



## WORK OFFER

Ref. No. DE-2021-2010-1

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### Employer Information

*Employer:* SHE ARCHITEKTEN  
Pilatuspool 7a  
20355 Hamburg  
Germany

*Website:* www.she-architekten.com  
*Location of placement:* Hamburg  
*Nearest airport:* Hamburg  
*Working hours per week:* 40.0  
*Working hours per day:* 8.0

*Number of employees:* 5

*Business or products:* Architecture, Urban Planning, Interior Design

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### Student Required

*General Discipline:* ARCHITECTURE

*Completed years of study:* 3

*Field of Study:* Architecture.City/Urban, Community and Regional  
Planning.Interior Architecture.

*Student status requirements:* Required during the whole period of  
internship

*Language required:* English Excellent (C1, C2) Or  
German Excellent (C1, C2)

*Required Knowledge and Experiences:*

*Other requirements:*  
CAD knowledge necessary (ACAD, REVIT, image processing)

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### Work Offered

The interns will work closely with the project-architects on alive Projects in urban planning, architecture and interior design. For details about our office please check [www.she-architekten.com](http://www.she-architekten.com)

*Number of weeks offered:* 12 - 12

*Working environment:* Office work

*Within the months:* 01-JAN-2021 - 31-DEC-2021

*Gross pay:* 861 EUR / Month

*Or within:* -

*Deduction to be expected:* variable

*Company closed within:* -

*Payment method / time of first payment:* Other cash or bank transfer / end of month

*Latest possible start date:*

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### Accommodation

*Canteen at work:* No

*Expected type of accommodation:* Student dormitory

*Estimated cost of lodging:* 400 EUR / Month

*Accommodation will be arranged by:* IAESTE Hamburg

*Estimated cost of living incl. lodging:* 861 EUR / Month

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### Additional Information

see additional documents

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### Nomination Information

*Deadline for nomination:* 15-MAR-2021

*Date:* 23-JAN-2021

*On behalf of receiving country:*

Felicitas Schnabel



**IAESTE**  
GERMANY

## **IMPORTANT INFORMATION ABOUT YOUR TRAINEESHIP IN GERMANY – PLEASE READ CAREFULLY!**

### **GENERAL INFORMATION**

The national committee of IAESTE Germany is located in Bonn as a part of the German Academic Exchange Service (DAAD). Here, the administrative issues of your training are arranged. In Germany there are numerous local committees (LC). In general, the local committee will meet you when you arrive and help you to get in touch with the employer as well as with the public authorities. All of us will do our best to make your stay as pleasant as possible. Not all traineeships are based in large cities where you can find an LC. You will find information regarding the nearest local committee at your "Work Offer". In case there is no LC, IAESTE might not be able to contact you on a regular basis.

### **WHAT WE EXPECT FROM YOU**

We put a lot of effort in raising the IAESTE jobs in Germany. The companies are assured of highly qualified and motivated students for the job. It is therefore required that you read the job description carefully and apply only if you consider yourself qualified. For a satisfactory working relationship between the company and you, it is expected that you have good social skills and can take initiative.

### **IMPORTANT DOCUMENTS FOR YOUR APPLICATION**

1. Student Nominated Form – *can be downloaded at the IAESTE Exchange Platform*
2. "Work Offer" – *can be downloaded at the IAESTE Exchange Platform*
3. Introductory letter to the employer
4. Curriculum Vitae
5. Transcript of records
6. Language certificate
7. Certificate of enrolment – *please only use the attached form*
8. Copy of passport

### **THE CERTIFICATE OF ENROLMENT**

Please note: You must be enrolled during the whole period of training! Due to the law of minimum wage in Germany an internship up to three months may be optional/does not need to be mandatory. If your internship lasts longer than three months this additional time must be a compulsory part of your studies.

### **THE WORK OFFER**

**Work offered:** It is important to read the job description carefully, as the company expects you to have knowledge of the particular work offered.

**Work period:** The period of work is stated on the "work offer" and can only be altered to

another period if the employer agrees to the new dates. Please apply always for full month, beginning at the first day of each month.

**Language requirements:** Please prove your language skills with a current language certificate. The language skills which are required from the employer need to be proven. If your language skills differ significantly from what is stated in the certificate, the training may be terminated. Most Germans speak at least basic English.

**Accommodation:** Unless explicitly mentioned otherwise, the local committee will organize your accommodation. You have full financial responsibility for the rent. Also, for booking accommodations it's necessary that your internship will last whole calendar months because the rent has to be paid by you for full months. Please note that in Germany, usually male and female students share the same floor and sometimes share a bathroom in student dorms or in shared student apartments.

**Payment/taxes:** Your salary is normally paid monthly at the end of each month according to the amount stated on the "work offer". If your training ends before the end of a month, the salary will be paid proportionally for the days you completed. Foreign students who are in Germany for a practical training and who receive a payment from the employer must pay a certain percentage of their wages as social security contributions. You are exempted from this payment if you receive your wages from the DAAD only and/or if your training is a compulsory part of your course of study. This must be confirmed at the certificate of enrolment.

## **ADDITIONAL INFORMATION**

**The DAAD portal:** In case of acceptance, you must register yourself at the DAAD portal. Any important information will be sent with your acceptance. Payment and insurance can only be activated after you have finished the necessary steps.

**Payment:** You need to have sufficient funds for the first month, approximately 861,00 €, to cover your expenses until you receive your first salary. The expenses include for example living costs, rent, telephone costs or public transport. The DAAD does not offer financial support for travel costs or airfare.

**Insurance:** In order to complete an IAESTE training in Germany, an adequate health-, liability- and accident insurance is mandatory. The DAAD will take out and pay the insurance for you during the period of training.

**Visa/Passport:** You are required to apply for a visa at your nearest German Embassy or Consulate. It is important to apply as soon as you get your acceptance papers from IAESTE Germany. The application procedure sometimes takes 8 to 12 weeks. Make sure you have a valid passport before leaving for Germany.

**Work permit waiver:** The DAAD issues the work permit waiver for trainings longer than 90 days which has to be confirmed by the German Federal Employment Agency. Since this is an official document, you are not allowed to write on it. In general, students from EU countries, EEA countries and Switzerland do not require a work permit waiver for a practical training in Germany.

**If you have any further questions, please consult your IAESTE national committee.**

**Finally, we would like to wish you good luck for your application!**



#### Universität/Hochschule // *University/college*

Bezeichnung // *Name of the university/college* \_\_\_\_\_

Anschrift // *Full address of the university/college* \_\_\_\_\_

Telefonnummer, E-Mail-Adresse, Website // *E-mail-adress and telephone number, homepage of the university* \_\_\_\_\_

#### Studierender // *Student*

Name, Vorname // *Last name, given name of the student* \_\_\_\_\_

Geburtsdatum // *Date of birth* \_\_\_\_ . \_\_\_\_ . \_\_\_\_      Staatsangehörigkeit // *Citizenship* \_\_\_\_\_

#### Studiengang // *Programme of study*

Studienfach // *Subject of study* \_\_\_\_\_

Eingeschrieben seit // *Enrolled as a student since* \_\_\_\_ . \_\_\_\_ . 20\_\_      Voraussichtliches Studienende // *The programme of study will be finished by* \_\_\_\_ . \_\_\_\_ . 20\_\_

Regeldauer Studium // *Duration of study* \_\_\_\_\_

#### Die Bundesagentur für Arbeit benötigt die folgenden Angaben für die Genehmigung einer

#### // *The German Federal Employment Agency needs certain information to be able to decide on the approval of*

Ferienbeschäftigung // *Employment during vacation*

ODER // *OR*

eines studienfachbezogenen Praktikums // *an internship*

● Sommer-/Wintersemesterferien von \_\_\_\_ . \_\_\_\_ . 20\_\_ bis \_\_\_\_ . \_\_\_\_ . 20\_\_  
// *Summer/winter vacation*      *begin*      *end*

● Fortsetzung des Studiums nach den Semesterferien       Ja/       Nein  
// *The studies will be continued after vacation*      *yes/*      *no*

● Studiengang // *Programme of study*

Bachelor // *Undergraduate*       Master // *Graduate*       Doktorand // *Postgraduate*

andere Hochschulbildung mit Mindestlaufzeit 3 Jahre  
// *other higher education with minimum duration of 3 years*

● Angestrebter akademischer Grad // *Expected academic degree* \_\_\_\_\_

● Die Studienordnung beinhaltet ein Pflichtpraktikum       Ja/       Nein  
// *An internship is a mandatory and integral part of the course of studies*      *yes/*      *no*

● Vorgeschriebene Dauer Pflichtpraktikum \_\_\_\_ Monate, davon bereits absolviert \_\_\_\_ Monate  
// *Length of the mandatory internship (months), thereof have parts of the internship already been done (months)*

Unsere datenschutzrechtlichen Hinweise finden Sie unter: // *You will find indications of data protection of the Federal Employment Agency (Bundesagentur für Arbeit), exclusive German-language, online at: <http://www.arbeitsagentur.de/datenerhebung>.*

Datum // *Date*

Unterschrift und Stempel der Universität / Hochschule // *Stamp of the university / college and signature of an authorized person*

Bitte zurück an // *send to*: Agentur für Arbeit Köln, Team 008 - Standort Bonn, Villemombler Str. 76, 53123 Bonn

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