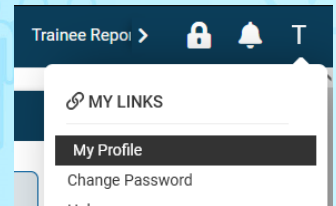




## IAESTE Exchange Platform – how to register

- 1 Go to [www.iaeste.net](http://www.iaeste.net), you will be forwarded to the Exchange Platform.
- 2 If you aren't registered yet, click on '**Register with us**' on the bottom. If you are already registered, insert your credentials, and proceed with step 3. If you are already registered but your account has been deactivated, please contact us.
  - 2a Choose '**Are you a student?**'
  - 2b On the following page, enter your information, accept the Terms and Conditions, prove that you are not a robot and then submit.
  - 2c Check your emails. You should have received your username and password. Use them to log in on [www.iaeste.de](http://www.iaeste.de). Accept the Terms and Conditions.
  - 2d Set a new password and log in.
- 3 On the top right of the page, you will find the first letter of your first name. Click on it and choose '**My Profile**'.
- 4 Fill all the mandatory data in '**General**' and chose 'Bayreuth' as your local committee.



GENERAL	STUDY INFORMATION	INTERNAL DOCUMENTS	SETTINGS
* First Name:	<input type="text"/>		
* Last Name:	<input type="text"/>		



5 Switch to '**Study Information**' and fill all necessary fields as well.

Notes:

- General Discipline: choose the one that fits best
- Skills: Add your most relevant professional skills. Start by typing a few characters and choose from the list.
- Supporting Documents: upload your CV, certificate of enrollment, transcript of records and a language certificate

Using '**Save and Validate**' you can save your entries and change them later or add a document.

- 6 After completing, click on '**Submit for Verification**'. Your account will be sent to be verified by your local committee. If anything needs to be updated, they will reach out to you.
- 7 After receiving an email telling you that your account has been verified (this may take a few days), you have now successfully submitted your pre-application!
- 8 Lean back and wait for the list of offers to be sent to you via email in February. Meanwhile you can also browse the available offers after clicking on '**Home**' or on [openinternships.iaeste.org](http://openinternships.iaeste.org). If there is an offer that you are interested in, please write to us!