The IAESTE Process – initial application to placement!

START HERE!

Initial Application/Registration (by 10th December)

Submit an initial application form to register your interest in the IAESTE programme and to be eligible to receive the list of placements

Email Confirmation

Full Application Opens

(on 4th February)

You will be sent the link to the List of Placements, Application Form and Guidelines for Applicants (to your university email). You will have two weeks to apply.

You decide, **NO**, I don't want to apply

IAESTE will not contact you again

You decide **YES**, I want to apply

Submit Full Application by 5pm on 18th February:

-Application Form

-CV

-Official transcript and list of modules

-Certificate of Enrolment

-Reference from a Tutor

-Picture page of your passport

Email Confirmation

You are Not selected for an IAESTE placement (by Mid March).

-You receive an email informing you of the outcome.

- Your details are kept on file for potential "Late Offers" that will be sent out from March-June.

You are selected for an IAESTE placement (by Mid March)

-You receive an email informing you of the outcome

- You receive a letter with the details of the specific placement you have been selected for.

You decide to REJECT the placement (within 1 week)
This signifies the end of your involvement in IAESTE for this year. You are still eligible to apply in future years

You decide to ACCEPT the placement (within 1 week)
- You send IAESTE UK the relevant documentation including a cheque for £100 – this is your placement fee and a guarantee to IAESTE UK that you are committed to pursuing this placement.

IAESTE UK will **nominate** you to the employer as the sole candidate for that placement

(by 31st March)

You are REJECTED by the employer or the placement falls through – This happens to a small minority of our candidates

IAESTE UK will do its utmost to find another suitable placement

If we are unable to find another suitable offer you will receive a full refund of the £100 placement fee.

You are ACCEPTED by the employer for the placement – This is the case for the vast majority of our candidates!

(Usually by mid-May but can take until June)

IAESTE UK will send you the Acceptance Documents

-You can book your flights, buy your insurance and organise your visa

- You inform IAESTE UK of your flight and insurance details

-You will be sent your accommodation details

Placement!