

INTERNSHIP PROGRAMME OF GERMAN BUSINESS FOR THE COUNTRIES OF THE WESTERN BALKANS

Guideline on how to apply

www.stipendienprogramm.org



Before applying please make sure that you fulfill the preconditions stated on the website. Keep in mind that you will apply for participating in our Programme, not for a specific position in a specific company.

- Before you fill in the online application, prepare all documents stated on the website:

Applicants -->



- Choose the area for which you would like to apply. If you are unsure in which area to apply, choose the one that is closest to your interest.

E.g., you study 'Mechatronics' and your studies consists of subjects like electrical engineering, mechanical engineering and computer science. All subjects are interesting to you, but you mostly focus on electrical engineering. Choose "Electrical Engineering" as area for application. There is no need to apply in all three areas.

- Click at the 'Apply' button in the upper right corner.

Career Opportunities: 2022: Finance (622)

Requisition ID 622 - Posted 09/27/2021

[Job Description](#) [Print Preview](#)
[Apply](#) [Save Job](#) [Return to List](#)



HOW TO COMPLETE YOUR APPLICATION?

- Sign in, if you already set up an account or register as a new user.

Sign In Language English US (English US) ▾

Career Opportunities: Sign In

Already have an account?
Enter your email address and password (both are case-sensitive).

* Email Address: Email Address is required

* Password: Password is required

[Sign In](#) [Forgot your password?](#)

Not a registered user yet?
[Create an account to apply for our career opportunities.](#)

[Go Back](#)

Activate Windows
Go to Settings to activate Windows.

- To register as a new user, you need to fill in your e-mail address, a password and your name.

Sign In Language English US (English US) ▾

Career Opportunities: Create an Account

[Go Back](#)

Already a registered user? Please sign in
Login credentials are case sensitive

* Email Address:

* Retype Email Address:

* Choose Password: Password Policy

* Retype Password:

* First Name:

* Last Name:

Hear more about career opportunities

[Create Account](#)

Activate Windows
Go to Settings to activate Windows.

HOW TO COMPLETE YOUR APPLICATION?

- On the first page, please complete the fields with your basic information. Upload your CV and your letter of motivation.
- All uploaded documents shall be in PDF file.
- Use the template for the CV provided on our website. If you use another template, your application will not be considered. Upload your CV in the defined field.
- Answer the set of questions provided on our website in your letter of motivation. Upload your letter of motivation in the defined field.
- Click 'Next' to upload the other documents on the second page.

The screenshot shows a web application interface for a candidate profile. At the top, there is a navigation bar with links for HOME, JOB SEARCH, JOB MANAGEMENT, PASSWORD MANAGEMENT, and MY PROFILE. The user is logged in as 'Welcome, NN AA' and the language is set to 'English US (English US)'. A yellow warning banner at the top right states 'Changes pending. You must save your changes in order to keep them.' The main section is titled 'My Candidate Profile' and includes a sub-header 'NN AA' with buttons for Save, Undo, Cancel, Delete Profile, and Print Preview. The form contains several input fields: First Name, Last Name, Phone, and Email. Below these is a checkbox for 'Hear more about career opportunities'. A message area on the right says 'Dear Candidate, Thank you for your interest in the Internship Programme of German Business for the Countries of the Western Balkans and an internship in 2022. Please complete all mandatory fields to apply for an internship. You will be informed by e-mail about the outcomes of the first round of the selection process.' Below this message are three red error messages: 'Your Resume is not on file. Click here to attach your Resume', 'Your Cover Letter is not on file. Click here to attach your Cover Letter', and another instance of 'Your Resume is not on file. Click here to attach your Resume'. The form is divided into sections: 'Formal Education' with an 'Add Another' button and a 'Remove' button; 'Documents' with a message 'There are no items in this section.'; and 'More Information' which includes fields for Title (No Selection), Home Phone, Address line 1, and City. At the bottom right, there is a watermark for 'Activate Windows' and a 'Next' button.

HOW TO COMPLETE YOUR APPLICATION?

- On the second page you will be able to upload all other required documents:
- Portrait photo
- Transcript of records (originals)
- Translation of transcript of records (it can be done by yourself; certified translation is not needed at this stage of application)
- Two recommendation letters. One needs to be from professor and issued in 2021, the other one can also be issued by a supervisors or other relevant referees and can be issued before.
- Other documents that you consider to be important for your application

The screenshot shows a web-based application form with the following fields and sections highlighted with red boxes:

- Mobile Phone
- Home Phone
- Address line 1
- City
- Postal Code
- Country (No Selection)
- Nationality (No Selection)
- Date of birth (08/29/1999)
- Place of birth
- Motivation Letter and Resume section:
 - Motivation Letter: NNaaAAas's Cover Letter (Last Updated: 09/29/2021)
 - Curriculum Vitae: NNaaAAas's Resume (Last Updated: 09/29/2021)
- How did you hear about the programme? (No Selection)
- Will you be enrolled between 1 July and 31 December 2022 in a BA / MA / PhD programme? (No Selection)
- When will you graduate respectively when did you graduate? (MM/DD/YYYY)
- Photo (Attach a document)
- Records (original) (Attach a document)
- Translation of Transcript of Records (Attach a document)
- Other attachments (Attach a document)
- Other attachments 2 (Attach a document)
- I confirm that the provided information is complete and correct. (checkbox)
- I agree to the collection and processing of my data in the context of the Internship Programme of German Business for the Countries of the Western Balkans. I have read the data protection policy (https://www.djindjic-stipendienprogramm.de/newsite/index.php/privacy-policy/) accept it. (checkbox)

At the bottom right, there is a watermark: "Activate Windows Go to Settings to activate Windows."

HOW TO COMPLETE YOUR APPLICATION?

- At the end please remember to click on 'Apply' to send your application!
- We will inform you about the outcomes of the first round of selection one week prior to the interviews in your country. Please visit our website to see when the interviews are scheduled.
- The call for applications will be closed on November 16th, 2021.
- If you experience any technical difficulties, do not hesitate to contact us: n.andjelkovic@stipendienprogramm.org

Good luck!

We are very much looking forward to receiving your application!



Implemented by



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OF GERMAN BUSINESS 2022
FOR THE COUNTRIES OF THE WESTERN BALKANS