

## Work placement in Germany

Dear student,

In today's world, international work experience is becoming increasingly more important. We understand it can be a huge challenge finding the right work placement in Germany, especially if you do not have specific contact persons assisting you in this matter.

This is why the University of Applied Sciences Emden/Leer formed a new cooperation with the Chamber of Commerce and Industry for East-Frisia and Papenburg (IHK). This cooperation helps us to be more efficient in supporting you with your search for a work placement in local companies.

### Who can participate?

International students of all faculties who have spent at least one semester at the University of Applied Sciences Emden/Leer.

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

### Which documents need to be handed in?

- Applicant profile "Kurzprofil für internationale Studierende"\* (must be filled in by yourself)  
\* **name and signature of supervising teacher at the University of Applied Sciences Emden/Leer is important**
- CV stating prior work experience (in German)
- Passport-sized Photo
- Transcript of Records (in English or in German if possible)
- Copy of international health insurance card

### Application Procedure

The International Office will prove the completeness of your application before forwarding it to the Chamber of Commerce and Industry, which will then contact selected local companies.

**The final selection will be made by the companies directly. Please note that our responsibility is only to help you connect to the Chamber of Commerce and Industry and assist you in further questions. The agreement of the work placement is arranged only between you and the selected company. Details such as working hours, salary, holidays and other working conditions are to be negotiated directly between you and the selected company.**

The application procedure will take a few months. Therefore please send us your application as soon as possible. There is no legal claim for a successful placement.

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

#### **Degree-seeking students:**

Ms Marina Gastmann

International Office

International Student Advisor (degree-seeking students)  
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#### **Exchange students:**

Ms Griet Alberts

International Office

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