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| Applicant Information |
| Last Name: Click here to enter text. | First: Click here to enter text. |
| Address: Click here to enter text. |
| Phone: Click here to enter. |
| E-mail Address:  |
| Date of Birth: Click here to enter a date. |
| Nationality: Click here to enter text. | Gender: Click here to enter text. |
| Education |
| Name of University: Click here to enter text. | Graduation Date: Click here to enter a date. |
| Years of studies: Click here to enter text. |
| Languages and ENGLISH Proficiency |
| Native Language: Click here to enter text. | Other Languages: Click here to enter text. |
| Proficiency in English: Click here to enter text. |
| Internship information |
| I am interested in an internship duration of (optional): | 🞎 3-months 🞎 4 to 12-months 🞎 Preferred period of time |
| Preference of Industry for Internship: [i.e.: Financial Services, Business, Marketing, Public Relations, Advertising, Law, etc.] |
| Preference of Department: [i.e.: Finances, HR, IT, no preference, flexible, etc.] |
| Work-RElated / Internship / Practical Training References (OPTIONAL) |
| Company: Click here to enter text. | Phone: Click here to enter text. |
| Address: Click here to enter text. | Supervisor: Click here to enter text. |
| Job Title / Position: Click here to enter text. |
| E-Mail Address: Click here to enter text. |
| May we contact your previous supervisor for a reference? |  |

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| Disclaimer and Signature |
| I certify that my answers are accurate and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. |
| Signature: |  | Date:  | Click here to enter a date. |

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| application checklist |
| ***Please indicate in the boxes provided that you have completed and/or attached the following items.*** |
|  | Application Form (typed-out) | .doc file format |
|  | Statement of Purpose (a one-page essay describing why you wish to complete an internship in the United States, what particular strengths and abilities you have to offer, and what you expect to take away from the internship; include your contact information in the header) | .doc file format |
|  | Current Résumé or Lebenslauf (German and English) | .doc file format |
|  |  English Proficiency Certificate (B2 Level) | .doc file format |
|  | Two Letters of Recommendation | .PDF file format |
|  | Unofficial transcripts | .PDF file format |
|  | Scanned copy of J-1 Exchange Visitor Program Form (international students only) | .PDF file format |
|  | Scanned colored copy of the first two pages of your passport (**valid at least 6 months after program ends**) | .PDF file format |
|  | Certificate of Enrolment/ Certificate of Graduation  |
|  | Initial application fee of 50 € to be paid by wire transfer  |
|  | Certificate of Health Insurance | .PDF file format |
|  | Declaration of Finance Insurance  | .PDF file format |
|  |
| Qualifications and Education RequirementsTo be eligible to participate, applicants from our partner universities must have 1) intermediate knowledge of English B2 Level, 2) have completed at least two semesters of university coursework, 3) be willing to commit to a full three-month internship in the United States. **After completing this application, please e-mail all pages and attachments to:** German American Exchange e.V.Rückel & CollegenKardinal-Faulhaber-Strasse 1580333 MünchenE-Mail info@german-america-exchange.de**If you are selected for an internship, there is an additional processing fee of 150 € that will need to be submitted through wire transfer to the following bank account, typically by April 2019.****Kontoinhaber:** German American Exchange e.V.**Bank:** Commerzbank München**BIC:** COBADEFFXXX**IBAN:** DE41 7004 0041 0471 6445 00 |

**EINWILLIGUNG IN DIE VERARBEITUNG MEINER DATEN**

**ZU VERMITTLUNGS-ZWECKEN**

Name und Vorname der Bewerberin / des Bewerbers:

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Hiermit bestätige ich, dass die im Rahmen meiner Bewerbung überlassenen personenbezogenen Daten ausschließlich zu Zwecken der Durchführung eines Bewerbungsverfahrens für das Austauschprogramm des German American Exchange e.V. verarbeitet und in den hierfür vorgesehenen Systemen gespeichert werden dürfen.

Die Daten werden hierfür den für den Ausgang des Bewerbungsverfahrens relevanten Entscheidungsträgern in den verantwortlichen Abteilungen des German American Exchange e.V., den teilnehmenden Unternehmen und der German American Chamber of Commerce für Vermittlungs- und Visa-Zwecken zugänglich gemacht. Die Einwilligung erstreckt sich auf alle Teilschritte eines Vermittlungsverfahrens.

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Datum Unterschrift

Wir sehen das Bewerbungsverfahren als abgeschlossen an, wenn keine für Ihr Profil passende Stelle identifiziert werden konnte. Je nach Verfügbarkeit referenzierbarer Stellen kann dieser Prozess bis zu einem Jahr in Anspruch nehmen.

Nach Beendigung des Bewerbungsverfahrens bzw. des Praktikumsprogramms werden die Daten noch sechs (6) Monate gespeichert und danach gelöscht.

Bitte beachten Sie, dass Sie die Freigabe zur Datenspeicherung und Verarbeitung ohne Angabe von Gründen widerrufen können. Wenden Sie sich dazu an: info@german-american-exchange.de