



US-German
INTERNSHIP PROGRAM 2019

Student Information Package

(as of September 28, 2018)

www.german-american-exchange.com

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US-German Internship Program - Program Description

About the Program

German-American Exchange Inc. (GAE US), a nonprofit organization registered with the State of Georgia, offers students of US universities the opportunity to become familiar with German culture through a three-month (mid-May through mid-August) internship with host companies.*

Daily business interactions with leading international firms enable students to gain insights into the German economy, improve their German language skills and engage with cross-cultural challenges. GAE aims to cultivate a positive view of Germany among future leaders of the United States. Through new experiences and relationships, we hope to provide interns with the foundation to serve as the next generation of ambassadors of the German-American friendship.

The program is sponsored by Rückel & Collegen (Munich, Germany) and Baker Donelson (Atlanta, US) for the purpose of providing educational internships to students from US universities.

Contact for applications:

German American Exchange Inc.

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The office of Rückel & Collegen in Munich represents the German counterpart of GAE US, the German nonprofit organization German American Exchange e.V. (GAE Germany).

German American Exchange e.V.

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GAE US and GAE Germany have agreed on a close cooperation. GAE Germany is the official administrator of the program in Germany and the contact point for all matters regarding work permits and host companies.

For more information, please visit www.german-american-exchange.com

*Currently, we are working on an extension of the program to offer 5-6 months internships with several host companies. However, this will apply only to some of the participating universities. So far, no dates for specific periods within the academic calendar have been fixed. In any case, if you are interested in a longer internship, you can check mark the corresponding box in the application form. We will then try to place you accordingly.

Limitation of Liability

GAE Inc, GAE e.V., Rückel & Collegen and Baker Donelson will in no event be liable for any lost profits, lost savings or incidental, indirect, special or consequential damages arising out of incidents relating to bodily injury, personal injury, illness, death, loss or damage to tangible property, unlawful or illegal acts, extraordinary circumstances (strike or weather conditions), the inability to receive a work permit in Germany, as well as for flights that are being missed or have been booked prior to receiving the necessary documents for a legal stay in Germany.

The Internship

The US-German Internship Program provides students with an unrivaled opportunity to experience the professional environment of some of the world's leading companies - all before finishing their undergraduate degree. The internship experience poses certain challenges to students; however, it is exactly these challenges that help to craft a meaningful experience for students.

Students should prepare themselves to live independently during the summer. The internship will require students to maintain a level of professionalism, responsibility, and decorum, all while adapting to a different culture. Students are not expected to speak fluent German, or be entirely familiar with their work, but all interns must exhibit a willingness to learn, work as part of a team, and engage with their mentor and colleagues.

Why?

Our exclusive program offers students the chance to work in one of our German host companies, including top-tier globally renowned companies. You will have the chance to be placed in an internship that would, under normal circumstances, be much more difficult to attain.

An internship can be a once in a lifetime chance to make valuable networking contacts from early on and be a stepping stone for your career as a young professional.

Completing the internship program will provide students with an incredible professional opportunity to accompany their undergraduate studies. By immersing themselves in an entirely new culture, work environment, and language, students will experience first-hand many of the topics they have studied.

The US-German Internship Program offers students a professional opportunity necessary in an increasingly competitive job market. Gaining valuable work experience, nevertheless in an international context, highlights an individual's capacity for personal growth and ingenuity. Students will develop numerous skills during their internships, many of which will translate well into future professional positions. Most importantly, students will have the chance to grow and learn more about themselves and their career goals.

Testimonials of former interns about their internships can be found on the website.

Requirements

In order to be eligible for the internship program, students must:

- have intermediate knowledge of the German language
- have completed at least four semesters of university coursework within one field
- be in a degree-seeking program with a graduation date after the completion of their internship program
- be willing to commit to a full three-month internship in Germany

Note: Master's degree students can apply as well, as long as their graduation date lies after the completion of their internship program.

Important Qualities to Demonstrate

- Ability to work both independently and in a team
- Excellent communication skills
- Ability to act in a professional manner

Application Process

Once your university has informed you about the beginning of a coming internship program round, the first step for you is to apply by completing an application. You will need to hand in the following documents:

- Application Form
- Statement of Purpose
- Resume (Lebenslauf)
- Statement of German Proficiency
- Two letters of recommendation
- Form I-20 / F-1 visa copy
- Passport copy
- Certificate of Enrolment
- Initial application fee of USD 50

1. Application Form

Kindly complete every section and fill out all fields on the application form. Answers must be typed out and checked for any errors prior to submission. Applicants must check mark the corresponding box to let us know which internship duration they are applying for.

Note: It is possible to check mark “3 months” and then “5-6 months” as an additional option, depending on whether the university offers this option and there will be an adequate host company available).

2. Statement of Purpose

Ideally, your letter should explain how your academic training, interests and your career goals make you a good candidate. It should be one full page typed in English (1.5 spacing, 12 pt. font). The essay should include your contact information in the header of the document and match with your resume (Lebenslauf).

3. Resume (Lebenslauf)

Your resume should include current university studies and previous internships or work experience. You may also include relevant course work, previous study abroad, and hobbies.

4. Statement of German Proficiency

The document will show your current level of understanding of the German language and will help prospective internship hosts in evaluating your overall skills.

5. Two Letters of Recommendation

These letters should be written by someone who knows you well and that can showcase your skills and abilities. It should reference the nature of your relationship, length of time and capacity they have worked with you, relevant coursework, accomplishments, areas of knowledge, work ethics, personality, etc. Letters should be referenced "To Whom It May Concern".

6. Form I-20 / F-1 visa

International students will need to submit a colored scan of their Form I-20 and F-1 visa.

7. Passport copy

A colored scan showing the first two pages of your passport containing your passport number, name, nationality and date & city of birth. Passport must be valid at least 6 months after the program ends.

8. Certificate of Enrolment

Please use exclusively the form that you can find on our website (refer to the example form for guidance). Complete all fields and mark the internship as mandatory. The original certificate must be dated, signed and stamped by the registrar's office. Please submit a scanned copy of this certificate to info@german-american-exchange.com for review. Once approved, the original Certificate of Enrolment

(signed, dated and stamped by the registrar's office) must be mailed to our US internship office at Baker Donelson by December 14, 2018.

Note: Students that are applying for the 5 to 6-month internship duration, please speak to your academic advisor, or program coordinator to inquire whether a mandatory internship is required by your study regulations, and what the length of the internship requirement is. Please fill out these required fields on the certificate.

9. Initial Fee

Every student is required to pay an initial application fee of USD 50. Once a student has been selected by a host company, the student must pay an additional processing fee of USD 150. The initial fee and the additional processing fee are payable through **PayPal**:

Please send the amount for the initial fee to info@german-american-exchange.com

Please give yourself enough time to assemble all necessary materials for a professional application and to write a solid Statement of Purpose. GAE can only process complete applications, with all forms submitted within the program's communicated deadline for applications. **The deadline for your application is November 30, 2018.**

Selection Process

1. The Matchmaking Process

GAE will inform you once a company has shown interest in your application via e-mail. Always check the e-mail addresses you provided in your application. After you have been notified by GAE, a company representative will contact you to arrange an interview. We encourage all interns to initiate a dialogue and discuss matters such as housing, mentoring and the internship contract.

The contract is negotiated between the intern and the respective company while GAE has no involvement when it comes to contract conditions. Interns should therefore read their respective contracts carefully before signing in order to be able to have the company adjust or discuss certain aspects with them. Once the contract is set up and signed by the intern, matters such as salary, vacation etc. cannot be negotiated retroactively. Every intern has to comply with the rules & regulations stated in the contract. Please update the respective GAE representatives in Munich, Germany, via e-mail about any developments regarding an internship offer.

2. Successful Placement - Acquiring A Work Permit

Once an internship position has been offered to you and you agree to accept, please complete the following document:

- GAE Summer Internship Certification Form (evidence of a mandatory internship) both in English & German

The certificate form must show the official letterhead of the respective university/college and then signed and stamped by a university/college representative or professor. Please submit a scanned copy of the certificate by e-mail to info@german-american-exchange.com.

GAE will submit your work permit application to the German Federal Employment Agency (Agentur für Arbeit). For this we will need your Certificate of Enrolment and scan of your passport, which you submitted with your application, along with documents from your host company. Please note that many companies will not fill out the required forms until they have received the signed contract. Therefore, the signed contract needs to be returned in a timely manner.

With your acceptance of an internship, an additional processing fee of USD 150 becomes due. This fee should be made payable through **PayPal**:

Please send the amount for the additional fee to info@german-american-exchange.com

During your Internship

If your stay in Germany does not exceed 90 days you are not required to register with the German authorities (*Einwohnermeldeamt* and *Ausländerbehörde*). However, if the duration of your stay is exceeding 90 days due to an earlier arrival or later departure, you must register with the German authorities (*Einwohnermeldeamt* and *Ausländerbehörde*) within the first days of your stay in Germany. Please be aware that your visa-free travel to Germany is limited to a stay of 90 days.

Set up a German bank account through a local or online bank and inform your internship host about the bank details.

During your internship there will be two mandatory events: the Berlin Get-Together and the Munich Meet-Up. Please see “Accompanying Activities” on page 7 for more information.

Abide by the rules and regulations of your host institution in Germany, such as working hours, work safety regulations, and rules of confidentiality.

Contact the GAE representatives immediately when any major changes regarding your internship occur or in case you fall ill for an extended period of time. Failing to do so will result in a report to your university representatives.

Our US-German Internship Program Facebook group will help all interns to get to know each other, keep in touch and initiate a helpful exchange.

The End of your Internship

Students must close their German bank accounts before leaving the country.

Request a written internship evaluation (*Praktikumszeugnis*) with feedback regarding the projects you were involved in. The document is vital as it will help future employers see how you have been evaluated by others and that you gained valuable international experience in today’s business landscape. Ask for a feedback meeting with your supervisor before you leave your internship.

Submit a two to three pages report about your time in Germany within eight weeks after the end of your internship in Germany. It can feature personal observations and highlights made during your everyday life in Germany as well as within a business context. Photos are welcome as well! The most elaborate and fun reports are to be featured on the program’s official website.

Payment

Internship program participants will earn a minimum of 735.00 Euros (gross salary) per. month from their company; however, compensation packages vary from firm to firm.

Students should also expect deductions (*Abzüge*) from their gross salary. All deductions are in accordance with German tax law, and encompass social security payments and other fees. The value varies depending upon a student’s total income but will not significantly affect the final sum received.

Students should contact their mentor and firm if they have questions or concerns regarding any deductions. GAE Germany is unable to assist with these concerns.

Housing

Finding housing can be stressful, and students are encouraged to start as soon as possible. Some employers provide students with a housing option, but most should plan to locate housing on their own and cover the cost.

Websites such as wg-gesucht.de or studenten-wg.de will serve as a good starting point for the housing search. Students in previous years have had a variety of housing options. Many students choose to coordinate a home-stay with an employee from their firm, or a member of the local community; other students have pursued individual apartments, or a *Wohngemeinschaft* (WG- an apartment with other roommates).

Furthermore, Student Services Organizations (*Studentenwerk*) of most major cities offer college student dorms as a holiday rental and provide links to private lessors as well. Students should start the housing search as soon as they have committed to their internship.

Checking postings regularly and remaining in regular contact with potential landlords will prove critical throughout the process. Our Facebook platform will be a great starting point to connect with interns from previous summers, as they may serve as a good reference should students want any personal advice or tips.

The housing search may seem difficult, but interns in previous years have always found housing by the start of their internships.

Office and work environment

We encourage all students to discuss the environment of their company before beginning their internship. Each firm will have different policy for office dress code, expected work schedule, vacation time, payment schedules, etc.; accordingly, students can benefit from understanding their role in the office before starting their internship.

Similarly, students may wish to speak with their mentors about expectations of the internship. Mentors will likely have a general concept of what work they foresee the intern completing, as well as general fields in which the intern may contribute. By having conversations with mentors prior to the start of the internship, students indicate professionalism and commitment to their position.

Accompanying Activities

I. Pre-Departure Orientation

GAE will provide a comprehensive pre-departure orientation.

II. Berlin Get-Together and Munich Get-Together (June/July)

The Berlin Get-Together is a 2-day event midway through the internship. It offers all interns the opportunity for networking and to meet representatives from major German institutions in Germany's capital Berlin. Companies are asked to provide a travel reimbursement for the transportation to Berlin. All interns should proactively approach their company mentor regarding reimbursement.

The Munich Get-Together comprises a weekend sponsored by Rückel & Collegen. Rückel & Collegen will cover the cost for your accommodation in a Munich youth hostel from Friday to Sunday and invite you to several events. Companies are asked to provide a travel reimbursement for the transportation.

For both events, more detailed information will be provided in April/May 2019.

Medical Insurance

All participants of the internship program must have health insurance valid abroad during their time in Germany. Students may be able to use the same coverage from the United States; however, students should check with their insurance provider to ensure that their current plan is valid for a 3-month period abroad.

Should students not have valid insurance, the US internship office of GAE Inc. can assist students in acquiring insurance through Global Secutive Coverage. Multiple insurance plans are available for the summer and cost approximately USD 125-150 (depending upon your coverage). For more details, please contact the US internship office at Baker Donelson.

Liability Insurance

All students should have liability insurance for the duration of their stay in Germany. If students have coverage in the USA, they should contact their provider to make sure there coverage is also valid for a 3-month stay in Germany. Global Secutive Coverage also offers liability insurance plans, if students do not have valid insurance. The insurance plan for the summer costs approximately USD 30-40 (depending on the coverage). For more details, please contact the US internship office at Baker Donelson.

Getting to Germany - and back

Students are responsible to organize their flights as well as cover the transportation cost to Germany and back.

Students should plan to budget approximately USD 1,000 - 1,400 for roundtrip air travel to Germany. Fares will vary based upon the flight path, time the flight was booked, airline provider, etc.

Participation Fees

Every student is required to pay an initial application fee of USD 50. Once a student has been selected by a host company, the student also must pay an additional processing fee of USD 150. All fees and additional charges are payable by PayPal. The respective e-mail-address is info@german-american-exchange.com

Budgeting for your stay in Germany

Students should take into consideration the costs of pursuing an internship abroad. Internship placements may affect the cost of living, i.e. larger, metropolitan cities will be more expensive than smaller, rural communities.

Housing - Unless students have housing provided by their firm, all should consider the cost of rent and utilities/security deposit (if applicable). It is also important to keep in mind whether or not these costs must be paid in advance. Students should also carefully evaluate the cost of different forms of housing.

Food - Try and think ahead about your dietary needs and what you may eat during the week. Estimating grocery costs will provide a clearer sense of your monthly budget.

Transportation - Some companies may cover the cost of local public transportation in the form of a monthly ticket (*Monatskarte*); however, this is not guaranteed for all students. Accordingly, students should consider the cost and time commuting between one's place of residence and place of work, on regional trains, subways, trams, and/or busses.

Internet - Internet may or may not be included in your utilities. If it is not, look into the cost of finding an external provider, and where these services are available.

Phone - All major cell providers in Germany offer pre-paid options for both basic and smart phones. Consider looking online at *Vodafone, O2, BASE* or *BLAU* for examples of current rates. Alternatively, students may look at local supermarkets for other prepaid or monthly plans (e.g. *Aldi*). If you are interested in using your American phone abroad, make sure it works within Europe. Keep in mind that when someone is trying to contact you with a German phone number, that they will have to incur an international calling rate and vice versa.

Personal expenses - After calculating “must-haves”, students should begin to consider other monthly expenses. Do you have plans to travel? Sight-seeing in your new town? Consider all of your options so that you can make the most of your time in Germany.

US-German Internship Program - Frequently Asked Questions

Are the dates of the program fixed?

Yes, the program dates are set each year, and interns are expected to complete the three-month internship in its entirety. If you are aware of any scheduling conflicts regarding your arrival in/departure from Germany, please notify GAE Germany as soon as possible.

Are there mandatory events that students must attend?

Yes, there is one mandatory event for interns: the Welcome Ceremony in May. Further information will be provided to interns by GAE Germany and participating firms closer to the event.

Students are expected to arrive in Germany no later than the Welcome Ceremony. Should interns wish to arrive early in preparation for their stay abroad, they are welcome, too. However, all students must be present at the Welcome Ceremony and prepared to start their internships shortly thereafter.

Will I have a say in my placement?

Students have the option to state on their applications in what general field they would prefer to work. However, we cannot ensure that all students will (a) receive a placement, and (b) receive a placement exactly where they wish.

Partnering companies will review candidates' profiles - including résumé, statement of purpose and application - and then invite candidates for interviews on a case-by-case basis. Students may decline an offer should they choose; however, it is not guaranteed that another placement will be available.

Will GAE cover my transportation costs?

Students are responsible to organize their flights as well as cover the transportation cost to Germany and back. Students should plan to budget approximately USD 1,000-1,400 for roundtrip air travel to Germany. Fares will vary based upon the flight path, time the flight was booked, airline provider, etc.

Will my mentor help with my housing process?

Certain companies may provide interns with housing, or assist in finding housing. However, most interns should plan on locating housing on their own and cover the cost. Mentors may be able to provide suggestions regarding where best to find housing in your local area, but ultimately this is the interns' responsibility.

We recommend that interns remain in contact with their mentor during the housing search. The process can be difficult, and often stressful; however, all interns have found housing in previous years. Should you encounter any significant problems, speak with GAE Germany and they will be able to assist you further.

Will I be expected to work full-time?

Yes, the internship is considered a full-time position. Daily and/or weekly schedules will be organized between you and your mentor, but you should plan on committing to a full-time (i.e. 40 hours per week) schedule.

Will I work with other interns?

Some companies have multiple interns from the US-German Internship Program, but it is not universal. In many cases, you will have the opportunity to work alongside other interns at your respective company who are unaffiliated with the internship program. This can be a great opportunity to get to know individuals in your community, as well as learn from other students.

Do I receive any vacation time?

According to German employment laws, companies are not required to grant interns vacation days for short term internships. Therefore, GAE cannot guarantee that all interns will receive vacation time. However, some companies grant vacation time to interns according to their company policy. If vacation is granted the amount typically ranges between 3-4 days of paid vacation for the three month period.

Are there any fees involved with the Program?

Every student is required to pay an initial application fee of USD 50. Once a student has been selected by a host company, the student also must pay an additional processing fee of USD 100. For more details, please get in touch with your university contact for the program.

Do I get a refund if I am not selected by a host company?

No. There is no placement guarantee, therefore you will not be able to claim a refund.

Do I need a visa?

Due to the Visa Waiver Program and Schengen Agreement (USA-Germany), citizens of the United States are permitted to stay in countries of the European Union for up to 90 days without a visa. The internship program runs formally within this 90-day period. However, should you choose to arrive early and/or stay longer than the official dates of the internship program, you will need to evaluate your options for a visa.

For non-US citizens studying in the United States, please consult the website of the German Federal Foreign Office (www.auswaertigesamt.de) to determine your visa eligibility for your stay in Germany.

As a general notice for all applicants, GAE cannot assist with the visa acquisition process. Students who require a visa for a longer stay in Germany should remain in contact with the appropriate government offices in Germany. GAE Germany does not have the ability to process visa requests.

Do I need a work permit?

Yes, to legally pursue an internship in Germany, you must have a valid work permit, or *Arbeitserlaubnis*. GAE Germany will mail each intern their respective work permit prior to their departure from the US. Students must present their credentials at the airport's Immigration and Customs upon arriving in Germany.

Will I receive a work contract?

Interns should make sure to address this topic with their employers prior to, or at the start of, their internships. GAE Germany is not responsible for individual contracts between students and employers. Should you have questions regarding this before starting your internship, please contact your company mentor directly.

What do I need to do once I get to Germany?

We recommend that all interns open a German bank account in order to be paid electronically by their employer(s). Opening an account is generally simple and provides students with the flexibility of having a German bank card. Students must remember to cancel their bank account before leaving Germany.

As long as your stay in Germany does not exceed 90 days, you are not obliged to register in Germany.

Participating Companies in 2018



General Sponsors



Code of Conduct - How to be Successful as an Intern

For many of you participating in this internship program will be your first opportunity to go abroad. It may also be your first opportunity working for an international company in a professional work environment. You may be unsure or feel unprepared as to how you should approach this internship program, its etiquette and what is expected of you as an intern.

We would like to provide you with tips and some more information on how to make your stay in Germany as successful as possible.

- Your university's code of conduct will remain valid throughout your stay in Germany. This means you are to live up to the standards set by your home university including all rules and living up to its mission statement.
- Always maintain the utmost level of professionalism throughout your time here. This includes understanding and abiding by any confidentiality agreements at work at all times. Properly scheduling your vacation days (in case your company grants you any) and notifying your employer promptly when absence from work is required (i.e. sick days, vacation and personal requirements).
- Become acquainted with the daily operations of your job. This includes familiarization with work-related events, organized gatherings and work standards and procedures.
- Laws regarding alcohol are much different in Germany and for many, this will be your first experience in an environment with more relaxed customs regarding it. While you are here in Germany, this means making responsible decisions and maintaining a high level of professionalism.
- The use of drugs is absolutely forbidden. Drug use in any form will not be condoned nor permitted. You will immediately be reported to your company and university for disciplinary action, and you may face the consequences of local authorities.
- Above all else, recognize the fact that you are not only a visitor in a foreign nation, but you are also an ambassador for your own country. In addition, you are an ambassador for your company and university. Throughout your stay in Germany your conduct should remain professional and respectful of local customs and the organizations which you are representing.

Any action you take that negatively affects you, other interns or your employer will not be condoned. Your actions here are definitive of your university and your country. We want you to create a positive, lasting impact that will give companies the desire to host future interns.

Maintaining your professionalism

Professionalism is key throughout your stay here in Germany. Again, we want you to enjoy your time, see new places, experience new things and above all have a wonderful summer, but the highest priority of every intern throughout the summer is learning and understanding the next phase of career-oriented maturity.

- Learn the proper dress code of your company.
- Be prompt to work and prepared for what will often be eight to nine hour work days.
- Follow through with plans and commitments to your bosses and co-workers. If you commit to an event or meeting and do not attend this will reflect poorly upon you.
- Communication is the biggest key to your success. Communicate when you have a problem with a task. Communicate your plans and commitments. Listen to your co-workers. Be respectful. Ask questions. Give your co-workers and the people around you the benefit of the doubt; this is important for both communication and respect.

- Accept feedback and constructive criticism from the people around you. Never forget you are here to learn new ways of thinking, so you cannot always count on previously conceived ideas to guide you. Learning new ideas is one of the most important guiding principles of this internship.
- A big issue facing all college students and interns is learning the balance of work activity and personal related activity. It is important that while being in the workplace you keep personal internet usage to a minimum i.e. Facebook, Twitter, personal e-mail, blogging etc. Cell phones and personal calls should also be kept to a minimum, unless in case of emergency. Learning this sort of balance will do wonders to help your growth throughout your time in Germany.

If you follow and respect the suggestions presented, your summer in Germany will truly be one of the most rewarding experiences of your life. You will learn about others and more about working in foreign situations, which will often prove to be very different than expected. You will learn and develop a standard for professionalism which will guide you later in your life. And most of all, you will learn about yourself.

This internship program and your summer spent here in Germany will give you the chance to open doors you never thought existed. Your efforts will take you very far in life once you have developed an international perspective, especially through presenting yourself as a proper ambassador and a worldly citizen.

I agree to the above stated US German Internship Program Code of Conduct and will make every effort to abide by it.

Full Name (type or print clearly) _____

Date _____

Signature _____

Limitation of Liability

GAE Inc, GAE e.V., Rückel & Collegen and Baker Donelson will in no event be liable for any lost profits, lost savings or incidental, indirect, special or consequential damages arising out of incidents relating to bodily injury, personal injury, illness, death, loss or damage to tangible property, unlawful or illegal acts, extraordinary circumstances (strike or weather conditions), the inability to receive a work permit in Germany, as well as for flights that are being missed or have been booked prior to receiving the necessary documents for a legal stay in Germany.

Housing Information - Beware of Scammers

Unfortunately, we realize that some people attempt to scam you by using websites such as www.wg-gesucht.de, www.easywg.de, www.studenten-wg.de and others.

Please take the following precautions to avoid being scammed:

- 1) Never send cash or money by Western Union, Moneygram, TNT, Skrill Ltd., Moneybookers or similar.
- 2) If you should receive a check for a higher amount than necessary, do not under any circumstances send the extra amount back via check. These checks are not covered 99.9% of the time! (It may be that the sum on your account will appear in the short term but will then be rejected by your bank).
- 3) Be cautious if you see photos that are "perfect". Often these either show very attractive women or a great room, reminiscent of a hotel room.
- 4) Also, be mindful regarding low rents of luxury apartments in residential areas known to be popular and expensive. (Remember, if it sounds too good to be true, it probably is).

Under no circumstance should you send money in advance, neither cash, checks, nor bank account information!

If you have questions regarding your search for housing, you may also contact your mentor at your host company, or us at GAE Germany.