

IAESTE Registration: Profile Creation Guide

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 more points than your competitors and you meet the qualification requirements for the internship, then you will be nominated, after phone and/or email confirmation from us, for that internship position.).

Student assessment (The calculation of the points) is based on:

- 50% of the student's cumulative average (GPA).
- 30% of the standardized English language test.
- 20% personal interview with the committee formed by the dean of the college

If you have any questions, feel free to contact your local committee exchange outgoing coordinator (eng_training@hu.edu.jo)

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!)

Login

[Forgot Password?](#)

Learn more about our

[Privacy & Security policies](#)

Interested?

[Register with us](#)

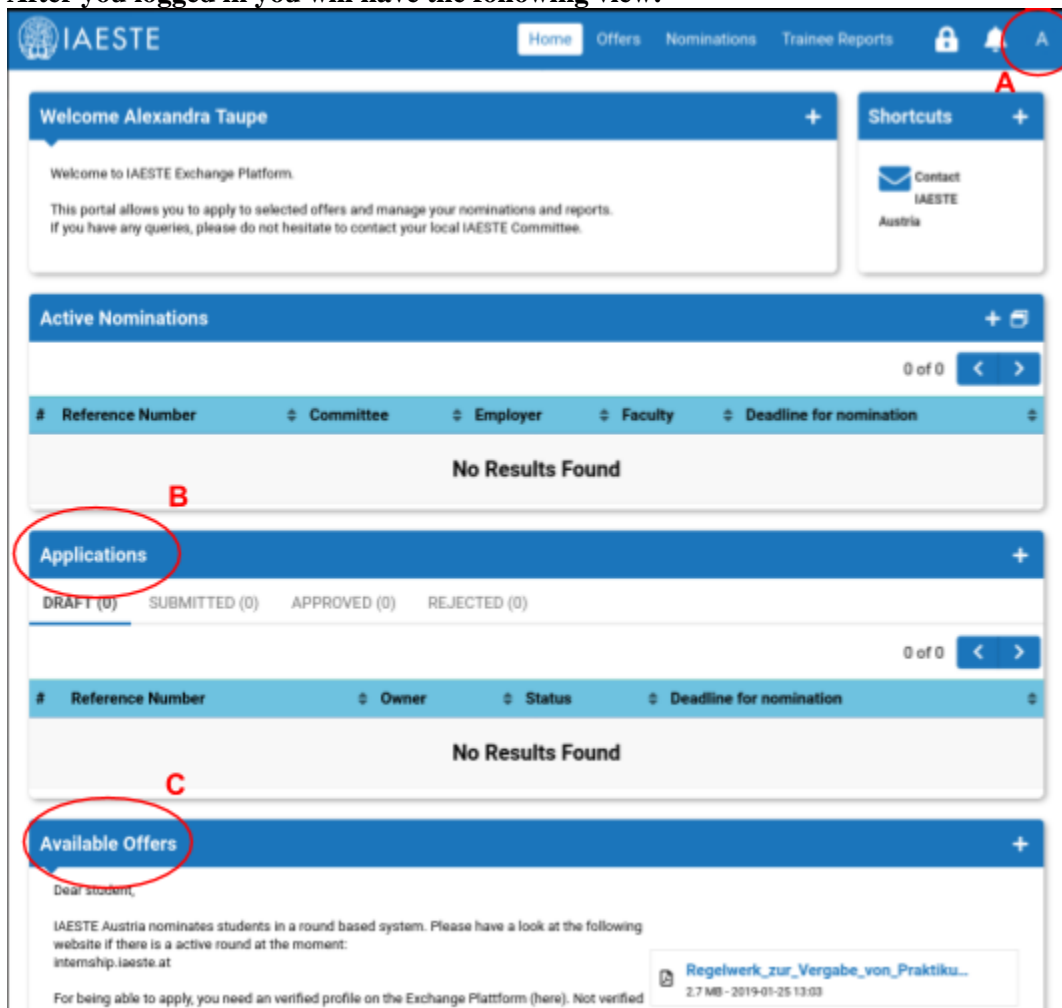
Welcome to IAESTE Exchar

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:



The screenshot shows the IAESTE Exchange Platform user interface. The top navigation bar includes the IAESTE logo, a home button, and menu items for Offers, Nominations, and Trainee Reports. A user profile icon is circled in red and labeled 'A'. The main content area is divided into several sections:

- Welcome Alexandra Taupe:** A welcome message and a note about the platform's purpose.
- Shortcuts:** A section with a 'Contact IAESTE Austria' button.
- Active Nominations:** A table with columns for Reference Number, Committee, Employer, Faculty, and Deadline for nomination. The table is empty, showing '0 of 0' and 'No Results Found'. A red circle labeled 'B' is around the 'No Results Found' text.
- Applications:** A section with tabs for DRAFT (0), SUBMITTED (0), APPROVED (0), and REJECTED (0). The table below is empty, showing '0 of 0' and 'No Results Found'. A red circle labeled 'C' is around the 'Applications' header.
- Available Offers:** A section with a message from IAESTE Austria and a link to a document titled 'Regelwerk_zur_Vergabe_von_Praktiku...' (2.7 MB - 2019-01-25 13:03).

A - Your Profile

Your profile includes all basic information about you and your study field. The following documents should be uploaded (as PDF):

- Resume (CV) in English
- Record transcript in English
- Study enrollment confirmation or degree certificate
- English-Language Test Certificate
- Additional certificates
- A valid copy of your passport

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 “Internship Agreement” , the local committee coordinator will verify your information and do the needed actions (A proof of your deposit payment (100 JD) may be needed at a later stage of this process.

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. 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 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 may be a bit different to the version we use in Jordan. The eleven main study fields are split as follows:

All of these sections include various specifications. E.g. Electrical Engineering can be found in “Engineering” → “Electrical Engineering”.

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

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.

e.g.

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 upload following documents (all of them are **in English**):

- CV
- Transcript of records (Collective certificate) 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 (Graduation certificate / notification) of completed studies.
- Certificate of enrollment stamped by the Registrar Unit.
- English (or other) Language certificate by IAESTE (TOEFL, IELTS, ...). Our recommendation is to bring such certificate after taking an English Proficiency Test. Currently, we only accept such certificates that are only issued from Amideast (<https://www.amideast.org/jordan/take-a-test/register-for-a-test/register-for-a-test>) or British Council (<https://www.britishcouncil.jo/en/exam>).

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.)

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 on our training page: <https://hu.edu.jo/facnew/index.aspx?typ=101&unitid=55000000>

Depending on the application round you can apply for up to three offers (this is really depending on what kind of offers are available: AC, FCFS, and COBE). The selection procedure (only in case of the Annual Conference (AC) offers, which will only be available during the Summer Sessions, will be done usually during the week after the active application round. Please make sure that you are available by phone and email 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 100JD deposit to the University bank account (Please use this form: https://pic.hu.edu.jo/upload/55000000/trainingoutside_100jd_payement.pdf). Additionally, we need a valid passport copy. Nevertheless in case of a nomination we will provide you with further information.



IAESTE

INTERNATIONAL ASSOCIATION FOR THE EXCHANGE
OF STUDENTS FOR TECHNICAL EXPERIENCE

Information Session

Dr. Hussam Khasawneh

National Secretary

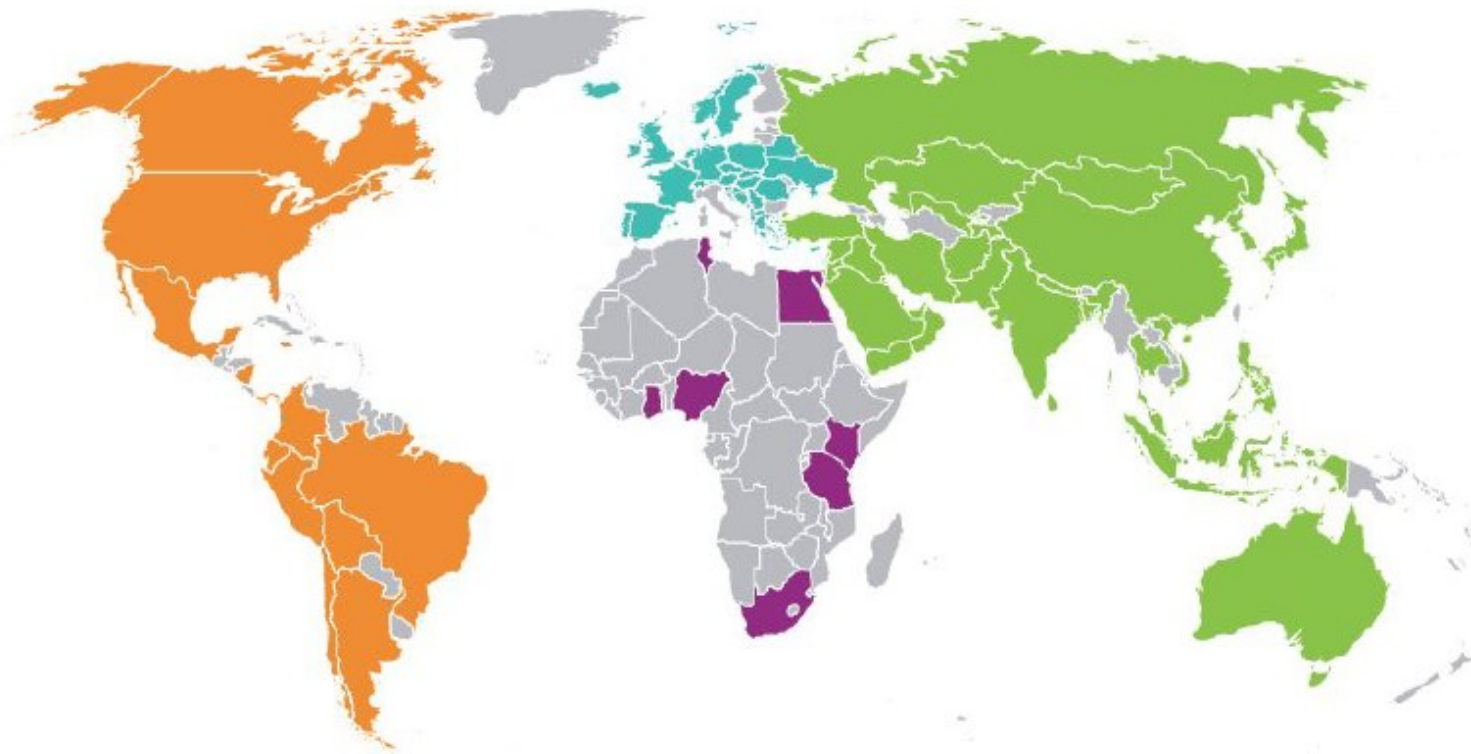
The University of Jordan

16/2/2021



IAESTE is..... International

IAESTE currently has 87 committees, present in 83* countries
(56 Full Members, 8 Associate Members and 21 Cooperating Institutions)





IAESTE is...

Association

864

Educational
Institutions



2255

Employers



300+ LOCAL
COMMITTEES

3000+ VOLUNTEERS

Registered in Luxembourg as non-profit making Association



IAESTE is...

Exchange



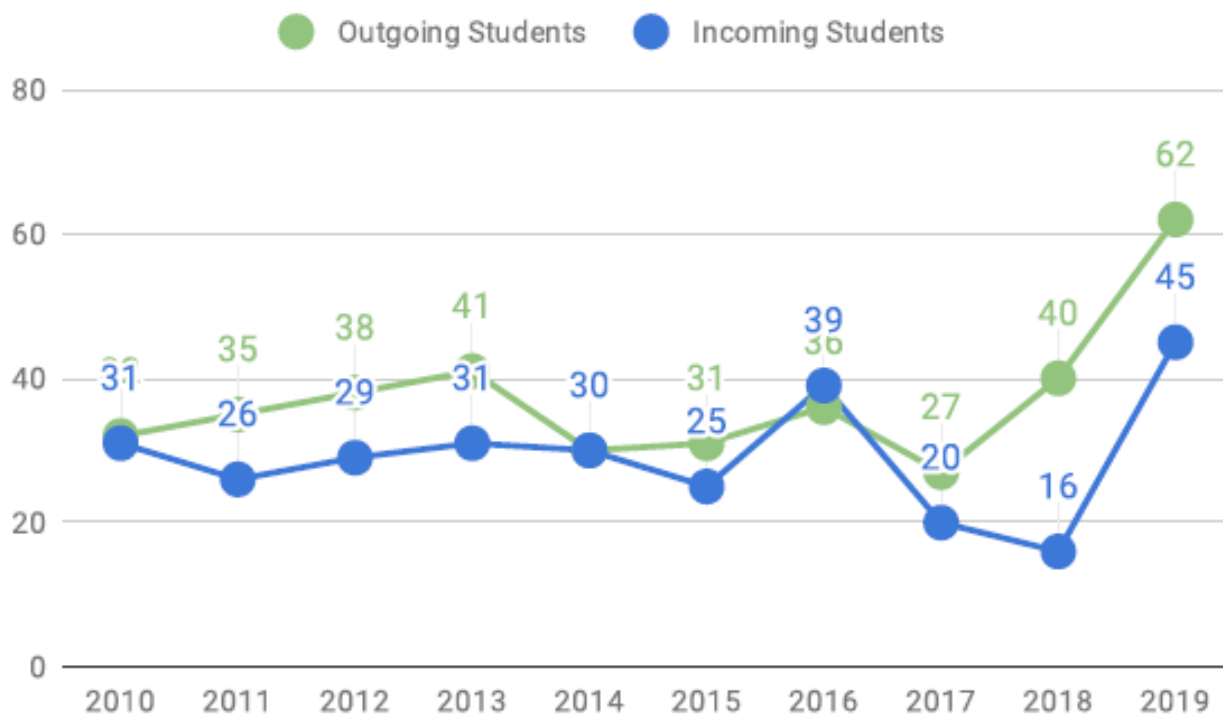
368 220
Since 1948

3153
2019

749 (89 Remote)
2020

EXCHANGE DEVELOPMENT

Outgoing and Incoming Students





Go to www.iaeste.net



Login

[Forgot Password?](#)

Learn more about our

[Privacy & Security policies](#)

Interested?

[Register with us](#)

Welcome to IAESTE Exchange Platform

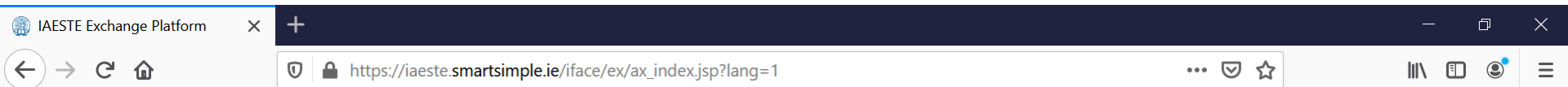
To find out more about the IAESTE program visit [our website](#) or [contact an IAESTE committee in your country](#).

If you need help logging in or using the Exchange Platform, please visit the [Student Guide](#) or the [Employer Guide](#).

By logging in to the Exchange Platform you agree to the terms and conditions set within [Privacy & Security](#).



Go to www.iaeste.net



Home Offers Nominations Trainee Reports



Welcome Student Demo

Until your profile is verified you won't be able to apply to any offers.

In order for you to be a subject to verification, please go to your profile, populate missing fields and press **Submit for Verification** button.

MY LINKS

[My Profile](#)

[Change Password](#)

[Help](#)

ACTIONS

[Notifications](#)

[Log Out](#)

Active Nominations

0 of 0

#	Reference Number	Committee	Employer	Faculty	Deadline for nomination
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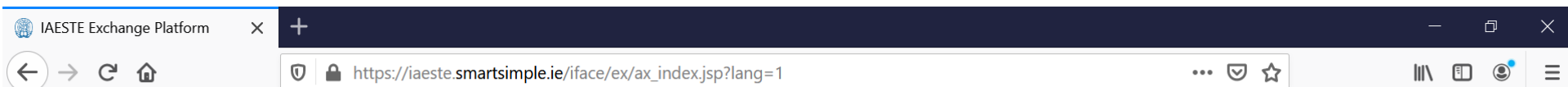
No Results Found

Applications

DRAFT (0) SUBMITTED (0) APPROVED (0) REJECTED (0)



Go to www.iaeste.net



View Actions ▾

- Main
- Offers
- Nominations / ...

Student Demo

- Have very good command of written and spoken English language.
- Agree to pay 20 JD in case you are nominated (for AC offers) or accepted (for COBE and FCFS offers). This amount is nonrefundable in case of rejection by the receiving country, problems with visa, or any other issue outside the control of IAESTE Jordan.

Note 1: If you are a student at another university, contact us (jordan@iaeste.org) and provide us with the contact information of the person in charge of training at your university. We will try our best to include your university within IAESTE Jordan.

Note 2: Use a professional email address (e.g. FirstName.Family@gmail.com).

Note 3: If you are a student at JU, write the correct full name of the university; that is **The University of Jordan**. Writing University of Jordan or Jordan University is not correct.

Note 4: Capitalize the first letter of all words you enter into this application.

* **University:** ?

* **Type of Study Programme:** ▾

* **Completed Years of Study:**

* **Required Years of Study:**
Duration (in years) to obtain a degree incl. completed years

◀ BACK

NEXT ▶

Submit for Verification







Save and Validate

Type of Offers

Offers

PUBLISHED ASSIGNED (0)

1 of 15 < >

Reference Number	Offer Type	Committee	General Discipline	No. of Weeks	Period of training	Completed Years Of Study	Date Published	Deadline for nomination	Exchange Type	Create EOI	View Offer
1	BD-2021-GTE-15	REMOTE	Bangladesh	14D-MECHANICAL ENGINEERING	4 to 6	2021-10-04 to 2022-01-12	2	2021-02-10 07:11:19	2021-09-08	FCFS Offer	Create Application 
2	BD-2021-GTE-20	REMOTE	Bangladesh	14D-MECHANICAL ENGINEERING	4 to 4	2021-11-15 to 2021-12-23	2	2021-02-10 07:19:29	2021-11-03	FCFS Offer	Create Application 
3	BD-2021-EEE-11	REMOTE	Bangladesh	14C-ELECTRICAL AND ELECTRONICS ENGINEERING	4 to 4	2021-04-01 to 2021-05-31	2	2021-02-10 07:43:43	2021-03-30	FCFS Offer	Create Application 
4	BD-2021-JET-16	REMOTE	Bangladesh	14D-MECHANICAL ENGINEERING	4 to 6	2021-09-01 to 2021-12-31	2	2021-02-15 12:51:24	2021-08-26	FCFS Offer	Create Application 
5	SY-2021-ALE-R003	REMOTE	Syria	04-ARCHITECTURE	4 to 6	2021-11-01 to 2021-12-31	3	2021-01-24 17:46:37	2021-04-30	COBE Offer	Create Application 
6	SY-2021-IUS-R106	REMOTE	Syria	11-COMPUTER AND INFORMATION SCIENCES	5 to 5	2021-05-01 to 2021-05-01	3	2021-01-24 17:49:29	2021-04-30	COBE Offer	Create Application 

Type of Offers

PUBLISHED ASSIGNED (0)

5 of 16 < >

Reference Number	Offer Type	Committee	General Discipline	No. of Weeks	Period of training	Completed Years Of Study	Date Published	Deadline for nomination	Exchange Type	Create EOI	View Offer
41 CH-2021-000091	OPEN	Switzerland	42-PSYCHOLOGY	52 to 52	2021-09-01 to 2022-10-31	3	2021-02-11 16:35:46	2021-02-28	COBE Offer	Create Application	PDF
42 CH-2021-000092	OPEN	Switzerland	11-COMPUTER AND INFORMATION SCIENCES; 26-BIOLOGICAL AND BIOMEDICAL SCIENCES; OTHER	52 to 52	2021-09-01 to 2022-10-31	3	2021-02-11 16:50:54	2021-02-28	COBE Offer	Create Application	PDF
43 UK-2021-NI-114	REMOTE	United Kingdom	26-BIOLOGICAL AND BIOMEDICAL SCIENCES	6 to 6	2021-06-28 to 2021-08-08	2	2021-01-27 11:21:07	2021-03-10	AC Offer	Create Application	PDF
44 IN-2021-D1401-MJ	OPEN	India	14D-MECHANICAL ENGINEERING	10 to 12	2021-07-01 to 2021-09-30	2	2021-01-23 10:29:52	2021-03-15	AC Offer	Create Application	PDF
45 IN-2021-C1420-MU	OPEN	India	11-COMPUTER AND INFORMATION SCIENCES; 14C-ELECTRICAL AND ELECTRONICS ENGINEERING	12 to 12	2021-05-01 to 2021-10-01	2	2021-01-23 10:30:50	2021-03-15	AC Offer	Create Application	PDF



How to read O-form



IAESTE INDIA

WORK OFFER

Ref. No. IN-2021-D1401-MJ

Employer Information

Employer: Manipal University Jaipur
Research and development
Manipal University Jaipur

303007 Jaipur
India

Website: jaipur.manipal.edu

Location of placement: Jaipur
Nearest airport: Jaipur Airport
Working hours per week: 40.0
Working hours per day: 8.0

Number of employees: 450
Business or products: Education

Student Required

General Discipline: MECHANICAL ENGINEERING
Field of Study: .Engineering Mechanics.;.Mechanical Engineering.

Completed years of study: 2
Student status requirements: Required throughout the Internship
Language required: English Excellent (C1, C2)

Required Knowledge and Experiences:
Good knowledge of CAD Softwares like SolidWork and CFD Software like ANSYS/nCODE is required.

Other requirements:
The trainee should bring a laptop for the entire Internship period.



Eligibility

1. B.Sc. student enrolled SoE at HU (international students are eligible).
2. Expected to finish 120 credits by end of this semester.
3. Not had their internship before.
4. GPA above 2.0
5. Very good command of written and spoken English language. Original hard copy certificate is needed!

Selection Criteria

- 50% GPA

0-4 will be converted to 50.

- 20% Interview

10% for technical knowledge

10% for the personality

Selection Criteria

- 30% English Test

0-120 **TOEFL** (+10%) [2-year validity]

0-9 **IELTS** (+10%) [2-year validity]

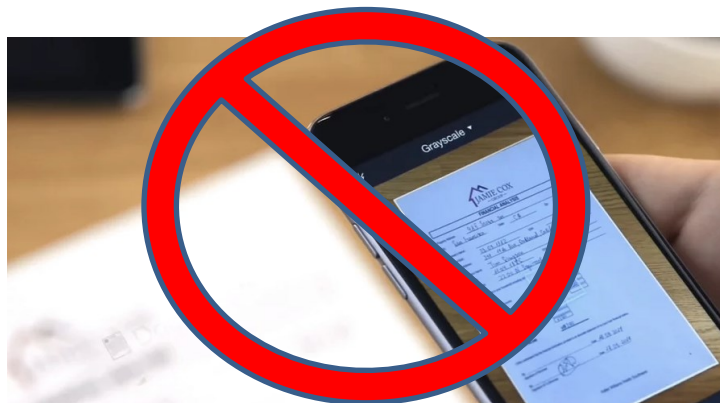
0-120 **Placement Test** AMIDEAST/

British Council

[12-month validity]

1. Pay 100 JD if you are ~~nominated~~ accepted (nonrefundable).
 2. Have a professional email address (e.g. FirstName.Family@gmail.com).
 3. Write the correct full name of the university; that is **The Hashemite University**.
 4. Capitalize the first letter of all words you enter into this application.
-





See additional documents

Nomination Information

Deadline for nomination: 22-JAN-2020

Date: 15-JAN-2020 On behalf of receiving country: Felicitas Schnabel

International Association for the Exchange of Students for Technical Experience - IAESTE a.s.b.l.
51, rue Albert Ter, L-1117 Luxembourg / R.C.S. Luxembourg F1180

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IAESTE Germany N/5-A

**International Association for the Exchange
of Students for Technical Experience**

ACCEPTANCE NOTE











AC Offers in 2022: TBA

General Posts Files +

+ New ▾ ↑ Upload ▾ Copy link Download Open in SharePoint

General > **AC Offers 2021**

Name ▾	Modified ▾	Modified By ▾
 1. Civil	About a minute ago	Hussam Khasawneh
 2. Architecture	About a minute ago	Hussam Khasawneh
 3. Electrical	About a minute ago	Hussam Khasawneh
 4. Mechanical	About a minute ago	Hussam Khasawneh
 5. Chemical	A few seconds ago	Hussam Khasawneh
 6. Industrial	A few seconds ago	Hussam Khasawneh
 7. Computer	A few seconds ago	Hussam Khasawneh
 8. Mechatronics	A few seconds ago	Hussam Khasawneh



Application Form

- Deadline is to be set later on

- I confirm that all submitted data in this form is correct.
 - I understand that my information like: Name, Student registration ID, and GPA will be shared if I was nominated.
 - I understand that any multiple submissions of this form will cancel all of them. (Note that you can access this form and edit your information before the deadline using the link sent to your email).
 - I understand that if I need any help I can contact the IAESTE office by visiting their office or contacting the Facebook page.
-

Application Form

- Needed info:
 - Name and information
 - Up-to-date CV
 - English certificate
 - Order of offers (in descending priority)
-

THANK YOU

Questions?
