

COBE/FCFS-Offers

You did not get accepted for an internship through the usual procedure of IAESTE or you missed a deadline? Then the COBE (*Continuous Online-Based Exchange*)- or FCFS (*First Come First Serve*) offers might be interesting for you.

COBE and FCFS internship placements are offered all year round, meaning there is no specific deadline for sending in your application. In contrast to the usual procedure, during which many applicants apply for very few placements, with COBE you are the only applicant from Germany and with FCFS even the only one for the specific position. It is therefore worthwhile to check the database regularly!

You will find a list of current offers on the Exchange Platform after registration or on the following page:

https://iaeste.org/open_internships

How can I apply for COBE/FCFS offers?

In case you have already found an internship that interests you, we are able to assign you to the placement. For that, it is necessary that you have been verified on the Exchange Platform (more information below). Furthermore, you should meet the requirements of the employer and have enough time on hand to arrange your application. Please send us an e-mail with a selection of offers you are interested in, in case that one of the internships is not available anymore. But please be aware that you can only apply for one position at a time. Of course, if you did not get accepted after an application, feel free to try again.

How can I be verified?

The first step is to register on our Exchange Platform (EP):

https://iaeste.smartsimple.ie/s_Login.jsp

In order to be verified, you are required to upload the following documents:

- Certificate of enrollment (English version)
- Transcript of records (English version)
- Curriculum vitae
- English language certificate

Accepted language certificates are, among others: TOEFL, IELTS, Cambridge Certificate or DAAD Language Certificate. The DAAD Language Certificate can be obtained at the DAI in Heidelberg (<https://dai-heidelberg.de/de/unsere-angebote/sprachschule/daad-und-bvmd-sprachzeugnis/>). For verification purposes, it is also possible to upload your high school diploma if your language level is noted according to the Common European Framework of Reference for Languages (CEFR).

Please be aware that for your final application, you still need an official language certificate.

When everything is uploaded please send us an email and we are going to verify you.

How to proceed after I am assigned to an internship placement?

Now you can start assembling your application. This may vary from internship to internship, but the following documents are mandatory. All should be drawn up in English or the language of your destination country:

1. Nomination form (can be generated after having filled in the according areas, handwritten forms are not accepted)
2. Form 'Work offer'
3. Letter of motivation
4. Curriculum vitae
5. Transcript of records
6. English language certificate (high school diploma is not accepted)
7. Copy of your passport (Be aware that if your destination country is Russia the passport must be valid for another 18 months.)
8. Certificate of enrollment

Please send us your application as one file in PDF format. We will make sure everything is complete and ready to go. If that is the case, you can upload and submit your documents. Fingers crossed!

Feel free to contact us via e-mail outgoing@iaeste-heidelberg.de or on Instagram: [@iaesteheidelberg](https://www.instagram.com/iaesteheidelberg).

Your IAESTE Team Heidelberg

