



Helsinki, March 2010

## **IAESTE 2010 INSTRUCTIONS FOR APPLYING AFTER PRESELECTION**

Congratulations! You have been nominated for the trainee position you applied for in the IAESTE program. In case there is more information about the offer or extra forms to fill in you will receive them within a couple of days.

Using the link in the email you received you will get to add information to the online application form. Please fill in the following:

- **passport number** (in case your passport is expiring, write the number of your current passport and inform that you will apply for a new one)
- **desired period of training within the period stated in o-form by the employer** (In the end of this document you will find a list with offers and training periods.) In regards to the rent it is usually cheaper to suggest as full months as possible. In several countries you must pay for the whole month even if you lived there only for a part of the month.
- **attach a copy of paid deposit (see next chapter)**

### **DEPOSIT**

**All IAESTE-nominees have to pay a deposit of 50 euros to CIMO's account 166030-113863. Please write as a reference: IAESTE/your name (E.g. IAESTE/Jane Smith). Please attach the receipt of the deposit to your application. We will not forward your application to the destination country if we haven't received the receipt.** If the receipt is a print from your Internet bank, the date of transaction should not be in the future.

The deposit will be paid back in the following cases:

- in case the trainee submits reports of the training to CIMO **within three months** after the end of the training period
- in case the employer rejects the applicant or cancels the offer for other reasons
- in case the applicant cancels when the training is to start in less than four weeks and there is still no confirmation of acceptance.
- in other cases e.g. if the applicant will get seriously ill

When you have filled in all the information on the online application form we will forward your documents to the IAESTE-office in the destination country. They will forward them to the employer. You will get the information about acceptance or rejection from CIMO.



All correspondence before the acceptance will go through CIMO. Only after you have been accepted, you can contact the employer or the IAESTE office of the destination country. Sometimes the employer can contact the applicant before the final acceptance. In this case it is of course allowed to have a direct contact to the employer.

### **CANCELLATION**

If you for some reason have to cancel, please return all documents including the possible brochures to CIMO as soon as possible. You should always give a reason for cancelling. Please avoid cancelling if possible: a late cancellation usually means a loss of the offer and weakens Finland's reputation as a training partner.

### **ACCOMMODATION**

If you ask the IAESTE-office to find you accommodation, you will be responsible for paying the rent and following the local rules for signing the agreement. Do not sign the agreement before discussing it with the local IAESTE-office. You are also responsible of possible extra costs due to late arrival or early departure.

Please remember that IAESTE office is not responsible for finding accommodation for a spouse. Student dormitories don't usually allow spouses.

In regards to the rent it is usually cheaper to suggest as full months as possible. In several countries you must pay for the whole month even if you lived there only for a part of the month.

### **INSURANCE**

According to the rules of IAESTE it is obligatory for all who have gotten a trainee placement and/or a work permit through the organization to have a sufficient insurance that covers illness and accident.

**Submit the certificate of the insurance to CIMO.** The certificate should indicate the **period** and **expenses** it covers. Travel liability insurance is also highly recommendable (it is often included in luggage insurance). It is valid during free time and covers at least a part of damage that the trainee unintended causes to someone else's property. Please submit the certificate of insurance to CIMO at the latest when you have received the acceptance note.

If your departure is delayed e.g. because of delayed permits, you can change the validity of the insurance before the insurance comes into force. Please inform also CIMO about these kinds of changes.

### **GENERAL**

When the employer has accepted the applicant, the foreign IAESTE office will usually send the acceptance papers and instructions to CIMO to be forwarded to the trainee. The instructions usually include information about possible work and residence permits, about taxation etc. It is also possible that you first hear about your acceptance from the employer. In this case, please inform CIMO about the acceptance. The acceptance note should come to CIMO no later than about a month



3(3)

before the training starts. However, every year there are cases where the information comes at the last moment. Please be patient!

**IN BRIEF: APPLICATION AND ATTACHMENTS**

**Please fill in the extra information to the online application form as soon as possible:**

- passport number
- desired period of training within the period stated in o-form by the employer
- receipt of the paid deposit

**In addition, please submit by email (niina.juuti(at)cimo.fi):**

- possible other forms or attachments required
- certificate of insurance (can also be submitted later)

Please use the code of the offer as subject of you email.

**In case your contact information changes, please inform CIMO about it**

Your contact person at CIMO is Niina Juuti  
Address: CIMO/IAESTE, PL 343, 00531 Helsinki  
Tel. 020 7868 558  
E-mail: [niina.juuti@cimo.fi](mailto:niina.juuti@cimo.fi)

IAESTE Ref. No.	Employer	Weeks min	Weeks max	Period Starts	Period Ends
A-72-10-BA	Menvielle S.A.	8	8	1.7.2010	30.9.2010
AT-2010/GR-012	Graz University of Technology, Institute of Thermal Engineering	20	28	1.5.2010	1.2.2011
AT-2010/VI-024	Österreichisches Forschungs- und Prüfzentrum Arsenal GmbH	20	52	1.1.2010	31.1.2011
B/2010/KUL/62	IMEC	24	41	1.4.2010	31.12.2010
B/2010/KUL/63	IMEC	24	41	1.4.2010	31.12.2010
B/2010/UG/31	Ghent University - Department of Textiles	4	8	1.7.2010	30.9.2010
BiH/MO-02/2010	A3 d.o.o.	4	6	1.6.2010	1.9.2010
CA 016/10N	McMaster University, Department of Chemistry	12	16	1.5.2010	31.8.2010
CA 026/10	University of Manitoba, Dept. Of Electrical & Computer Engineering	8	12	1.5.2010	31.8.2010
CA 041/10	University of Toronto / Dept. of Mechanical & Industrial Engineering	16	16	1.5.2010	31.8.2010
CH/2010/17	Zürich University of Applied Sciences	12	24	1.4.2010	31.12.2010
CH/2010/31	Herzog & de Meuron	52	52	1.4.2010	31.3.2011
CH/2010/81	St. Gallisch-Appenzellische Kraftwerke AG	10	15	1.4.2010	31.12.2010
CHN2010-BJ-WANHUA-02	Yantai Wanhua Polyuretane-Beijing Research Center	12	16	1.3.2010	31.8.2010
CN/HK10-COMP-08	Asta Systems Limited	52	52	1.6.2010	31.5.2011
CZ-102/10	PageUp	4	52	1.1.2010	31.12.2010
CZ-113/10	Czech Technical University in Prague	4	12	1.1.2010	31.12.2010
D/10/1000/1	(BAM)	8	12	1.5.2010	28.2.2011
D/10/1012/1	IAESTE-LC TU Dresden	8	8	1.8.2010	30.9.2010
D/10/1012/2	IAESTE-LC TU Dresden	8	8	1.6.2010	31.7.2010
D/10/1013/1	IAESTE-LC U Erlangen	8	12	1.6.2010	31.8.2010
D/10/1017/1	IAESTE-LC Aachen e.V.	12	12	1.5.2010	31.7.2010
D/10/1017/2	IAESTE-LC Aachen e.V.	12	12	1.8.2010	31.10.2010
D/10/1021/1	IAESTE-LC TU München	12	12	3.5.2010	23.7.2010
D/10/1021/2	IAESTE-LC TU München	12	12	19.7.2010	8.10.2010
D/10/1021/3	IAESTE-LC TU München	12	12	20.9.2010	17.12.2010
D/10/1194/1	IAESTE-LC U Stuttgart	16	16	1.5.2010	31.8.2010
D/10/1194/2	IAESTE-LC U Stuttgart	16	16	1.9.2010	31.1.2011
D/10/1217/1	IAESTE/AIESEC-LC TU Berlin	12	12	1.3.2010	31.5.2010

D/10/1217/2	IAESTE/AIESEC-LC TU Berlin	12	12	1.5.2010	31.7.2010
D/10/1217/4	IAESTE/AIESEC-LC TU Berlin	12	12	1.9.2010	31.12.2010
D/10/1242/1	IAESTE/AIESEC-LC TU Braunschweig	16	16	1.6.2010	31.10.2010
D/10/1306/2	TU Kaiserslautern Fachgebiet Bodenmechanik und Grundbau	8	12	1.1.2010	31.12.2010
D/10/1339/1	IAESTE-LC TU Freising-Weihenstephan	12	12	1.5.2010	31.7.2010
D/10/1339/3	IAESTE-LC TU Freising-Weihenstephan	12	12	1.9.2010	30.11.2010
D/10/1347/1	Baumechanik/Baudynamik	12	12	1.1.2010	31.12.2010
D/10/1353/1	TU München, Lehrstuhl für Kartographie	12	12	1.1.2010	31.12.2010
D/10/1355/1	IAESTE-LC Bochum e.V.	12	12	1.5.2010	31.7.2010
D/10/1355/2	IAESTE-LC Bochum e.V.	12	12	1.7.2010	30.9.2010
D/10/2060/1	Univ. Stuttgart, Lehrstuhl und Institut für Chemische Verfahrenstechnik	16	16	1.1.2010	31.12.2010
D/10/2080/3	TU Clausthal, Institut für Metallurgie	12	12	1.7.2010	30.9.2010
D/10/2126/1	Mankiewicz Gebr. & Co.	12	26	1.1.2010	31.12.2010
D/10/3127/1	Texas Instruments Deutschland GmbH	12	24	1.1.2010	31.12.2010
E/300/A	Naturema S.L.	6	52	1.6.2010	31.5.2011
E/5207/M	Consulnima, SL	12	52	1.5.2010	31.5.2011
E/9006/ESZA	Santiago Carroquino/Arquitectos SLP	10	12	1.7.2010	1.10.2010
ECUSFQ38/10	CONSTRUCTIVA C.E.V. CIA LTDA.	8	8	1.7.2010	31.12.2010
EST/01/02/10	Logica Eesti AS	12	48	1.1.2010	31.1.2011
G/NS/10/001	Pledgetex Enterprise	8	12	1.7.2010	31.12.2010
GR/CV/A314	Hydroexigiadiki L.S. Lazarides & Co	9	9	1.6.2010	31.7.2010
H/10/1201/BAN	Budapest Tech., Polytech. Institution Bánki Donát	8	12	1.6.2010	31.8.2010
HR10-046-01	Svod d.o.o.	6	8	1.7.2010	30.10.2010
HR10-400-05	University of Split	6	7	1.9.2010	31.3.2011
INDMIT/10/0009/09B	Manipal Institute of Technology	8	12	1.6.2010	30.11.2010
IRL/10/A/01(A)	McCann, Architect	12	16	1.6.2010	30.9.2010
JO-10-PMC/Mech-M-1	Jordan Phosphate Mines Company	8	8	1.6.2010	31.7.2010
JP2010/028	Tohoku University, Institute of Fluid Science	8	12	1.6.2010	30.9.2010
JP2010/042	JGC Corporation, Yokohama Operation Center	8	12	14.6.2010	29.10.2010
KR10-KUASIC-F1	ASIC (application-specific integrated circuit) Korea University	4	8	1.3.2010	31.8.2010
KZ-2010/55	Almaty Technological University "Design collection" Fashion Center	6	12	1.1.2010	31.12.2010

LT-2010-02	JSC Naujasis Nevėžis	4	4	1.4.2010	30.9.2010
LV-2010-4	Biotechnical Centre	6	8	1.6.2010	31.8.2010
MK/2010/13	Benning PSAM	6	8	1.6.2010	1.11.2010
MX-10/011	Minas de San Luis, S.A. de C.V.	12	13	1.6.2010	30.9.2010
MX-10/013	Corporación Durango, S.A. B. de C.	12	17	1.6.2010	31.12.2010
MX-10/074	Corporación Durango, S.A. B. de C.	12	17	1.6.2010	31.12.2010
NL/2010/1/4	Hanze University of Applied Science Groningen	20	30	1.9.2010	28.2.2011
NL/2010/1/9	RahuCat	22	50	1.8.2010	1.8.2011
OUT/IET/2010/02	The Open University of Tanzania	12	12	1.7.2010	30.9.2010
OZ1040	Australia	26	50	1.1.2010	31.12.2010
PAN/Import/03/10	Humberto Jara	8	8	1.1.2010	31.12.2010
PL-10-AGH-071	DTW Sp z o.o.	8	12	1.6.2010	30.9.2010
PL-10-PWA-021	Eng.	6	7	1.6.2010	18.7.2010
PL-10-PWR-001	WROKAR Sp. Z o.o.	6	8	1.6.2010	31.10.2010
PT/2010/5	ALBATROZ Engenharia, Investigação, Desenvolvimento e Inovação, S.A.	12	16	1.5.2010	15.12.2010
PT/2010/57	CDRsp - Centro para o Desenvolvimento Rápido e Sustentado de Produto	12	12	1.5.2010	31.12.2010
R/4-8	Moscow State Technical University "MAMI"	4	6	1.6.2010	31.7.2010
RO-38/10	Zip Studio S.R.L.	6	8	15.5.2010	15.8.2010
RT-2010-51-01	JSC "Javoni"	4	8	1.5.2010	30.9.2010
SI-009-10	Institute of metals and technology	12	12	1.5.2010	31.7.2010
SK-KE/10/11	Technical University of Košice, Faculty FEI	8	12	1.6.2010	30.9.2010
TH-10-12-036	Mahasarkham University	12	13	1.6.2010	31.3.2011
UK/10/08/07	Queen 's University Belfast	8	12	17.5.2010	30.9.2010
UK/10/08/08	Queen 's University Belfast	10	12	17.5.2010	18.9.2010
UK/10/120/01	Coffey Geotechnics	6	13	31.5.2010	10.9.2010
US-2010-79451	Purdue University	11	11	24.5.2010	6.8.2010
VN/TNU/10/06/07	University of Technology, Thai Nguyen University	8	12	1.3.2010	31.12.2010
VN/TNU/10/13/03	College of Agriculture and Forestry	12	24	1.9.2010	31.1.2011
YU-1744	Energoprojekt Entel	6	8	1.7.2010	1.9.2010
YU-1756	IMS	6	8	1.7.2010	30.9.2010
YU-1810	University of Belgrade, TMF-OHT	6	12	1.5.2010	15.7.2010