



Profile creation guide 2020/21

1) Basic Information

First of all - congratulations on your decision to register for a life changing IAESTE internship!

Please read this guide carefully. It contains all necessary information to get your profile verified.

The guidelines in this document are meant to introduce you to the new IAESTE Exchange Platform (EP). Please note, that uploaded data will be considered confidential. Employers all over the world can just see the data from students who are nominated for their offers. Your data will just be forwarded in case of a nomination!

If you have any questions feel free to contact your local committee exchange outgoing coordinator or the national team by mailing us:

internship@iaeste.at

internship@boku.iaeste.at

internship@graz.iaeste.at

internship@innsbruck.iaeste.at

internship@leoben.iaeste.at

internship@linz.iaeste.at

internship@vienna.iaeste.at

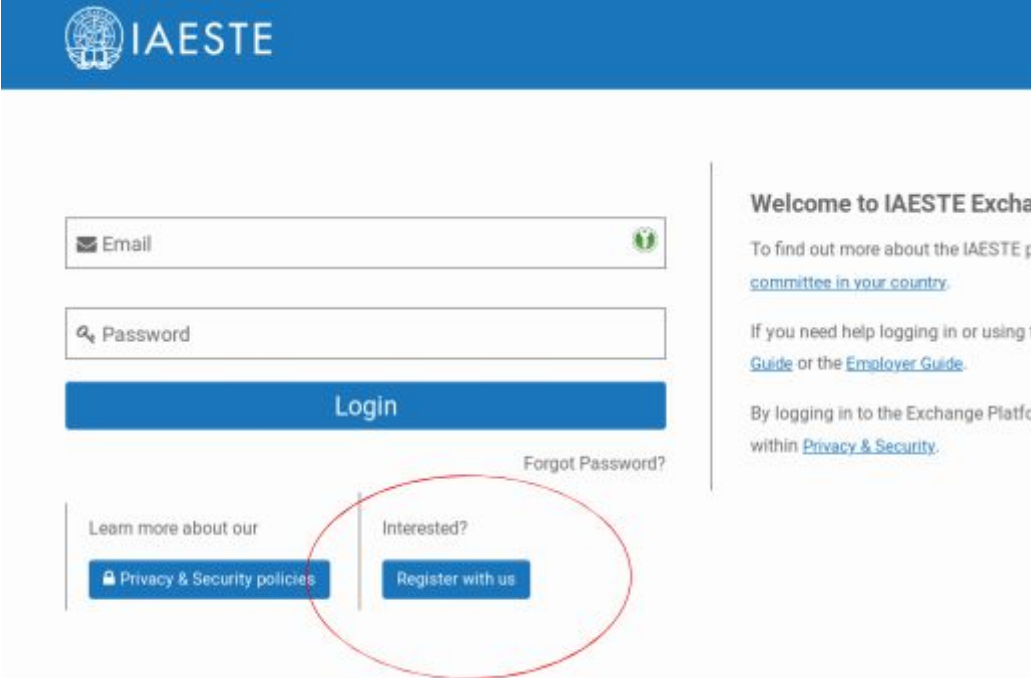
internship@salzburg.iaeste.at

2) Registration and Profile Creation

Please visit the IAESTE Exchange Platform via the following link and register as a student:

<https://www.iaeste.net>

You will receive an email with your login and password. (This may take some time!)



IAESTE

Email

Password

Login

Forgot Password?

Learn more about our

Privacy & Security policies

Interested?

Register with us

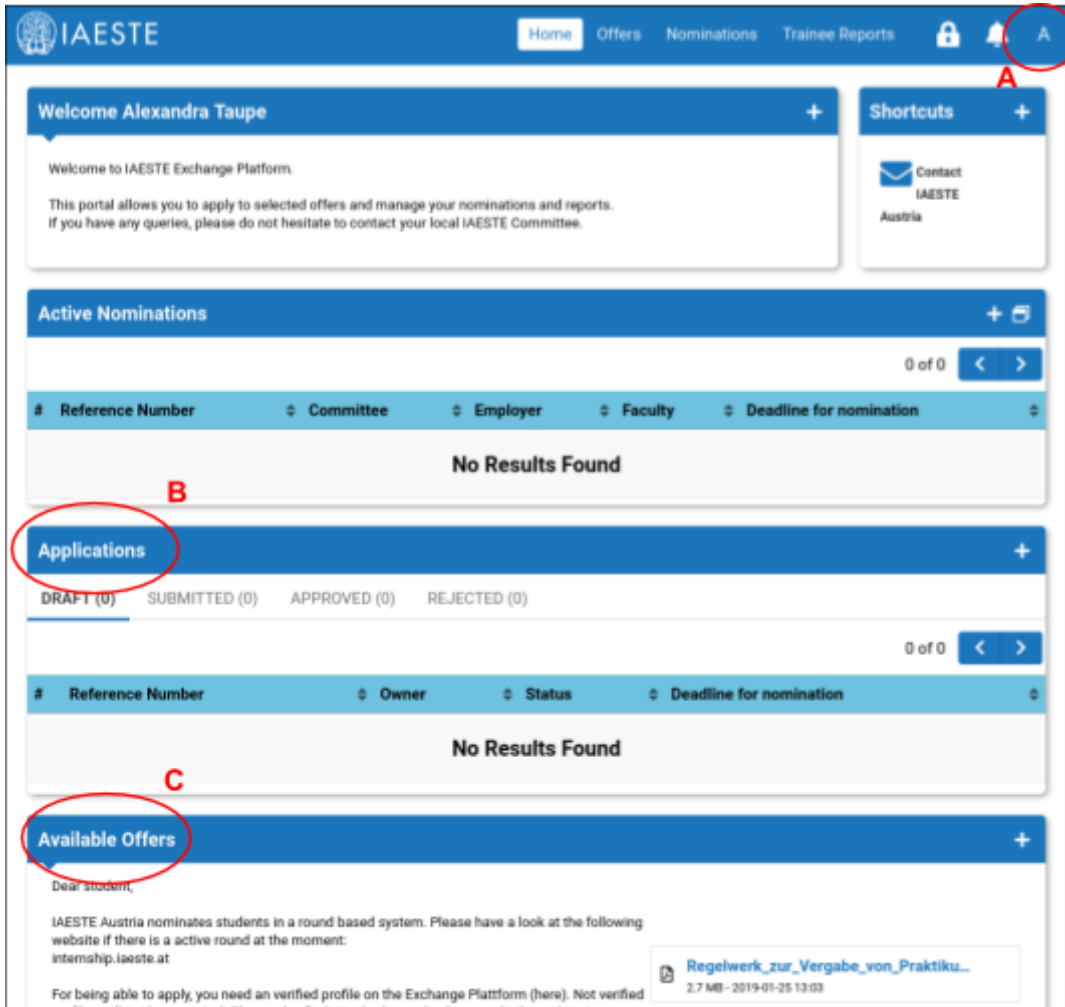
Welcome to IAESTE Exchar

To find out more about the IAESTE pr
[committee in your country](#).

If you need help logging in or using th
[Guide](#) or the [Employer Guide](#).

By logging in to the Exchange Platfon
within [Privacy & Security](#).

After you logged in you will have the following view:



A - Your Profile

Your profile includes all basic information about you and your study field. A more detailed explanation can be found at 3) Your Study Information.

B - Applications

After you applied for an internship and we have received your “Praktikantenvereinbarung” and proof of your deposit payment, you will be able to see here the internship you applied for.

C - Available Offers

Although this part is called “available offers” not all of them are really available, as this depends on the application system which we are currently offering. You are able to find more information about that on our website <https://internship.iaeste.at>. Nevertheless these offers should give you an idea how IAESTE internships should look like.

3) Your Study Information

a) Completed and Required Years of Studies

The Completed Years of Studies (CYOS) state how far you are in your Studies. So therefore you have to take your already achieved ECTS and look up in the following table in what category you are sorted.

- 0 CYOS: < 30 ECTS
- 1 CYOS: > 30 - 90 ECTS
- 2 CYOS: > 90 - 150 ECTS
- 3 CYOS: > 150 - 210 ECTS
- 4 CYOS: > 210 - 270 ECTS
- 5 CYOS: > 270 ECTS

The Required Years of Studies (RYOS) state how long it takes to finish your study with the suggested amount of time. So for a bachelor + master this would be 5 years.

b) General Discipline and Field of Studies

Your profile includes all basic information about you and your field of study. Please be aware, that the international version of study fields are a bit different to the version we use in Austria. For a close look, we suggest to contact your outgoing coordinator. The eleven main study fields are split as follows:

01. Agriculture, Agriculture Operations, and Related Sciences
03. Natural Resources and Conservation
04. Architecture and Related Services
11. Computer and Information Sciences and Support Services
14. Engineering
15. Engineering Technologies and Engineering-Related Fields. Series
26. Biological and Biomedical Sciences
27. Mathematics and Statistics
40. Physical Sciences
45. Social Sciences
52. Business, Management, Marketing, and Related Support

All of these sections include various specifications. E.g. Chemical Engineering can be found in "Engineering" → "Chemical Engineering".

c) Language Skills

For the language skills please select the language in the first column and the level of your language in the second column.

eg.

Language Skills

German	Excellent
English	Excellent

d) Required Documents

The most important field is the PDF-Document upload field in your profile. To get a verified profile you have to upload¹ following documents (all of them **in English**):

- CV
- Transcript of records (Sammelzeugnis) for all your studies (also of completed ones)
e.g. if you are already in master, you have to upload the transcript from the master and the bachelor
- Final certificate / notification (Abschlusszeugnis / Bescheid) of completed studies
- Certificate of enrollment (Inskriptionsbestätigung)
- English (or other) Language certificate by IAESTE (or Berlitz Standard, TOEFL, Cambridge ESOL, CEF, IELTS, ALTE, DELE)²

Supporting Documents (CV, transcript of records,

etc):

(Check with your
National/Local Committee
if you require any
documents here.



If you didn't fill in the profile correctly you will receive an email from one of our members with the request what is missing. Once your profile is verified you can do changes whenever you want, Another verification is not necessary. (Please note: If you delete your documents after verification, it is possible for you to apply for internships, however your application will not be considered when your profile requirements are not fulfilled.)

¹ Maintain good readability of the documents in case you need to digitalize them.

² In case you have other language certificates please contact us if it is eligible. A-level certificates (Maturazeugnis), university languages lectures and similar are not eligible. If you do not have an english language certificate so far, please contact your local committee.

4) Application rounds and application for internships

With an accepted profile you will have the possibility to apply for an internship when we have an active application round. The dates when we have an active application round will be published here (you can change this webpage to English!):

<https://internship.iaeste.at>

Depending on the application round you can apply for up to three offers. The selection procedure will be done usually at the weekend after the active application round. Please make sure that you are available by phone during this time. If you are selected for one of your applications and you are not answering the phone, you will have two hours time to call us back. If you are not calling us, you will be banned from the selection for two application rounds.

During this phone call you will be asked if you want to accept the nomination. If you agree we will start the application process together. If you are declining the offer, we will ban you for two application rounds. So please be sure about the offers you are applying for.

ATTENTION:

Please consider that an application on an IAESTE internship is binding. If you decline your nomination during the confirmation phone call or even later, we will punish this break of agreement with application bans between two weeks and up to one year. In special cases we may pronounce lifelong bans.

In case of a nomination, you need to transfer a 300€ deposit to our IAESTE bank account. Additionally we need a valid passport copy. Nevertheless in case of a nomination we will provide you with further information.