Your internship abroad with IAESTE

Thank you for your interest in doing an internship with IAESTE! Before your adventure is ready to start, there are a few steps you need to complete. This guide is designed to help you with the following steps:

1. Register on the Exchange Platform (EP) ................................................................. 1
2. Verification of your account .................................................................................. 1
3. Choosing an internship position .......................................................................... 3
   3.1. COBE/FCFS Offers ......................................................................................... 3
   3.2. AC Offers (Annual Conference) ....................................................................... 4
4. Submitting your application to the employer ....................................................... 5
5. Starting your internship ......................................................................................... 5
6. After your return .................................................................................................... 6
7. Remain part of the IAESTE family ....................................................................... 6

If you have any other questions or comments regarding the application process, feel free to email us at iaeste@uni-bonn.de and we will be happy to help.

1. Register on the Exchange Platform (EP)

The EP (https://iaeste.smartsimple.ie) is the main website for organizing your internship. Before you can view open internship positions and apply for an internship, you need to register on the EP as a student. There is no fee for completing this step. To participate in the 2022 Annual Exchange (see section 3.2.), you need to have registered by Jan 15, 2022, and we must have verified your profile by then. This deadline does not apply if you apply for COBE and FCFS offers (see section 3.1.), which accept applications year-round.

2. Verification of your account

Before you can view current internship offers and apply for specific positions, we at the LC Bonn need to verify your profile. To complete this step, you need to upload the following documents (in English) to the Exchange Platform:

- Current certificate of enrollment.
- Current transcript of records.
- Current curriculum vitae.
- Proof of proficiency in English.

Proficiency in English may be documented through one of the following options: TOEFL, IELTS, Cambridge Certificate, or DAAD Language Certificate. If you haven’t taken any of these proficiency tests, you can receive a DAAD Language Certificate at the University of Bonn’s Department of English Studies for a small fee. For more information on documenting English language proficiency, see the University of Bonn website. For the purpose of verifying your account on the EP, another acceptable way of documenting your English proficiency is through your Abitur certificate if it provides information on your proficiency level according to the Common European Framework of Reference for Languages (A1-C2). PLEASE NOTE: Using your Abitur certificate to document proficiency in English will only do for verifying your account but not for applying for internship positions abroad. If you are nominated for an internship and if your application is sent to the employer, an internationally accepted proof of English proficiency (e.g. TOEFL, IELTS, Cambridge Certificate, or DAAD Language Certificate) must be submitted no later than the global application deadline (March 15).

To upload your documents as PDF files, go to the following section of the Exchange Platform:

- Click on your name in the upper-right corner and select “My Profile” from the menu.
Select the “Study Information” tab and scroll down to “Supporting Documents.” Click on the icon to open the upload window.

Once all of your documents have been uploaded and reviewed by us, we will verify your profile, and you will receive an email confirmation from the system. We usually check the EP for new registrations once per week and prior to the expiration of deadlines. If you need short-term verification of your account, you are also welcome to contact us by email or via Facebook.

3. Choosing an internship position

Under “Offers” in the top-right menu, click the “Published” tab to view all internship offers that accept applications. For detailed information on each offer, click on the “PDF” button in the right-hand column. If you are interested in the position, the next steps depend on what type of offer you are considering. For information on the type of each offer listed, see the “Exchange Type” column.

3.1. COBE/FCFS Offers

These are internship positions that accept applications at any time. In the case of FCFS offers, the first application is forwarded directly to the employer. For COBE offers, the IAESTE committee in the host country receives applications until the published deadline and then forwards the best applications (up to three) to the employer. For both types, only one application may be submitted from each country. If you are interested in a COBE of FCFS offer, please contact the LC Bonn. After we have checked your documents, your qualification and the availability of the internship position, we will nominate you for the position, and you can upload your application to the Exchange Platform. From there, it is forwarded to the host country, and with a little bit of luck, the adventure of your life is about to unfold!
3.2. AC Offers (Annual Conference)

The vast majority of internship positions is exchanged between member countries during the Annual Conference at the beginning of each year. This means that each internship position offered in Germany through IAESTE is matched with an internship position abroad for a student enrolled at a German university. In Germany and internationally, the allocation of AC offers follows a fixed timeline:

- Registration and verification of accounts by Jan 15, 2022.
- Exchange of internship positions between the countries at the Annual Conference (AC) on Jan 21-27, 2022.
- Shortly after the AC, the internship offers available in Germany can be viewed on the EP. You will also receive an email with a list of offers.
- You then have time until Feb 7, 2022, to send us one or not more than two preferred positions. For each position, be sure to submit the respective reference number and a short letter of motivation (1 paragraph/ about 100 words) explaining your reasons for applying for this specific position.

**PLEASE NOTE:** Your request for specific positions is binding, as we determine our preferences for the national exchange conference (see next item) based on the internship positions requested by our students. This means that if you do not accept the position you requested, this position is likely to be lost, or it may require substantial extra work by LC Bonn staff to assign the position to a different person. **That is why applicants who do not accept the position they requested will be excluded from all future exchanges via IAESTE LC Bonn.**

- At the national exchange conference (TK) on Feb 10-11, 2022, the positions assigned to Germany at the AC are distributed among the LCs in Germany. In this process, we try to secure the requested positions for Bonn.
- Directly after the exchange conference, we inform all eligible applicants (verified prior to Jan 15, 2022) about the positions available for Bonn. If an internship position was requested by only one person in Bonn, that person will be nominated for the position right away. If more than one person is interested in a position, we make nomination decisions based on the letters of motivation.

It is also possible that we receive internship positions at the exchange conference that were not requested by anyone from Bonn. Be sure to check these out, there may be something in it for you! If you’re interested in a position, just send us an email to let us know. Again, don’t forget to include the reference number and the short letter of motivation.

- **In March,** all offers still available for Germany (i.e. those for which no student was nominated) are opened for applications from all German universities. We will send you a list of these offers. If you’re interested in one of these offers, just let us know. Again, the following applies: first come, first served.
4. Submitting your application to the employer

Congratulations! After you have been nominated for an internship position, you are now ready to apply directly to the employer. Go to the EP and click on “Nominations” in the upper-right menu to view the offer for which you have been nominated. In case of AC offers, you are the only applicant because the offer was assigned exclusively to you. This means your chances of being accepted are excellent! To submit a complete application, you need to upload the following documents (in English) to the EP:

- “Student Nominated Form” (download from the EP)
- “Form-O” (download from the EP)
- Cover letter or letter of motivation to the employer
- Curriculum vitae
- Transcript of records
- List of previous internships
- Proof of English proficiency (Abitur certificate will not suffice)
- Copy of your passport
- Certificate of enrollment (must often be valid throughout your internship)
- If necessary, other documents required by the employer or the IAESTE organization of the host country (individual documents may vary by offer)

Given that you already had to upload some of these documents for the verification of your account, completing the rest of the application should not take too much extra time. The deadline for submitting your application is March 15, 2022! We recommend that you email us your application documents before submitting them so we can check them for completeness and accuracy. This may help you avoid complications and increase your chances of being accepted.

5. Starting your internship

Once your application has been accepted by the employer, you are all set to begin your dream internship abroad! From now on, you will communicate with the IAESTE committee in your host country, which will offer help and assistance. Of course, we at the LC Bonn will also be there to help you with any questions or problems that may arise before or during your internship abroad.

Please inform yourself in time about your destination country and the necessary documents that may be required for entry or visa.

Especially now during the Corona pandemic, we urgently ask you to inform yourself about the current situation in your host country and existing travel restrictions when planning as well as before starting your internship abroad. You can find updated information on travel warnings at the website of the German Foreign Office. Please make sure that you have sufficient insurance coverage when staying in areas with travel warnings and in the event of a pandemic, especially since this is not necessarily covered by all health insurances for abroad.
You should take out additional health insurance for abroad (including return transport if necessary) as well as liability and accident insurance for the duration of your internship abroad. Compare the offers of all insurances and ask your existing insurance companies about additional options for your stay abroad. In general, participants of the IAESTE program can make use of the insurance of the DAAD.

Interns who travel outside Europe for their internship can apply for a travel grant by the DAAD. Interns who do their internship within Europe can apply for Erasmus funding through the International Office of the University of Bonn.

6. After your return

All things come to an end—and unfortunately, your internship with IAESTE is no exception. After your return, you need to fill in a short experience report on the Exchange Platform. Additionally, we will ask you to write a report about your experience and send it to us. We will upload the report to the IAESTE Germany website to help future applicants get a better impression of what IAESTE is all about. If you have completed both reports, you may request an internship certificate by us.

7. Remain part of the IAESTE family

The unique experience of completing an IAESTE internship abroad would not be possible in Germany without the work and dedication of many student volunteers. To keep the program running in the future, we need your help and support! That is why we would love to see you remain part of the IAESTE family beyond your internship and become involved in the Bonn Local Committee. Aside from exciting tasks such as supporting international interns in Bonn and organizing the exchange process, involvement with IAESTE includes numerous local, national, and international events. If you’re interested, feel free to join us at one of our informal meetings (“Stammtisch”) or drop by during our office hours. For upcoming dates, check our website and our social media channels.