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| Applicant Information |
| Last Name: Click here to enter text. | First: Click here to enter text. | Middle: Click here. |
| Current Address: Click here to enter text. |
| Permanent Address: Click here to enter text. |
| Phone: Click here to enter. |
| University E-mail Address: Click here to enter text. | Private E-Mail Address: Click here to enter text. |
| Date of Birth Click here to enter a date. | Place of Birth: Click here to enter text. |
| Nationality (enter all, if multiple): Click here to enter text. | Gender identity: Click here to enter text. |
| Education |
| University: Click here to enter text. | Graduation Date Click here to enter a date. |
| Class Year: i.e. Sophomore, Junior, Senior. | GPA: Click here to enter text. |
| Major(s) enter a *maximum* of two: Click here to enter text. |
| Minor(s) enter a *maximum* of two: Click here to enter text. |
| Languages and German Proficiency |
| Native Language: Click here to enter text. | Other Languages: Click here to enter text. |
| Proficiency in German, as certified by your professor: Click here to enter text. |
| C2 | C1 | B2 | B1 |
| Student preferences, potential career interests |
| Preference of Industry for Internship: [i.e.: Manufacturing, Financial Services, Marketing, PR, Advertising, Law, Logistics…] |
| Preference of Department: [i.e.: Finances, HR, IT, no preference, flexible, etc.] |
| Previous experience in above-mentioned industries: Click here to enter text. |
| Previous experience in above-mentioned department: Click here to enter text.  |
| acquired skills |
| Skills acquired in previous jobs, applicable to other workplace environments: Click here to enter text. |
| Practical Skills: Click here to enter text. | Other spoken languages: Click here to enter text. |
| Programming Languages: Click here to enter text. |  |

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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 (Deadline: September 30, 2024) |
| ***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 **in English** describing why you wish to complete an internship in Germany, what 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 | .doc file format |
|  | Statement of German Proficiency (completed & submitted by German professor) | .doc file format |
|  | Two Letters of Recommendation | .PDF file format |
|  | 2 minute –elevator pitch in English or German |  |
|  | Transcript from your University Registrar | .PDF file format |
|  | Scanned copy of Form I-20 / F-1 visa (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 Enrollment (refer to the "Student Information Package") |
|  | Initial application fee of $50 to be paid through PayPal at **info@german-american-exchange.com** |
| \* official program dates: may 12 – August 9, 2025 |
| Qualifications and Education RequirementsTo be eligible to participate, students from our partner universities must have 1) intermediate knowledge of the German language, 2) have completed at least four semesters of university coursework, equivalent to two academic years of university level studies in the field of your major by May 2025) be willing to commit to a full three-month internship in Germany, 4) be in a degree-seeking program with a graduation date after the completion of their internship program. This essentially means that you must not have graduated from your degree program before the end of the internship program. This requirement is mandated by the German government.**After completing this application, please e-mail all pages and attachments to:** All GAE university/college representatives, please enter your contact Information here,so that students know who to submit their applications to. All application material mentioned above should be directly uploaded into our GAE transfer folder at [2025 Applicants Upload](https://germanamericanexchange.sharepoint.com/%3Af%3A/s/GAE-Transfer/EpEj_eZEGHlFkF1z4yAnk5ABqdUNPQTkxm2qUmKi5oz3vQ?e=tRWhcw) .**If you are selected for an internship, there is an additional processing fee of $150 that will need to be submitted through PayPal at info@german-american-exchange.com, typically March 2024. Invoices will be made out to students that have been successfully placed with a host company.** |
| Apart from the regular three-month internship, we also offer the possibility of a six-month internship for all students who are continuously enrolled during a six-month period. Please contact us if you would be available & interested in this particular framework. Under certain circumstances, this degree of flexibility may increase your chances of getting matched for an internship.  |

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| Statement of German Proficiency |
| ***This statement allows a professor of German at the applicant’s university or college to estimate the applicant’s German proficiency using the Common European Framework of Reference for language levels. (This is intended to be an informal assessment after meeting with the applicant and not the result of intensive examination).*** |
| Last Name: Click here to enter text. | First: Click here to enter. | Middle: Click here. |
| Active (spoken or written) Proficiency: Click here to enter text. |
| Passive (listening or reading) Proficiency: Click here to enter text. |
| Additional comments, if any: Click here to enter text. |
| Professor: Click here to enter text. | Phone: Click here to enter. | Date: Click here to enter a date. |
| Level Descriptions |
| **A1** Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.**A2** Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.**B1** Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.**B2** Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.**C1** Can understand a wide range of demanding, longer texts, and recognize implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices.**C2** Can understand with ease virtually everything heard or read. Can summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situation. |
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