

Guideline for IAESTE Internship Application

The list of job offers for IAESTE internships will be available on our server on **February 12**

Please complete the application form and upload all required documents on our server by the application deadline specified on each job offer form.

Application Procedure:

1. **My Page –인턴십등록정보** (Internship Registration) – Complete **Application Form**

Please specify the country, faculty and the **reference number** of the job offer you are applying to. (ex. CH-2016-00) Your application will not be complete without this information.

2. Upload all **required documents** listed below.
 - 1) Cover Letter (English)_word
(For your 1st Preference Job Offer-Addressed to the employer of your 1st choice job offer)
 - 2) Resume (English)_word
(For your 1st Preference Job Offer-highlight skills and experiences required for your 1st choice job offer)
 - 3) List of Academic Courses Studied_pdf
(List all completed & current courses)
 - 4) Student Nomination Form_word
 - 5) Certificate of Internship Requirement_pdf
(To be completed by your university)
 - 6) Language Certificate_pdf
 - 7) Official Transcript_pdf
 - 8) Letter of Recommendation (required for internships in UK and Japan)
 - 9) Copy of passport photo page_pdf
 - 10) Photo_pdf

You do not need to submit Korean cover letter and resume.

You do not need a language certificate if English is your native language. If you do not have a language certificate (TOEIC, TOEFL iBT, TOEIC Speaking, Opic, etc.), you may ask a native English speaking professor to write a letter to certify that you have no difficulties communicating in English.

Selected candidates will be contacted for an interview. All candidate interviews will be conducted via Skype.

Application Timeline:

- Job offers (internship) list available: February 15 2016
- Application deadline: February 15-March 15, 2016 (Please see job offers for application deadline)
- Candidate selection (Skype interviews) and nomination process begins: February 15
- Students informed of nominations: Late March
- Internship confirmation: Mid-May
- Internships begin: June

For any inquiries, please contact IAESTE Korea at 02-561-9956 or iaestekorea.office@iaeste.org

