

IAESTE – The International Association for the Exchange of Students for Technical Experience

For the IAESTE program **application period** is annually from February to March. The Next application period is from **7th to 18th February 2011** for offers mainly in summer 2011. If there are positions unfilled a re-round will be held in March 2011.

Who can apply?

You are **eligible to apply** for the IAESTE exchange program if you:

- are at least 18 years old
- are a fulltime student in a university or an institute of higher education
- are recently graduated
- have completed 2 or 3 years of studies
- are able to communicate well in English

Foreign students are eligible to participate in IAESTE exchange as long as they are degree students in Finland. Trainee positions in Canada exceptionally require that the applicant is a Finnish citizen or has a permanent residence permit in Finland. Foreign exchange students are not eligible to apply for IAESTE trainee positions.

Some other countries may also have regulations about the nationality of the applicant. Please read carefully the information given on each offer to see if you are eligible to apply.

The round is open for all institutions of higher education but students of the institutions that have obtained domestic trainee positions will be **prioritized**. The remaining candidates will be chosen without priority.

Application process

1. Familiarize yourself with the **available trainee positions** before filling in the application form. Even though the page is in Finnish, the information on offers and the application form are in English. All the available positions will be published on www.iaeste.fi when the application period starts. Apply only for those positions that you are both qualified for and able to participate in.

2. Read all **instructions** carefully before filling in the application form. Instructions will appear when the application period starts.

The Application is sent **attached with** English versions of a:

- CV
- student record transcript
- letter to the employer of every position you have applied for

Please prepare the required attachments before filling the application.

3. You can apply to **four (4)** IAESTE trainee positions. You can only apply by filling in the online application form. The form is available only in the application period.

4. **Print out** the application form and send it with **the attachments to CIMO as hard copies**. **Students of the following universities** will be advised to submit the hard copies **to following addresses**:

Aalto University School of Science and Technology, Linda Wuoristo, Career Services, P.O. Box 13350, 00076 AALTO (Visiting address: Otakaari 7B, open Mon-Fri 12-15 p.m.)

Lappeenranta University of Technology, Minna Niemi, International Services, P.O. Box 20, 53851 LAPPEENRANTA (Visiting address: International Services, Skinnarilankatu 34)

Metropolia University of Applied Sciences, Tiina Aalto/Heidi Martin, P.O. Box 4000, 00079 Metropolia

Tampere University of Technology: International Office, Eeva Ylhäinen, P.O. Box 553, 33101 TAMPERE (Visiting address: TB115c, International Office, Tietotalo Building)

On the application re-round send the information of the position(s) you applied for immediately to [niina.juuti\(at\)cimo.fi](mailto:niina.juuti@cimo.fi). Hardcopies are not required.

5. **Only one candidate** is chosen to each position. The application of the chosen will be forwarded to the employers. **CIMO will inform** each applicant personally the results concerning all positions applied.

Instructions for Applying after Preselection

In the IAESTE program **only one candidate** is chosen to each position. The application of the chosen will be forwarded to the employers.

You will be informed by CIMO concerning all the positions you have applied for. On your acceptance message you will be directed to these instructions. **Familiarize** yourself with this information before adding anything to the online application form.

In case there is more information about the offer or extra forms to fill in you will receive them within a couple of days. In some cases a recommendation letter, a language certificate or a copy of the passport may be asked for.

Adding information on the form

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

Advancement of the process

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.

For the Accepted Trainee

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

In case you receive additional information from the foreign IAESTE-office with your acceptance papers, please read them carefully. Pay special attention to any **information on visa, residence permit and work permit**.

Please visit the webpage of IAESTE international at www.iaeste.org and the webpage of the IAESTE office of your country of destination. You will find the addresses at the IAESTE International web page.

From now on you **may contact your employer directly** e.g. to ask for more information about your job description. We recommend that you also look for information about the country and city where your traineeship takes place.

If you for some reason still have **to cancel your training, please inform** both CIMO and the employer as soon as possible. You should always give a reason for the cancellation.

Taxation and Social Security

Before leaving Finland, please ask your local tax office about the taxation in the **country of your destination**. Please check if there is a tax relief agreement between Finland and the country in question and if there are any documents that you might have to take with you in order to get the relief.

You should take enough money with you as you will probably get the **first salary** only **after the first month** of work. However, in most countries the first rent is paid at the start of the rental agreement.

Please find out at your local Social Insurance Institution (KELA) office what kind of **social security** you are entitled to abroad and if you should take any forms from KELA with you.

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.

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 following information:

- insurance period
- amount of indemnity

Some IAESTE-countries have insured incoming trainees but if you stay extra days before or after the traineeship, you should have your own insurance for that period.

Also make sure you are insured for the travel and possible trips made during the training period.

It is recommended that IAESTE-trainees take **luggage, travel liability and legal expenses insurances**. 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

If you have not yet **submitted a certificate** of insurance to CIMO, please submit it along with your **confirmation of acceptance** (N/5b). The Certificate can be in Finnish, Swedish or in English as it stays in CIMO.

If your offer is in category "Working Environment", your certificate should indicate that the insurance also covers physical work.

REGISTERING AT THE EMBASSY OF YOUR COUNTRY

Once you get to the country of your traineeship, we recommend you to register at the Embassy of your home country.

REFERENCE

Please ask your **employer for a written reference** already before you finish the traineeship or leave the country. CIMO can't write a reference on behalf of the employer and it has proven to be difficult to get references afterwards.

Once completing your period

EVALUATION OF YOUR TRAINEESHIP

When you finish your traineeship you should fill in the IAESTE **Trainee's Report** in English. Your opinion about the traineeship is important both to us and the IAESTE-office in the country of destination.

If you have paid the IAESTE-deposit, please **give your account** number when submitting the evaluation form, so we can return the money to your account. The deposit will be paid back only if you return the forms within three months after the traineeship ends.

It is also possible to join the **IAESTE alumni** organization after your training period. It has over 10 000 members from over 80 countries. The Members include actual and former IAESTE trainees, employees, as well as people working and volunteering in the program. From the friends of the IAESTE- program you can find useful contacts for your professional future.