



Application Procedure

Before we can offer an internship to you, all available offers need to be exchanged on an international level once every year. After the exchange sessions we eventually receive about 40-50 internship offers which we can distribute to our students in Munich.

Application process

For the regular application process you have to fill out and submit a non-binding pre-application and an anonymous motivational letter. Additionally, we need your Curriculum Vitae (CV). The deadline is the 30th November!

PLEASE ENTIRELY FILL OUT THE [PRE-APPLICATION FORM](#), SAVE IT AND SEND IT TOGETHER WITH YOUR [MOTIVATIONAL LETTER](#) AND YOUR [CV](#) TO THE FOLLOWING ADDRESS:

bewerbungen@iaeste-muenchen.de

The exchange process

From research institutes or companies abroad the internship offers find their way to the trainees in five steps:

1. First of all, every **Local Committee (LC)** raises internships in its area of responsibility. Furthermore, every local committee collects the pre-applications from interested students until the **30th November**.
2. Every local committee announces its specified internship demand to the IAESTE national committee. In Germany the IAESTE national committee runs under the supervision of the German Academic Exchange Service (DAAD). The internships raised by the local committees will also be gathered directly at the national committee.
3. Every year in **January** the **General Conference (GC)** takes place. Representatives from all IAESTE national committees throughout the world attend this conference. They bring the internship offers from their own country and also an overview of their national demand for internships. Then the internship offers are exchanged between the countries in several exchange sessions. The following principle applies: number of the internships offered = number of internships received.



4. Every year in **February** the national committees distribute the internship offers that they received at the GC to their affiliated local committees. This distribution is based on the requirement lists created by the local committees. The number of places a local committee receives depends on the number of applicants and on the engagement of the local committee. Additionally, there is a **National Exchange Conference** that is attended by the representatives of all local committees in Germany. At this national exchange conference it is possible to exchange internship offers with other local committees since the first distribution by the national committee is not always perfect. This is our chance to get the best internship offers for you!
5. At the **end of February** the internship offers are finally distributed among our applicants. There are 40-50 internships p.a. available for Munich compared to roughly 200 applications. You can create a list of preferences. Be advised that chances increase with your flexibility regarding the country and kind of work. In case of concurrent requests we will decide about the final distribution according to the pre-applications. Should all applicants be equally qualified, we might arrange a small interview.

When you find a suitable internship you need to decide whether you are definitely willing to accept the offer. In this case you must pay a deposit of 150 Euro. Of course, you will retrieve the deposit after attending the outgoing-seminar in April, finishing your internship, writing a short report and taking a Munich intern from the airport.

Then you will receive all documents that are necessary for the **final application**. From that moment on, you are the only applicant for this internship. Nevertheless, it is your own responsibility to write a good application which will be forwarded by the DAAD to the company or research institute. The application documents for the final application must be sent to the DAAD before the **30th March**.

From **April** on, the company or research institute will decide over your **acceptance**. Usually the majority of applicants is accepted, in case a proper application is sent and no security issues arise.