



## WORK OFFER

Ref. No. CZ-2020-010008

### Employer Information

Nearest airport: Prague  
Working hours per week: 40.0  
Working hours per day: 8.0

### Student Required

General Discipline: 04-ARCHITECTURE  
Field of Study: 04.0201-Architecture.

Completed years of study: 4  
Student status requirements: when nominated  
Language required: English Excellent

Required Knowledge and Experiences:  
Revit or ArchiCad

Other requirements:  
Skype interview can be required.

### Work Offered

Cooperation in the elaboration of architectural studies and design documentation of building construction.  
The trainee will work in one of our teams and she/he will be involved in the following tasks/activities:  
- drawing in AutoCAD, ArchiCAD, Revit  
- possible visits of construction sites,  
- designing and planning of new big projects.

Number of weeks offered: 6 - 6  
Within the months: 13-JUL-2020 - 31-AUG-2020  
Or within: -  
Company closed within: -  
Latest possible start date: 03-AUG-2020

Working environment: Office work  
Gross pay: 12500 CZK / Month  
Deduction to be expected: 0  
Payment method / time of first Bank Transfer / monthly payment:

### Accommodation

Canteen at work: No  
Expected type of accommodation: Student dormitory  
Accommodation will be arranged by: IAESTE  
Estimated cost of lodging: 6000 CZK / Month  
Estimated cost of living incl. lodging: 12000 CZK / Month

### Additional Information

Please follow the instructions for preparing nomination documents and the visa process in the attached document.

### Nomination Information

Deadline for nomination: 15-MAR-2020

Date: 30-JAN-2020 On behalf of receiving country: Milan Solik



IAESTE

Czech Republic

# Nomination guide for applications to the Czech Republic

Dear student,

*the purpose of this document is to provide guidance for the preparation of your nomination documents for the internship in the Czech Republic. Please follow the steps listed below, before sending your nomination to us.*

## Structure of nomination documents

All documents must be in **English**.

The final nomination document needs to have sections listed below, please keep the order of individual sections as listed. Before sending your nomination please check if all the pages have the same size.

### 1. Work offer

- i. The original document that is available on Exchange Platform

### 2. Student nomination

- i. Use the digital version of the document and not one that is filled out by hand
- ii. Make sure the dates and duration you selected to fit into those specified in the work offer

### 3. Motivation letter\*

- i. Focus on the work-related information
- ii. At most 1 page

### 4. CV\*

- i. Use a structured form of CV
- ii. At most 2 pages

### 5. Transcript of records

- i. The document must be in English, verified by your university (stamp and signature needed)
- ii. Grade scale must be included

### 6. Language certificate

- i. Do not upload certificates older than 2 years
- ii. Upload certificates for all languages required by work offer

### 7. Confirmation of enrollment

- i. Work offer may require this document to be valid throughout the whole period of internship
- ii. The document must be in English, verified by your university (stamp and signature needed)

### 8. Recommendation letter \*(only if required by the employer)

### 9. Scan of valid passport/ID

- i. Page with the travel documents should be placed on a page with size as the rest of documents
- ii. The travel document should be placed in the upper left corner

### 10. Passport-sized photo

- i. The Photo should be added in the same way as your travel documents
- ii. Use a formal picture, no photos with friends or holiday pictures!

Any other relevant (!!) documents should be added to the end of the nomination document.



IAESTE

Czech Republic

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info@iaeste.cz

\*Beware the motivation letter and CV are the only documents written solely by you. Make sure these documents contain information relevant to the employer and check for any grammar mistakes.

**All documents should be combined into one PDF, sent using the Exchange Platform. Documents sent using other ways of delivery will not be considered as proper nomination documents and will not be processed in compliance with General Data Protection Regulations (GDPR).**

## Visa process

*Listed below you will find government websites dedicated to the visa process. Keep in mind that this process usually takes a quite long time, apply for your visa as soon as possible. Thanks to accreditation by MEYS, you can apply for a student visa. Upon acceptance by the employer, we will support your claim for a student visa with an invitation letter and confirmation of accommodation.*

✚ Visa is not required for citizens of the EEA (EU, Switzerland, Liechtenstein, Iceland, Norway) ✚

[Short-term Schengen visa \(up to 90 days\)](#)

- [Countries with a visa exception](#)
- [Countries with a visa obligation](#)

✚ [Long term visas \(over 90 days\)](#) are obligatory for all countries except for EEA countries.

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