

IAESTE – Internships | How to fill in the online Registration

We are happy that you decided to apply for an awesome IAESTE internship in 2020. Before you start your application, here are a couple of hints to fill out the online pre-application.

Go to the application website: [EXCHANGE PLATFORM](#)

Click on "Register with us" to register on the website and select to register as student.

Please type the "country you study in" in the first field. If you are enrolled in Weimar, type "Germany". Please fill in all required contact information. We recommend you to use your university email-address. This will also be your username later for the login to the platform.

Read the terms and conditions carefully and submit your data.

You will receive an email including your start-password. Please go back to the Exchange Platform and log in. We recommend you to change the password after your first login.

Click on "My Profile" and fill in all required information regarding your studies and your contact details. Please pick "Weimar" as your local committee.

If you can't find your study field, check also under "Engineering". Required/Completed years of study means your current Bachelor OR Master programm (2 Semester=1 year). Example: You are in your third Bachelor semester, so required years of studies is 3 (=6 Semesters) and completed years of studies is 1 (=2 semesters completed). Rate your language knowledge by yourself.

Giving us your phone number is also handy. When we distribute the internship places, the deadlines are rather short. If we can call you instead of writing emails chances are better you won't miss these deadlines.

To get your account verified by us and to later see all the available job offers you have to upload the following four documents: (If you have trouble handing in these documents, contact us via email.)

- a CV (in english)
- a current transcript of records (in english)
- a current certificate of enrollment (in english)
- language certificate approving your english language skills (we accept ALL types of certificates you might already have including language courses, they should not be much older than 2 years)

These documents will not be forwarded to employers/other parties. If you chose to apply for a specific job offer later, these documents will be requested again and you can easily reuse them to prepare the job application that will be shared with the employer.

You can pick desired regions and countries for your internship. This will not be a binding pick at the moment. You will later see all offers available irrespective of your selection.

Click on "Save" to save your data.

Please note: For technical reasons your account can only be verified by us when you uploaded all 4 documents. Only students with verified accounts can apply for internship offers.

You have completed the online Registration for internships in 2020. If there is any information missing on your profile we will contact you via email. Once we received the offer list, we will inform you about the next steps.