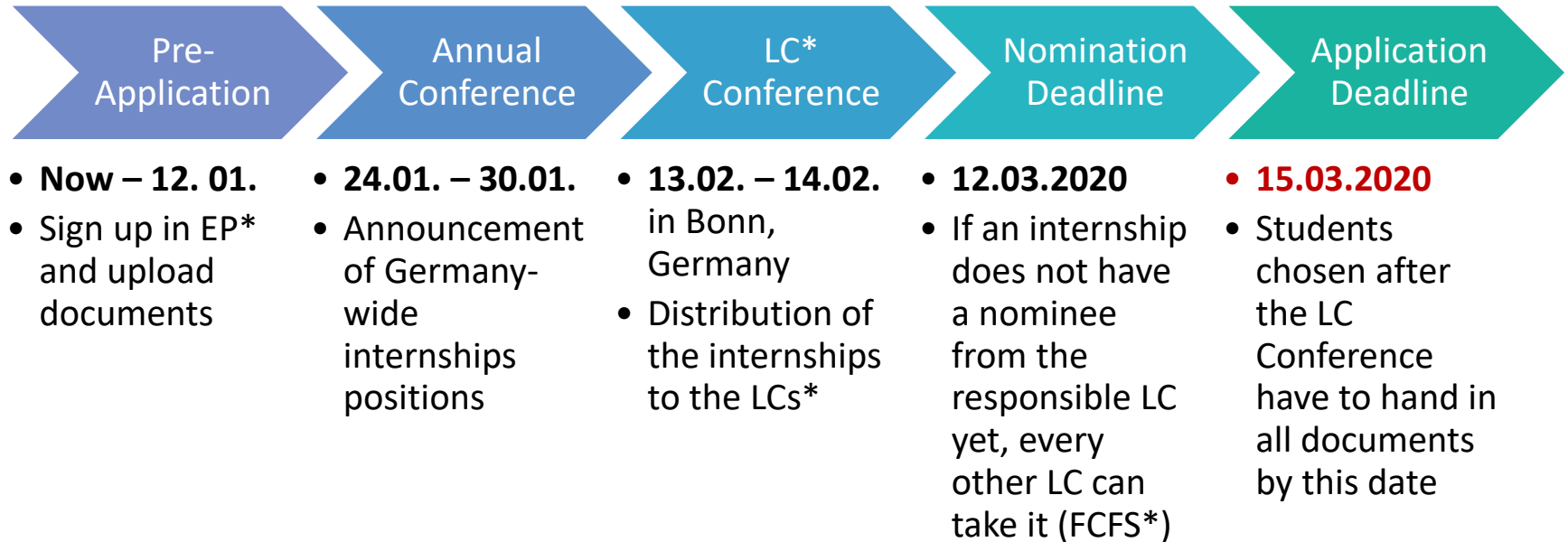




Road To Your IAESTE Internship

Come along for the ride

Overview



*EP = IAESTE Exchange Platform (https://iaeste.smartsimple.ie/s_Login.jsp)

*LC = Local Committee

*FCFS = First Come First Serve

1. Pre-Application

- **Until the 12.01.2020** you can create an account on the IAESTE Exchange Platform
- In order to be verified you have to include
 - Resume
 - Certificate of Enrolment of the current semester
 - Transcript of Records
 - Language Certificate for English
- All documents have to be in English!
- As a verified applicant you will be able to see the Germany- wide internship list from the 30.01.2020
- You can **apply after this deadline** but your application will not influence the result of the Annual Conference

1.1. Language Certificate

- Any English Language Certificate issued by an official institution is valid (you do not need TOEFFL)
- The one from high school does not count
- It should not be older than 2-3 years
- Don't have one?
 - Ask your university's language office
 - use the ZEMS (<https://www.zems.tu-berlin.de/sprachgutachten/> ; costs about 40 euros) or SKB (TU Berlin)

1.2. Transcript of Records

- It has to be in English.
- Is yours only German? Here's the workaround:
 - Translate you transcript manually
 - Get it approved by the TU International Office in Room H53 (Main Building)
 - Bring the original and your translation

1.3. Impact on the Annual Conference

- Until the 30.01.2020 you won't know which internships will be available through the IAESTE program.
- Then: Why apply in advance?
 1. The amount of verified accounts the LC Berlin gets in the Pre-Application Phase determines how many internships our LC can offer you in the end.
 2. The NC* Germany chooses the internships at the Annual Conference based on the profiles of the verified students.

2. Annual Conference

- 24.01.2020 – 30.01.2020
- The National Committees of all IAESTE countries meet to exchange internship positions
- They decide which internships to take based on three factors. One of those you can influence. Read more: [1.3.](#)
- On the 30.01.2020 we get the list of internships that German students can apply to
- You will see them on the Exchange Platform you signed up to
- We will send you a request to choose your 5 favourite internships
- Why?
 - Knowing which internships you would consider is extremely important for the [LC Conference](#)

3. LC Conference (Tauschkonferenz)

- 13.02.2020 -14.02.2020
- By this time we will have gone through the priority list of all applicants and found the most popular internships for Berlin.
- On the LC Conference we get to choose a certain amount of internships for our applicants.
- If we do not get internships that were very popular with students from Berlin, we have the option to negotiate. We will do our best!
- On 14.02.2020 we will return from the conference and from that point on you will only see the internships we got in the Exchange Platform.

4. Nomination Deadline

- 12.03.2020
- Until this date the Berlin internships stay exclusive to our LC
- At midnight, any internships positions that we did not find a student for become non-exclusive to Berlin.
- This means that on the one hand we can have internships get taken away from us by other LCs in Germany, but on the other hand our LC will have access to more internship positions than before.
- It is important to act quickly. Whichever LC finds an applicant for one of these non-exclusive internships first, is the one who can keep it (First Come First Serve)
- So, if your internship was not on the list after the LC Conference or you did not get one for any other reason, this is the time to check the Exchange Platform again and write us as quickly as possible.

5. Application Deadline

- **15.03.2020**
- On this day every student that has been chosen for an internship by our LC has to hand in all necessary documents, e.g. Passport Copy, Cover Letter, etc.
- For everyone that found their internship after the Nomination Deadline this means that you do in fact have only 3 days to finish your application. Since you most-likely took care of the most difficult documents in the Pre-Application, it should be possible. Sometimes there are extensions of the Application Deadline, but it depends on the case.

How and when do I apply?

- Coming closer to the internship –

Step 1: Preparation

- You have to go through the Pre-Application phase or at least hand in all documents mentioned before the 14.02.2020
- The very very latest where you would still have a chance to get an internship, if you have the documents by the 12.03.2020

Step 2: Prioritizing (again)

- Let's assume we got 50 internship positions for Berlin students at the LC Conference. Obviously there is a chance that your favourite internship is not on the list.
- No matter if one of your favoured internships is in the final list, you should look through the 50 internships we got and choose 3 new priorities (which obviously may be the same as your previous ones if we somehow got all the internships you were interested in.)

Step 3: Motivational Letter

- Write a motivational letter including why you prioritised the internships the way you did.
- Mention what you have learned in your studies so far/ what you focused on or what you are interested in exploring further.
- Also, talk about your motivation to go abroad, your previous international experiences (or lack thereof) and anything you deem important for us to know 😊
- Please keep it short. One page should be enough to get your point across.
- If there is only one internship you are suitable for and you cannot/ don't want to have two fall-back options, you can write a cover letter for the exact position instead of the motivational letter.

Step 4: Getting your Internship

- We (again) look through all of your priorities and determine how many applicants there are for the internships we can give you.
 - If you are the only one applying for the internship: Congratulations! You can move on to the final step.
 - What if I am not the only one?
Based on your CV and your motivational letter, we decide who is most suitable for the position. We will inform you early enough in advance so you have enough time to apply.
 - What if I got nothing?
 - On the date of the Nomination Deadline many internships become open to all German students. The faster you write us, the higher the chances that you get it.
 - If you are lucky, all of your competitors dropped out when they were offered the position. We will inform you if that is the case. Then you are the next in line. Congrats!

The Final Step

- If you have been notified that you got the internship you wished for, you can now consider yourself the **only applicant for that position worldwide!**
- Since the international employers rely on us to find the most suitable applicant in our country there are high stakes for us as a LC.

The Final Step

- **What does that mean for you?**
 - Please look at the exact conditions like minimum duration of the internship and the time frame the internship can be accomplished in. Usually, we can not negotiate any big changes in that regard. Please, do not contact the company. Contact us instead.
 - This is your last chance to drop out. If you tell us that you can do it, we count that as a commitment. To insure that you will apply to the internship, we take a deposit of 70 euros at this point. You get the deposit back after you have finished your internship.

The Final Step

- **I am fine with all the conditions. What happens now?**
 - Now, we assign you to the internship in the Exchange Platform and you have time to upload all additional documents, e.g. Cover letter, passport copy, passport photo, etc. There are different regulations for different countries. ([Application Deadline](#))
 - If your application includes everything necessary, it gets sent to your future employer. It is up to him/her if they grant you the internship position. But, since you are the **only person worldwide applying**, you have a 90 percent chance that you will be accepted.

The Final Step

- **When can I expect to be accepted?**
 - The earliest might be in the beginning or middle of April. If you need the acceptance earlier in advance, please contact us.
 - As soon as you are accepted:
 - **Congratulations! You did it!**
 - You may now contact the employer and the LC of the receiving country.
 - Pack your bags, get your visa and your tickets and off you go!
 - Work. Experience. Discover.
 - I was not accepted. What do I do?
 - We apologize that it did not work out. You have two options now:
 - You drop out and we give you your deposit back.
 - You apply for one of the internships that is left. You do not have to go through anything you had to go through before. You just write us. And if you are the first one to apply, you are the only applicant again.

Final remarks

- Please keep in mind that you can only apply to one internship. If you do not get accepted you can apply for another one.
- If you have any questions, please write us an email first.
- Do not contact the company before being accepted.

Contact Information

- E-Mail | iaeste_tuberlin@yahoo.de
- Facebook | [@iaesteberlin](#)
- Instagram | [iaeste_berlin](#)
- Website | iaeste.de/o7Juj
- IAESTE Exchange Platform |
https://iaeste.smartsimple.ie/s_Login.jsp