

HOW TO OFFER AN INTERNSHIP?

1 REQUIREMENTS

Fill out the form on our Exchange Platform (www.iaeste.net). Follow the steps as described on our website. Afterwards, sign the agreement between employer and IAESTE. This formality ensures that the conditions to offer an internship through IAESTE are well understood.



2 SEARCH

January: IAESTE exchanges the internship offer at the Annual Conference.

February - April: You get the application documents (CV, cover letter, ...) of the most suitable candidate.



3 DECISION

You decide whether you want to accept the candidate after reading the application documents and potentially a video call.



4 PREPARATION

IAESTE helps with visa and work permit application. We pick up the intern at arrival and accompany them to the accommodation.



5 INTERNSHIP

You employ the intern during 6 weeks to 12 months (start date between May and December). We assist the student in case of questions or problems, provide a social network and organize a broad leisure program.



WHEN

Internships mostly take place in July, August and September, but outside the summer vacation period is also possible. Do keep in mind that finding accommodation outside of the summer period is more difficult.

CONTENT

We expect a challenging task for an engineering, bio-engineering, architecture or science student. The required specialization as well as the study level, language and IT skills of the student can be specified on the internship offer form.

QUALITY

We will survey the requirements of your company and propose a fully screened and motivated candidate based on your offer form. We do recommend to thoroughly read the nomination and maybe conduct an online interview. This will help you to get a better understanding of the applicant's knowledge, language skills, interests, strengths and work ethic. It is also interesting for the applicant to get to know their potential employer and understand what the expectations are.

VISA AND OTHER ADMINISTRATION

IAESTE offers the student extensive administrative support in obtaining a visa. The company doesn't have to take any initiative in this.

PAYMENT

The trainee has to take care of his/her own travel costs. We ask your company to pay the expenses for the trainee's stay in Belgium. IAESTE Belgium imposes a minimum fee of €300 / week to cover lodging and living costs. The fee can be reduced if the company arranges lodging for the student.