

**Outbound Global Internship Programme**

**ABOUT THE PROGRAM AND HOW IT WORKS**

Global Ties South Africa, is the only South African member organization of IAESTE (pronounced “eye-s-tay”), or the International Association for the Exchange of Students for Technical Experiences. Through IAESTE, we offer students studying at South African institutions of higher education, with amazing opportunities for paid internships, traineeships, and/or co-ops in over 80 countries around the world. Students get to spend their summer or winter breaks, co-op semesters, gap years, or other available times gaining valuable professional, on-the-job practical training experiences and building their skills within their STEM field of study (as well as some business, economics, and management fields), while also immersing themselves in new cultures. With a local IAESTE support committee arranging accommodations and organizing group social and cultural outings, students’ time abroad is guaranteed to spur professional and personal growth.

Does this sound like the experience for South Africa’s next generation of innovators and leaders? If so, keep reading to learn more about the IAESTE Global Internship exchange programme.

IAESTE provides international professional opportunities for students in science and technical fields (Science, Technology, Engineering, Mathematics, and Architecture) often referred to as STEM fields, as well as a few other areas such as business, economics, and management. Participants complete internships at host institutions abroad, ranging from large multinational corporations to university research centres to startups. All IAESTE internship participants receive a stipend that covers at least the cost of living –housing, transportation and food – in their host city. Housing accommodations and other administrative services, such as assistance with the visa process, are provided by the local IAESTE organization in the respective host country. Additional in-country support is provided by a network of local student-volunteers, who organize cultural activities and assist with logistics.

**ABOUT IAESTE AND GLOBAL TIES SOUTH AFRICA?**

IAESTE is a global organization promoting intercultural exchange between students in STEM fields. Established in 1948, IAESTE now includes over 80 official member countries that collaborate to provide students in the STEM fields with paid, international internship opportunities. In South Africa, the programme is administered by Global Ties South Africa, a nonprofit diplomacy and international affairs organizations that promotes the interest and involvement of every citizen in their nations’ international relations, through initiatives that encourage people-to-people exchange across borders and cultures. Among its internationally -focused activities, Global Ties South Africa develops international professional experiences that create more informed, skilled, and engaged citizens. As such, we are playing an important part in helping to build and strengthen scarce-skills areas in South African, and prepare its future generation of innovators, for their role local, national, and global leaders!

**ELIGIBILITY (Who Can Apply)**

**General:** Students in the technical fields looking for a way to combine the cultural immersion of a study abroad program with the professional and skills development of an internship are encouraged to submit an application for the IAESTE South Africa Outbound Global Internship Programme, administered by Global Ties South Africa.

To be eligible, applicants must be enrolled at an accredited South African higher education institution in a full-time honours, Bachelor’s, Master’s or Ph.D. program during the application process. Recent graduates are eligible for the programme but are only able to intern in certain countries due to visa regulations. International students are welcome to apply, as long as they are enrolled at a South African institution of higher education and receive permission from their university’s international office to do so. International students must be enrolled before, during, and after their internships.

**Academic Standing:** Applicants should have completed at least two-years or more, by the time the internship begins. To be most competitive, you should have completed, or be currently in, your third year of higher education by the time of your internship. Showing that you have some relevant internship, lab, or student organization leadership experience as part of their application will help strengthen your application. Those whose degree program will be completed by the time of their internship (i.e. honours, Bachelors, or Masters completed recently) are only eligible for work authorization in certain countries, and are encouraged to speak with the IAESTE South Africa program team before submitting an application.

**Major:** The vast majority of the IAESTE positions are for applicants who are enrolled in a technical field of study, including, but not limited to, all engineering fields, computer science, architecture, natural and physical sciences, or agricultural sciences. Additional fields for which internship opportunities are sometimes available are: business, management, economics.

**Age:** Applicants are typically between the ages of 19 and 30, but non-traditional students are encouraged to speak to the IAESTE South Africa team about eligibility.

**Language:** Applicants must be fluent in English, this is the official language of IAESTE. Most internships are conducted in English. However, there are instances when a specific IAESTE member country is seeking an intern who can speak the country’s primary language. Each internship opportunity announcement will indicate the required language.

**APPLICATION PROCESS(ES)**

Global Ties South Africa as the IAESTE South Africa administrator (and member), has two application processes that cover two different intake periods. The first is our Base Internship Application Intake, and the second is our Open Internship Application Intake, both of which are described in more detail below:

**Base Internship Application Intake**

This covers the period of **September through March** of each year.

For this process, students submit a pre-application to the local committee responsible for their university (Global Ties South Africa and its IAESTE South Africa team). The application is submitted either via an application form, or through direct registration on the IAESTE Exchange Platform. Upon review and selection (or verification) of your pre-application, you will be registered in the IAESTE South Africa applicants’ pool. The application period starts on 1 September and ends 30 November of each year. Any application received between 1 December and 15 March will be placed on a waiting list; and, will not be guaranteed access to the available internship list, which will be made available in late January).

The IAESTE South Africa team will spend the months following the deadline for applications (December and January), reviewing students’ criteria, and preparing to match them (according to their interests) with internship opportunities across the IAESTE network, that will be exchanged as the IAESTE Annual Conference.

Each January, the global IAESTE network meets for the Annual Conference, where member countries meet to exchange internship offers. Following that Annual Conference, a list of international internship offers is published for all applicants to review (during the last week in January or first week of February). After viewing the list of available internships, applicants who have been granted access by IAESTE South Africa, can submit a ranked list of up to 5 internship opportunities. The IAESTE South Africa selection committee reviews each student’s application and internship preferences and conducts interviews with the top candidates for each position. One student is selected as the nominee for each international internship placement. An alternate is also selected for each position, in case the initial selection declines the nomination or is unable to participate. Once a student accepts the nomination, their application is sent to IAESTE in the host country who will conduct a final review of the nomination alongside the host company to ensure that the candidate is a good fit. By mid-to-late March, the candidate will be informed accordingly, as to whether their nomination has been successful.

**Open Internship Application Intake**

This covers the period of **March through August** of each year.

Throughout the year, in after and in-between the period where internship opportunities are exchanged via the IAESTE Annual Meeting period, internship opportunities become available across the IAESTE Network. In these instances, IAESTE member countries will post their open internship opportunities and seek nominations from other members, for students from their respective countries, who fit the qualifications of an open internship offer. In these instances, IAESTE South Africa will have an applicant pool of those South African students who have expressed interest in being considered for such internship opportunities.

Should a student reach out to Global Ties South Africa during the months of late-March through August, we will recommend that the student apply through the Open Internship Application Intake, depending on when they wish to do their internship.

Once the student submits her/his application, and it has been successfully (assuming the application is complete and minimum requirements are met) reviewed by the IAESTE South Africa team, the student’s profile will be approved/verified on the online Exchange Platform and she/he will receive access to the Platform. With this access, she/he will be able to view and express interest in any open and available internship opportunity across the 80-country IAESTE network. IAESTE South Africa will provide the student with instructions on how to log into and search the IAESTE Exchange Platform (EP) to view available internship opportunities for her/himself.

The application materials (consisting of student’s biographical information, CV/resume, and internship interests) will remain in the secure IAESTE database until we have helped the student find an internship placement; the student has requested removal of their information; or a period of two-years has passed (whichever comes first).

Once access to the IAESTE Exchange Platform has been granted, the student can search the open internships (called “Work Offers” on the Exchange Platform, and express interest in up to three (3) available internship positions at a time.

To express interest in an internship position (Work Offer) student should send an email directly to Global Ties South Africa at IAESTE@globaltiessouthafrica.org.za, listing up to three internships for which you are interested (in order of preference).

Global Ties South Africa’s IAESTE team will review student’s qualifications for the position(s) she/he has expressed interest in, and discuss (electronically) with the student, what additional details (if any) we may need, and/or whether or not we can nominate the student for that particular internship position. Further details on the process from this point forward (e.g. how a student can be NOMINATED for the position they are interested in) can be found below in the “Nomination” section.

If we are unable to nominate the student for a specific position that they have expressed interested in, we will inform the student of that, as well as the reason why we cannot do so.

**APPLICATION DEADLINE**

A complete online application and the R250 application fee (nonrefundable) are due by 30 November for our **Base Internship Application Intake** period (described above). The open period for this application process if from 1 September to 30 November of each year.

For our **Open Internship Application Intake** application process, we accept applications on an ongoing basis. The application fee for the Open Internship Intake application, will only be assessed once you would like to apply for an available internship position.

**APPLICATION CHECKLIST:**

**First-Round of Application Materials:**

* Outbound Global Internship Application form (completed thoroughly)
* Resume or Curriculum Vitae

**Second-Round of Application Materials** (Will be requested after an initial review of your First-Round of Application Materials):

* Official university transcript
* Proof of enrolment including expected graduation date (the Office of the Registrar should be able to provide this letter)
* List of relevant courses (this can be a Word document listing each course title and description from the syllabus)
* Letter(s) of recommendation (either in hard copy or through the application)
* Portfolio (Architecture students only)
* Copy of the picture page of your passport
* Passport style photo
* Application fee of R250 (non-refundable)

Please note: Official documents (letter of enrolment, transcripts, and letter(s) of recommendation) can be scanned and uploaded to your online application (the online Exchange Platform), once IAESTE South Africa has granted you access to that system. Letters of recommendation must be on letterhead and hand‐signed by the recommender. Letters of recommendation should come from a professor or supervisor with knowledge of your work in your field of study. If you are unable to submit all of your documents electronically, please inform IAESTE South Africa’s team and we will discuss alternatives with you.

**NOMINATION & SELECTION PROCESS**

**Base Internship Application Intake**

Nomination for the Base Internship Application intake process takes place in five stages annually.

**Application:** Interested students must apply to the program by 30 November. Applicants will be granted access to the list of available international internship positions during the last week in January or first week of February.

**Internship List:** Applicants will receive an email notification when the list of available internship positions is published. After viewing the list of available internships, students have approximately one week to submit their top five internship preferences.

**Selection:** IAESTE South Africa reviews each applicant’s internship choices alongside their application. Short-listed candidates are invited for interviews in early February. One student is nominated (selected) for each position. As IAESTE is a competitive program, not all students will be guaranteed a nomination. Flexibility regarding internship location and dates, advanced coursework within your major, and previous internship/research experience will increase your chances of being nominated for an international internship position.

**Nomination:** Students who have been nominated for an international internship, during our Base Internship Intake period, will be informed via email. If they would like to accept the nomination, they will respond accordingly. In addition to notifying IAESTE South Africa of the acceptance of a nomination, student will also be required at this time (before the nomination can be sent forward) to submit the R4500 program fee (which includes R500 deposit to be returned upon submitting final evaluation form after the completion of the internship). Note: the program fee and deposit are refunded if your application is not accepted by the host employer or circumstances force the international employer to withdraw from the program.

**Final Review:** Once the student has accepted the nomination (and paid their R4500 program fee), their application/nomination is sent to IAESTE in the host country so that the company can conduct the final review of the application to confirm that the student is a good fit for the position.

**Open Internship Application Intake**

Once a student has successfully indicated her/his internship preferences through the Open Internship Application Intake process (as described under the “Application Process” section) the IAESTE South Africa team at Global Ties South Africa, will review all materials and when the student is deemed to be a match for one of the chosen opportunities, and a strong candidate for it, the IAESTE South Africa team may NOMINATE the student for the position.

We will inform the student that we would like to NOMINATE her/him for the position. The student will then be required to respond and inform IAESTE South Africa she/he would indeed like to accept the nomination. At this point, in addition to informing/confirming with IAESTE South Africa that the student will accept the nomination, they will also be required to submit the R4500 program fee (which includes R500 deposit to be returned upon submitting final evaluation form after the completion of the internship). Note: the program fee and deposit are refunded if the student’s application is not accepted by the host employer or circumstances force the international employer to withdraw from the program.

Once this affirmation of the nomination and program fee has been received from the Student, IAESTE South Africa will forward that nomination (including student’s interest, application materials, and any supporting information) formally to our IAESTE colleagues in the country where the internship is located. Based on the strength of the student’s qualifications, in comparison to other possible applicants from other countries, the IAESTE member country may or may not submit the IAESTE South Africa-nominated student to their employer (we will be informed if this is the case, and why).

Should the IAESTE South Africa-nominated student’s nomination be submitted to the employer, they will review it, and if they choose to do so, they will request an interview (usually via phone, Skype, or other electronic means) with you to further discuss.

Should the student ultimately be chosen by the employer, for the position, the student will be notified and Global Ties South Africa will begin to help them prepare for their internship.

**TIMELINE (Base Internship Application Intake)\*:**

* Application deadline: 30 November
* Internship list available: Last week in January/First week of February
* Internship preference due: Early February
* Nomination process begins: Late February
* Students informed of nominations: Early April
* Internship confirmation: Late April - May
* Internships begin: June – September (typically; but months may vary slightly depending on internship)

\*Timeline for the Open Internship Intake process varies as it depends on the time frame in which a student signs up, and internship opportunities become available throughout the year.

**FEES\***

* **R250** non-refundable application fee
* **R4500** program fee

Due upon acceptance of an internship placement/nomination

What the program fee covers:

* Access to IAESTE Exchange Platform review available internship opportunities
* Resume/CV review and assistance (if necessary)
* Application review and matching by IAESTE South Africa
* Nomination by IAESTE South Africa, of intern candidates to IAESTE countries for specific opportunities
* Visa application assistance (IAESTE South Africa staff guidance and advising)
* Additional guidance and advise related to the internship process (before, during, and after internship placements)

What the program **does not** cover:

* International airfare/flight to and from internship country
* Visa/Student Permit fees for the host country
* Health Insurance +/- R350 per month
* Room & Board during your internship (but internships are paid; or room & board are covered by the internship employer)

Travels costs: Participants are responsible for purchasing their own airfare and any fees associated with the visa application.

Health insurance: To ensure coverage throughout the internship duration, outbound IAESTE participants must be covered by a policy administered by their home university or a private health insurance company that has a global coverage policy (+/- R350 per month).

\*Fees are subject to revision (up or down) at any time. IAESTE South Africa is working hard to convince students’ higher education institutions, the South African government, or private companies to cover the program fees of student interns, so that students themselves are not asked to cover the fees. However, until that time, student fees are required for administrative purposes to ensure the highest quality of internship opportunities possible.

**CONTACT INFORMATION:**

To Learn more about the IAESTE Network, visit: [www.iaeste.org](http://www.iaeste.org)

The Global Ties South Africa, IAESTE South Africa website is coming soon.

Please feel free to email us any questions, comments, or concerns to: IAESTE@globaltiessouthafrica.org.za