



IAESTE
GERMANY



Process of an IAESTE Reserved Internship

What does "Reserved Internship" mean?

In case you want to hire an intern, which was not suggested by IAESTE Germany, we can help you with the "Einvernehmen nach §15 Nr. 4 BeschV" by creating a "Reserved Internship".

Conditions for a "Reserved Internship": The payment for the internship must be paid completely by the employer, it's about 934,00 € per month if it's a 3-month internship or a mandatory internship (otherwise the minimum wage needs to be paid). In addition to that we request another internship offer, which can be published with our IAESTE network. The financing of the so called "Global Internship" can be agreed individually.

Process for the "Reserved Internship":

- 1/ Registration at www.iaeste.net as an employer
- 2/ Entering a new internship offer (manual: <https://sites.google.com/iaeste.org/ep-employer-guide/>)
- 3/ Enter the name of the pre-selected student in the field "Other requirements":
"Reserved internship for >>Student Name<< from >>Country<<."
- 3.1/ Please define the conditions of the internship (e.g., length, period, payment from your side, student level, language skills...)
- 3.2/ Confirm the offer with "Add Offer".
- 4/ We will get in touch with the sending country of the student, the students need to register with the sending country (fees may be charged).
- 4/ IAESTE Germany starts with the acceptance process.

Process for the "Global Internship":

- 2/ Entering a new internship offer (manual: <https://sites.google.com/iaeste.org/ep-employer-guide/>)
- 2.1/ You can define the conditions of the internship (e.g., length, period, payment from your side, student level, language skills...)
- 2.2/ Normally sending the offer for verification is the commitment that you are waiting for an application from IAESTE. Please do not offer the internship position anywhere else.

3/ We are looking for a suitable student and will send you a well-prepared application via the IAESTE Exchange Platform.

3.1/ The "basic" IAESTE application contains the following documents:

- the work offer
- the student nominated form (an overview)
- motivation letter
- CV
- transcript of records
- language certificate
- certificate of enrolment
- copy of passport

If you require additional documents, you can note this in the work offer.

4/ Acceptance/Rejection of the application at the Exchange Platform

4.1/ If the student is not suitable you can reject him/her with only a few steps and a reason. After that we will publish the offer again and will search a new student.

4.2/ If the student is suitable, you can accept the student with also a few steps, and we will start preparing the acceptance documents... depending on length of internship and nationality of student this will last between 1 day and 4 weeks.

5/ End of internship: we would be glad if you would fill in the employer report (a short questionnaire at the EP)