

IAESTE Internship

Application Instructions



Application structure & checklist:

Use the Word docs named 'PDF 1 - [Your full name] - [Job ref. no.]' and 'PDF 2 - [Your full name] - [Job ref. no.]' to complete your application. Your application must be attached to an email sent to outgoing@iaeste.org.au as **two PDF files**. For the email 'subject', put '[Your full name] – [Job ref. no.]'.

Structure

PDF 1:

1. Student Nomination Form

- First page of 'PDF 1 - [Your full name] - [Job ref. no.]'.
- Must be **typed** and **signed**. Digital signatures accepted (Google 'how to make a digital signature' if you do not have one).
- Desired length of internship and time period **must** be **compatible** with offered length and time period in O Form.

2. Cover Letter

- This **letter is for the employer**, not IAESTE, so it is highly recommended that you seek advice from your university's career office. Make it **professional**.
- No more than 500 words.

3. Current CV

- Highly **recommended** that you seek advice from your university's career office.

4. Reference Letter(s)

- Highly **recommended** that you include at least one letter of reference, from either an employer or member of your faculty.

5. Transcript of University studies

- Unofficial** or **official** transcripts are accepted.
- Include an explanation of the grading system (can be copied directly from university website).

6. Confirmation of Enrolment Letter

- a. This is issued by your university and must be **signed** and **stamped**. A typical layout is available upon request.

7. Photocopy of Passport

- a. Must be a clear **scan** of the information page of the passport that you will use for visa purposes.
- b. **Photos** not accepted.

PDF 2:

1. Insurance and Liability Form

- a. First page of 'PDF 2 - [Your full name] - [Job ref. no.]'.
- b. **Must** be completed and signed. Digital signatures accepted.

2. Student Confirmation Form

- a. Second page of 'PDF 2 - [Your full name] - [Job ref. no.]'.
- b. **Must** be completed and signed. Digital signatures accepted.

Application Checklist

- Filled out **all** the forms?
- Added **all** the required paperwork and scans?
- Checked dates in all the forms are **correct**?
- Checked dates are compatible with time period and duration offered in the O Form?
- Named the files **correctly**? (e.g. 'PDF 1 - Mary Smith - CH-2016-000123' and 'PDF 2 - Mary Smith - CH-2016-000123').
- Saved the files as PDFs?
- Sent files attached to an email to outgoing@iaeste.org.au? With the correct email 'subject'? (e.g. 'Mary Smith - CH-2016-000123').
- Paid your deposit? See below for instructions.

Submitting & Payment

Submitting Your Application

When your application is complete, please send the **two PDF files** attached to an email to outgoing@iaeste.org.au with the **correct** email subject line. We will review it and recommend any necessary changes.

The deadline for submitting a **Traditional Internship** application is **30th November 2018**.

The **deadline** for submitting a **Pop Up Internship** application depends on the internship, but is usually **ASAP**.

If you have any questions or concerns, please don't hesitate to contact our Outgoing Coordinator at outgoing@iaeste.org.au!

Payment Details

The fee structure for IAESTE Australia **Traditional Internship** is:

1. \$60 Application Fee

- a. This is non-refundable.
- b. Must be paid once your application is submitted. Your application will not be considered unless payment has been made.

2. \$400 Administration Fee

- a. This is non-refundable.
- b. **Payable only once your internship is confirmed.**

The fee structure for IAESTE Australia **Pop Up Internship** is:

1. No Application Fee

2. \$460 Application/administration Fee

- a. This is non-refundable.
- b. **Payable only once your internship is confirmed.**

Important: When you pay a fee, put your first initial and surname (e.g J. Smith) in the payment's description box.