



## WORK OFFER

Ref. No. DE-2020-2000-16

### Employer Information

Location of placement: Berlin  
Nearest airport: Flughafen Berlin-Tegel  
Working hours per week: 40.0  
Working hours per day: 8.0

### Student Required

General Discipline: 04-ARCHITECTURE

Completed years of study: 2

Field of Study: 04.0201-Architecture.  
04.0301-City/Urban, Community and Regional  
Planning.  
04.0501-Interior Architecture.

Student status requirements: undergraduate and enrolled at University

Language required: English Good Or  
German Good

Required Knowledge and Experiences:

Other requirements:

Autocad.

Portfolio necessary. If possible, please apply for full months.

### Work Offered

Licence planning, execution of construction work, announcements, construction development, university's construction, airport construction, supporting residential building construction.

Number of weeks offered: 8 - 12

Working environment: Office work;Field work

Within the months: 01-AUG-2020 - 31-OCT-2020

Gross pay: 750 EUR / Month

Or within: -

Deduction to be expected: variable

Company closed within: -

Payment method / time of first Other / end of month  
payment:

Latest possible start date:

### Accommodation

Canteen at work: No

Expected type of accommodation: Info will be handed in later

Estimated cost of lodging: 400 EUR / Month

Accommodation will be arranged by: IAESTE

Estimated cost of living incl. lodging: 750 EUR / Month

### Additional Information

### Nomination Information

Deadline for nomination: 15-MAR-2020

Date: 30-JAN-2020

On behalf of receiving country:

Felicitas Schnabel



## **IMPORTANT INFORMATION ABOUT YOUR TRAINEESHIP IN GERMANY – PLEASE READ CAREFULLY!**

### **GENERAL INFORMATION**

The national committee of IAESTE Germany is located in Bonn as a part of the German Academic Exchange Service (DAAD). Here, the administrative issues of your training are arranged. In Germany there are numerous local committees. In general, the local committees will meet you when you arrive and help you to get in touch with the employer as well as with the public authorities. All of us will do our best to make your stay as pleasant as possible. Not all traineeships are based in large cities where you can find local committees. You will find information regarding the nearest local committee at your form „O“. In case there is no local committee IAESTE might not be able to contact you on a regular basis.

### **WHAT WE EXPECT FROM YOU**

We put a lot of effort in raising the IAESTE jobs in Germany. The companies are assured of highly qualified and motivated students for the job. It is therefore required that you read the job description carefully and apply only if you consider yourself qualified. For a satisfactory working relationship between the company and the trainee, it is expected that the trainee has good social skills and can take initiative.

### **IMPORTANT DOCUMENTS FOR YOUR APPLICATION**

1. Student Nominated Form – can be downloaded at the IAESTE Exchange Platform
2. Form „O“ – can be downloaded at the IAESTE Exchange Platform
3. Introductory letter to the employer
4. Curriculum Vitae
5. Transcript of records
6. Language certificate
7. Certificate of enrolment – please only use the attached form  
Please note: You must be enrolled during the whole period of training!
8. Copy of passport

### **THE FORM „O“**

**Work offered:** It is important to read the job description carefully, as the company expects you to have some knowledge of the particular work offered.

**Work period:** The period of work is stated on the form „O“ and can only be altered to another period if the employer agrees to the new dates. Please apply always for full month, beginning at the first day of each month.

**Language requirements:** Please prove your language skills with a current language certificate. The language skills which are required from the employer need to be proven. Most Germans speak at least basic English. If your language skills differ significantly from what is stated in the certificate, the training may be terminated.

**Accommodation:** Unless explicitly mentioned otherwise, the local committee will organize your accommodation. You have full financial responsibility for the rent. Also, for booking accommodations it's necessary that your internship will last whole calendar months because

the rent has to be paid by you for full months. Please note that in Germany, usually male and female students share the same floor and sometimes share a bathroom in student dorms or in shared student apartments.

**Payment/taxes:** Your salary is normally paid monthly at the end of each month according to the amount stated on the form „O“. If your training ends before the end of a month, the salary will be paid proportionally for the days you completed.

Foreign students who are in Germany for a practical training and who receive a payment from the employer must pay a certain percentage of their wages as social security contributions. You are exempted from this payment if you receive your wages from the DAAD only and/or if your training is a compulsory part of your course of study. This must be confirmed at the certificate of enrolment.

## **ADDITIONAL INFORMATION**

**The DAAD portal:** In case of acceptance, you must register yourself at the DAAD portal. Any important information will be sent with your acceptance. Payment and insurance can only be activated after you have finished the necessary steps.

**Payment:** You need to have sufficient funds for the first month, approximately 750,00 €, to cover your expenses until you receive your first salary. The expenses include for example living costs, rent, telephone costs or public transport. The DAAD does not offer financial support for travel costs or airfare.

**Insurance:** In order to complete an IAESTE training in Germany, an adequate health-, liability- and accident insurance is mandatory. The DAAD will take out and pay the insurance for you during the period of training.

**Visa/Passport:** You are required to apply for a visa at your nearest German Embassy or Consulate. It is important to apply as soon as you get your acceptance papers from IAESTE Germany. The application procedure sometimes takes 8 to 12 weeks. Make sure you have a valid passport before leaving for Germany.

**Work permit waiver:** The DAAD issues the work permit waiver which has to be confirmed by the German Federal Employment Agency. Since this is an official document, you are not allowed to write on it. In general, students from EU countries, EEA countries and Switzerland do not require a work permit waiver for a practical training in Germany.

**If you have any further questions, please consult your IAESTE national committee.**

**Finally, we would like to wish you good luck for your application!**

Die Bundesagentur für Arbeit benötigt die folgenden Angaben für die Genehmigung eines studienfachbezogenen Praktikums.

Danke für Ihre Mitwirkung!

The German Federal Employment Agency needs certain information to be able to decide on the approval of an internship. Thank you for your cooperation!

## **Immatrikulationsbescheinigung Certificate of Enrolment**

.....  
(Bezeichnung der Universität/Hochschule // **Name of the university/college**)

Anschrift der Universität/Fachhochschule .....

**Full address of the university/college** .....

Homepage: .....

Nachname(n) der/des Studierenden **Last  
name(s) of the student**

.....

Vorname(n) der/des Studierenden **Given  
name(s) of the student**

.....

geboren am

**Date of birth**

\_\_\_\_ . \_\_\_\_ . \_\_\_\_  
Tag      Monat      Jahr  
**day      month      year**

Staatsangehörigkeit .....

**Citizenship**

Studiengang

**Programme of study**

☐

Bachelorstudium  
**undergraduate**

☐

Masterstudium  
**graduate**

☐

Doktorand  
**postgraduate**

☐

andere Hochschulbildung mit Mindestlaufzeit von 3 Jahren  
**other higher education with minimum duration of 3 years**

Studienfach: ..... angestrebter akad. Grad: .....

**Subject of study      expected academic degree**

Die Studienordnung beinhaltet ein Pflichtpraktikum: ☐ Ja ☐ Nein

**An internship is a mandatory and integral part of the course of studies:** ☐ Yes ☐ No

Vorgeschriebene Dauer des Pflichtpraktikums:.....Monate, davon bereits absolviert:.....Monate.

**Length of the mandatory internship:.....months. Have parts of the internship already been done:**

☐ No ☒ Yes, .....months.

Eingeschriebene/r Student/in seit

**Enrolled as a student since**

\_\_\_\_ . \_\_\_\_ . \_\_\_\_  
Tag      Monat      Jahr  
**day      month      year**

Regeldauer des Studiums .....Jahre

**Duration of study      years**

Wenn alle formalen Voraussetzungen des Studiums erfüllt sind, wird das Studium am

beendet.

**The programme of study will be finished by**

\_\_\_\_ . \_\_\_\_ . \_\_\_\_  
Tag      Monat      Jahr  
**day      month      year**

Datum: **Date** \_\_\_\_ . \_\_\_\_ . \_\_\_\_

.....

Tag      Monat      Jahr  
**day      month      year**

Stempel der Universität/Fachhochschule  
und Unterschrift einer autorisierten Person  
**Stamp of the university/college  
and signature of an authorized person**