



# ***Your Application for Germany***

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What documents are needed and how should your  
application package look like?

## ***Content***

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- (1) Complete Application Package
- (2) Curriculum Vitae
- (3) Letter of Motivation
- (4) Student Enrolment Certificate and  
Graduation Certificate
- (5) Tax and Social Securities



## *The complete application package*

### **>> Attention for undergraduates !! <<**

- Everyone who is still enrolled in university for the whole duration of the prospect internship in Germany is classified as „undergraduate“. Example: You are officially enrolled until September 2014 and your internship will start in April 2014 and end in August 2014. This implies you are enrolled in university during the whole duration of the internship.
- You are not enrolled in university but you have to complete an internship in order to officially finish your studies? In this case you are classified as „Recent Graduate“.

### **>> your application contains the following documents <<**

- Down below you can see how your complete application package should look like.
- When you send your application package to AIESEC Germany please write down for which TN you are applying for by simply writing down the TN ID in your E-Mail and subject line of the E-Mail.
- In order to simplify the application process please do also paste a link of your myaiesec.net EP form.

<b>CV</b> (max. 2 pages; no Europass)	<b>Letter of Motivation</b> (max. 1 page; usually in English; if the internship requires German please write in German)	
<b>Scan of Student Enrolment Certificate/ Graduation Certificate</b> ( <a href="#">find a template here</a> )	<b>Scan of Mandatory Internship Certificate</b> (If you can provide it please do so, if not, no problem. However your prospect salary will be deducted by ca. 20%; <a href="#">find a template here</a> )	If you want you can add additional documents to your application such as a letter of recommendation.
Send us your application package in one single pdf document ( <a href="#">merger software</a> )		
<b>Scan of your passport</b>		



## *Curriculum Vitae (CV) / Lebenslauf*

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Attached you can find a sample CV for your application. Of course you are free to individualize your CV. The most important facts you should bear in mind are:

*(1) Make it short. At maximum 2 pages.*

*(2) The HRM receives not only your application but dozens of others. Therefore they just skim your CV for roughly 30 seconds. Give us your unique selling points! What do you study? What is your major? Did you work for some time? Where and what position? What were your tasks? Do you know how to work with certain IT software packages? Great! Let us know about it! Languages? Hobbies? Drop a bullet point so that we can notice it!*

*(3) A well structured CV is also important.*

Other than that all of your personal contact information should be on the CV so that we or the company does not have to ask you via E-Mail again (phone number, E-Mail adress, skype ID).

In Germany it is common to have an application picture on the CV. You should make sure that it looks professional and not like a snapshot. You should wear formal clothes and have a decent make-up (not too much color). The picture can be black and white, colored, or modern style. You are free to choose according to your preferences and how you want to present yourself.

You can either put your working experience as the first point on your CV structure or in a classical way - your education experience as the first point. It is up to you and how you want to present yourself to the company.

At the end of your CV there should be written down the location and date. This makes the CV look more individualized to the job position you are applying for. You can write it in English unless the job description requires excellent German skills. In that case you have to write it in German. Other than that we always welcome CVs that are written in German.

Do not overload your CV with colors and pictures and we kindly ask you **not** to use the **EU PASS CV** when applying for German internship positions. You can find a sample CV and pictures on the following pages.

# CURRICULUM VITAE

Name

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## Personal Details

Name xyz  
Date of Birth xyz  
Place of Birth xyz  
Adress xyz  
xyz  
Phone No. xyz  
E-Mail xyz

Photo

## Education

From – to name of university  
course of studies  
(aimed) degree, graduation year

## Work Experience

From – to Company  
position  
brief description of tasks and responsibilities

## Language and IT-skills

Languages Language 1 level  
Language 2 level

IT-skills

Other skills

## Profile and Personality

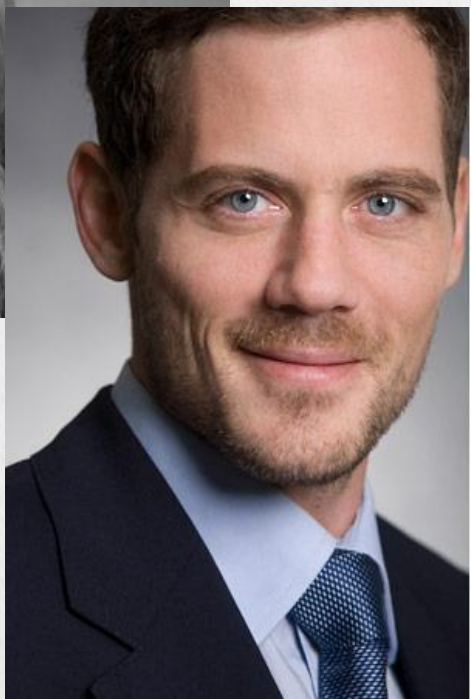
Brief description of personal characteristics.

## Interests

Interests



## *Curriculum Vitae (CV) / Lebenslauf*



Exemplary application pictures  
on your CV



## ***Letter of Motivation / Anschreiben***

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The motivation letter is an important part of your whole application package. Unless the job description does not state different information you might want to add an individual motivation letter to your application. Here you can let the company know who you are, eventually something in particular about a certain milestone in your CV, why you are applying for this particular company and why they should take you and what value-add you can bring to them.

The motivation letter must not exceed 1 page on the text size should not be smaller than 10points (Arial). Down below you can find a sample format. The letter can be in English unless the job description requires excellent German skills. In that case you must write it in German.

Your adress

The companies adress

Location, Date

Dear Sir or Madam,

[...]

Yours sincerely,

*[Your Signature]*

Name Surname

## ***Student Enrolment & Graduation Certificate***

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- Please make sure to have an originally stamped and signed copy of your Student Enrolment or Graduation Certificate which you must bring to Germany when you start the internship
- From the time of your graduation until the start of the internship must be not more than 18 months timespan
- For the application we only need a scan (either in German or English language please)
- No scan, no fax, no photo! !!
- Language: English/ German. Please make sure to have a translated and officially certified document before coming to Germany.

### ***Mandatory Internship Statement***

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In Germany, every employee (an employer) is required to pay taxes and social security contributions. There are, however, certain exemptions. Generally, students who complete internships in Germany, which are a compulsory parts of their curricula, are exempt from the obligation to pay social security contributions ([Template for a Mandatory Internship Statement](#)).

In case a trainee has to pay taxes and social security contributions, a certain percentage of the wages is automatically deducted by the employer. The amount of taxes and social security contributions depends directly on the gross pay. For some more information see page 9.



## Social Security Contributions and (Income) Tax

Total amount:	up to 20,75 %	Depending on your gross salary up to approx. 20% <small>(e.g. your gross salary is 800EUR/month – social security contributions will be approx. 160EUR which means your net salary will be roughly 640EUR/month)</small>
	up to 9,45 %	Pension insurance
Thereof:	1,5%	Unemployment insurance
	7,3%	Medical Insurance
	up to 1,28%	Nursing care insurance

- Interns that can provide a Mandatory Internship Statement plus a Student Enrolment Certificate which is valid for the whole duration of the internship can be insured via the [DAAD Group Insurance](#).

- The amount of tax deduction is negligible due to its low amount. It will only kick in when you already have a monthly salary of more than 900EUR GROSS.
- In accordance to AIESEC Germany Quality Standards you are required to complete a German Liability Insurance which will cost you roughly 4EUR per month.
- For your journey to Germany please complete a travel insurance.