

IAESTE Internship Application Procedure

Following are the conditions and procedure for applying for internship:

1- Eligibility Criteria

- a. Must be enrolled as a regular full-time student in a university.
- b. Must have completed at least one year of university education
- c. Graduates are also eligible to apply, provided they have graduated in the past twelve months

2- Expenses for Travel, Visa and Health Insurance will be borne by the student

3- Internship shall cover Accommodation and Living Expenses; to be paid by host institution

4- All internship offers are posted on IAESTE Facebook page <https://www.facebook.com/iaestepk/>

5- It is mandatory for all students to register as IAESTE volunteer on the mentioned link <https://chwaqarali.typeform.com/to/zPAFHv>. The application will not be screened if the student is not registered as IAESTE Volunteer.

6- Selection Procedure

- a. Application fee is **Rs. 500** for each internship application (**pay online and attach payment receipt**). Applications without fee payment will not be processed.
- b. After initial scrutiny, only **short listed candidates** will be called for an **interview**
- c. **Selected students** will be required to **make online payment of Rs. 15,000**:
 - i. Processing Fee Rs 5,000 **non-refund able**
 - ii. Security Fee Rs 10,000
- d. Security fee shall be refunded under following circumstances:
 - i. Student who proceed for the internship after Visa endorsement
 - ii. Visa is not granted
- e. Security fees will **not be refunded** under the following circumstances
 - i. Student, who refuses to avail internship, after getting selected
 - ii. Student, who does not proceed for internship, after getting visa
- f. Details of Bank Account for fee submission are:
 - i. **Account Number: 0169150900217264**
 - ii. **Account Title: IAESTE-Pakistan, Faysal Bank, I-10 Branch, Islamabad**

7- Submit Application as a set of documents in the following TWO forms (Softcopy as well as Hardcopy).

- a. For Softcopy:
 - i. Submit your documents as a clearly readable PDF file
 - ii. Documents received in picture format (JPG, etc.) will be rejected
 - iii. If the documents are not readable, the application will not be processed

- iv. Email the application at outgoing@iaestepakistan.org.pk
- b. For hardcopy:
 - i. Send application to IAESTE, FAST House, Rohtas Road, G-9/4, Islamabad.

8- Applications received after the deadline will not be entertained

9- Submit the following documents in the following TWO folders:

- a. Nomination.pdf
- b. Portfolio.pdf

10- Nomination.pdf:

- a. NOMINATION FORM
 - i. Personal information as stated in the passport (If you have applied for a passport, write “Applied”)
 - ii. Each internship offer specifies the time period. For Example, if the dates mentioned are 01 June 2018 - 25 Aug 2018. The number of weeks are also mentioned e.g., 12 weeks. The desired time period by the student shall be mentioned.
 - iii. Sign the document
 - iv. Nominating Country (write PAKISTAN, and also the DATE)
 - v. Signatures on the Nomination form will be of National Secretary of IAESTE (Pakistan). Exchange coordinators will be responsible for getting these signatures.
- b. LANGUAGE CERTIFICATE
 - i. This certificate is to be filled and signed by the university authorities.
- c. ENROLLMENT CERTIFICATE
 - i. This certificate is either from the Controller Examination or Head of Department of the respective university.
 - ii. This certificate is mandatory for those, who are currently enrolled in a university.
- d. RECOMMENDATION LETTER
 - i. This letter is from a Professor of the university. Make sure that you have studied a course from the Professor. The letter should highlight the work done and the performance of the student in that particular course. The letter should be printed on the **university letter head**.
- e. TRANSCRIPT
 - i. Transcript is mandatory for each application. Submit one transcript stating details of all the courses studied, and the awarded grades.
- f. PASSPORT
 - i. Scan the passport (pages stating Personal information and photograph)
- g. PICTURE

- i. Two passport size picture

11- Portfolio.pdf:

a. RESUME

- i. Prepare a professional resume. Good quality resume enhances chances of selection.
- ii. Highlight your skill set, projects, and extra-curricular activities

b. PERSONAL STATEMENT (*This is the most important part of the application*)

- i. Describe your interest in your degree program
- ii. Projects completed (so far) during the degree. Project name is not sufficient. State what have you learned from it?
- iii. Relate the work offer mentioned in the IAESTE flyer with your skill set
- iv. Lastly, mention why should you be selected for IAESTE?

Note: Personal statement should be of 1 to 1½ page long. Students should explain their skill set and their ability to perform the work.

c. EARLIER WORK/INTERNSHIP

- i. If the student has previously done any work related to the internship work offer, do mention that.
- ii. Describe the work details in 3-4 lines. Include screenshots of the work certificate if any.