



Industrie- und Handelskammer  
für Ostfriesland und Papenburg



## Work placement in Germany

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Dear partner,

In today's world, international work experience is becoming increasingly more important. We know that it is sometimes difficult for foreign students to find a work placement abroad and that usually students have to organize it by themselves.

This is why we formed a co-operation with the Chamber of Commerce and Industry for East-Frisia and Papenburg (IHK). This co-operation helps us to be more efficient in supporting your students with their search for a work placement.

### Who can participate?

Foreign exchange students of all faculties, if they are enrolled at the University of Applied Sciences Emden/Leer (UAS Emden/Leer) and spend at least one study semester abroad at our institution. Students also have to be enrolled as regular students at their home university during the internship period.

Sufficient knowledge of German in writing and speaking is generally required.

### For the application procedure:

- ✓ The form "Kurzprofil für ausländische Studierende\*" must be filled in by the student (in German; available at the International Office/Griet Alberts or at the International Faculty Office for Business Studies/Vera von Hunolstein) \* **name and signature of supervising teacher at UAS Emden/Leer is important**
- ✓ CV stating prior work experience (in German)
- ✓ Passport-sized Photograph
- ✓ Transcript of Records (in English, in German if possible)
- ✓ Copy of your international health insurance card

The UAS Emden/Leer reserves the right to make a first selection of the applying students. The students' application documents will be forwarded to IHK and further on to the regional companies.

The final selection will be done by the companies directly. The UAS Emden/Leer and the IHK only organize the contact and are contact persons in case of any questions. The agreement about the work placement is arranged between the student and the company. Details such as daily working hours and duration of work placement, salary, holidays and other conditions are to be directly negotiated between the student and the company.

The application procedure may take a few months. Please instruct your students to send us their application as soon as possible. There is no legal claim for a successful placement. After completing the work placement the students have to fill in a feedback questionnaire that has to be returned to us.

If you have further questions please do not hesitate to contact us.

### Contact:

**Students at  
Faculty of Technology, Faculty of Maritime Studies  
Faculty of Social Work and Health**

**Mrs Griet Alberts: International Office**  
Co-ordinator for exchange-/Erasmus+-students  
E-Mail: [griet.alberts\[at\]hs-emden-leer.de](mailto:griet.alberts[at]hs-emden-leer.de)  
Constantiaplatz 4, 26723 Emden  
Tel.: +49 (0)4921 807 -1378  
Fax: +49 (0)4921 807 -1397

**Students at  
Faculty of Business Studies**

**Mrs Vera von Hunolstein**  
**International Faculty Office for Business Studies**  
International Co-ordinator/Faculty of Business Studies  
E-Mail: [vera.von.hunolstein@hs-emden-leer.de](mailto:vera.von.hunolstein@hs-emden-leer.de)  
Constantiaplatz 4, 26723 Emden  
Tel. +49 (0)4921 807 -1132  
Fax: +49 (0)4921 807 -1156