



## **Program Overview: Independent Work Abroad Program in Germany**

### **Introduction**

This program provides work authorization for Germany for enrolled students at, or recent graduates (within 3 months of graduation) from U.S. universities and colleges, and for Canadian students enrolled in Canadian universities and colleges. Participants find their own host companies and negotiate the terms of employment. Internship duration varies from 3 to 12 months. Programs start individually at the beginning of each month. Apply at least 6 weeks prior to your desired start date. A limited number of stipends for a one-month language course is available for those who qualify.

### **Responsibilities of Participant**

- submit an on-line application at <http://www.cdsintl.org/fromusa/iwapgerm.htm> at least 6 weeks prior to your desired program start date. All supporting materials must be sent to CDS at least 6 weeks prior to your desired start date.
- pay \$ 250 program fee (including a \$100 non-refundable administration fee)
- find your own host company and negotiate terms of the internship
- provide CDS with contact information for your host company
- arrange and pay for your flight to and from Germany
- secure housing in Germany (with our assistance)
- represent your home country in a responsible way
- non-U.S. citizens have to take care of any visa required by the German government

### **Responsibilities of CDS and German partner organization**

- pre-departure orientation mailing
- orientation seminar upon arrival in Germany (optional)
- work authorization and assistance with other bureaucratic matters
- support throughout the program in Germany and the USA

### **Eligibility Requirements**

#### **Citizenship:**

- U.S. Citizenship; Canadian citizens may apply if they are enrolled students before, during and after their internships
- Non-U.S. citizens must be enrolled students at a U.S. college or university before, during and after the program, and will be responsible for obtaining a visa to Germany.
- German citizens cannot participate

**Please note:** Due to recent changes in visa regulations, obtaining a visa to Germany may be significantly more difficult for non-U.S. citizens. Visa approval is at the discretion of the German government and not CDS International, Inc.

**Age:**

Maximum age is 30.

**Language:**

We expect participants to have at least a basic knowledge of the German language. Should your host company determine that your work environment is mostly in English, this requirement can be waived. However, please note it is in your best interest to know your host country's language. If further language training is required prior to your internship, the Carl Duisberg Centren (CDC) language schools in Berlin, Cologne or Saarbrücken are an option. Tuition and accommodation cost approximately \$1,600. *A limited number of stipends is available for the language course tuition, including housing, for those who qualify.*

**Education:**

At least one of the following is required:

- 2 years of study at a college/ university
- a college/ university degree
- substantial relevant work experience

**Experience:**

It will be up to your host company to decide whether your previous work experience is sufficient. Related work experience is always a plus.

**Internships:**

It is our mission to promote international career development. Thus, CDS will only support quality internships that match your educational background/ professional field. Service jobs such as waiting tables, retail sales, etc. do not meet our requirements and thus, no work authorization can be issued. Please note that the Independent Work Abroad Program is *not* a work/ travel program.

## **Application and Selection Process**

- **When to apply:**

You have two options:

1. Apply before you start your search for a host company. We will provide you with a support letter stating that your work authorization will be taken care of. This usually improves placement chances. Once you accept an offer from a company, please provide us with complete placement information: dates of the internship, contact information for the company, your contact person at the company. Should your attempts to locate a host company fail, we will reimburse you \$ 150 of your application fee (see below). In addition, you will receive tips on how to search and apply for an internship in Germany.
2. Apply after you have found a host company. In this case, please submit complete placement information (see enclosed form) with your application, at least 6 weeks prior to your desired start date.

**Materials to be submitted:**

1. Typed/printed CDS application (enclosed) or a completed on-line application
2. Current resume in English
3. One page German *Lebenslauf* patterned after the outline provided. Be sure that your *Lebenslauf* reflects your skills and experience, just like your resume! Your German *Lebenslauf* should also include a professional-looking passport-size photo of you (wearing business attire).
4. Letter of recommendation from a professor qualified to comment on your German language skills, if applicable. You should at least be able to handle day-to-day tasks in German. Should your host company not demand any knowledge of German, please enclose a statement.
5. Copy of college transcripts (official) or diplomas and other professional certificates
6. Host Company Contact Information Sheet (enclosed)
7. Completed Statement of Insurance Coverage Form (enclosed)
8. Completed Terms of Participation and Participant Code of Conduct Form (enclosed)
9. The program fee of \$ 250.00 (including a \$ 100.00 non-refundable administration fee) must accompany your application. After acceptance to the program, the fee is non-refundable. However, should you not be able to secure an internship position, you will be refunded \$150. ***We will not consider applications until the application fee has been received.***

**Program Details****Obtaining Work Authorization and a Residency Permit in Germany:**

Participants will receive a *Freistellung von der Arbeitserlaubnis* (exemption from the work permit), for up to 12 months, through the program.

All participants receive their residency permit from the local authorities in their German host community. The residency permit is based on the work authorization and will be issued upon personal application. Detailed information will be provided to you prior to your departure in the pre-departure information package.

**Duration:**

3 to 12 months. Most participants and companies prefer an internship duration of 6 to 12 months. You will negotiate the duration of your program with your host company.

**Compensation:**

It is your responsibility to negotiate the compensation with your host company. (For a modest student lifestyle, you will need approximately 400-800 Euro per month). Participants are responsible for all taxes. Tax deductions from your gross income may amount to approximately 30%, depending on the amount of compensation. Participants may be eligible for a partial refund of taxes paid.

**Health Insurance:**

You must have health insurance during the program. As an enrolled student during and after the program, you may either keep your U.S. insurance, or purchase insurance coverage through a travel agent or CDS (currently at \$45/ month). Graduates will be enrolled in German health insurance through their host companies, as is required by German law.

**Housing:**

Most participants know where they will be staying before the program starts. Please note, that it is your ultimate responsibility to secure housing during your internship. Finding housing in a foreign country is certainly a challenge, however, we consider it an important part of the internship experience. Most companies will help if you tell them that you need assistance. If the company is unable to assist you, please contact CDS immediately. Together with our German partner, we will try to help you whenever possible. ***But remember: if you don't tell us that you are experiencing problems with finding housing, we cannot do anything for you!*** Please note, however, that a participant might need to confirm housing arrangements personally or sign a contract. CDS/ partner organization cannot be responsible for housing arrangements that fall through due to a participant's failure to follow up.

**Travel:**

Participants must bear all travel costs. All travel arrangements and expenses within Germany are the responsibility of the participant. While we understand that participants want to see as much as possible during your time in Europe, please note that this is not a work/travel program. Participants are expected to spend the entire duration of their program completing their internship. Weekend trips to learn more about Germany and the German culture are of course encouraged.

**Other Costs:**

Participants are responsible for all costs incurred in-country, including costs related to securing housing, taxes, residency permit fees (vary depending on city), etc. Non-U.S. citizens are also responsible for any visa fees incurred in the U.S.

Feel free to contact us with all questions you might have while completing your application, as it might save you (and us!) time and work.

*We look forward to receiving your application!*