



THE GLOBAL ALLIANCE IN MANAGEMENT EDUCATION

INTERNSHIP GUIDE

2015/2016

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INTERNSHIP EVALUATION FORM

FOREWORD

Dear CEMS Student,

The following **CEMS Internship Guide 2015/2016** has been prepared for your convenience. It is meant to provide you with practical information regarding both the administrative support available from CEMS member universities and the legal framework that applies in each respective country.

Please note that the ultimate responsibility for acquiring an internship lies with you, whereas the final approval for the MIM Programme is confirmed by your home institution.

Please also remember to hand in the completed CEMS Internship Evaluation Form (see copy at the end of this document or the downloadable version on <http://www.cems.org/mim/curriculum/internship>), duly signed and stamped by your company tutor to your home institution no later than 15th October of the year in which you wish to graduate from CEMS.

Good luck with your CEMS internship!

Kind regards,

Tara Kristina Miller
Corporate Relations Manager
CEMS Head Office

International Internship

Internships provide students with the real-life professional learning experience of integrating an organisation's culture and processes. The main objective is to turn academic experience and theoretical knowledge into a professional, multi-cultural experience. They must therefore be at the level of a graduate recruit in order to provide valuable business experience. Internships can take place at a CEMS Corporate Partner, although not on a compulsory basis. They can also take place at a non-profit organisation such as in a humanitarian mission, provided responsibility levels correspond.

Students are responsible for finding their own internship. If students wish to receive internship offers by e-mail, they can use the JobMarket service at <http://www.cems.org/jobmarket>.

Students are responsible for all official documents required for the employment. The "CEMS Internship Guide" gives help and information on internship possibilities, visa and other regulations in each CEMS country. The document is available at <http://www.cems.org/mim/curriculum/internship>.

Requirements

- Students either spend the internship abroad, or, when spending both academic terms abroad, they may pursue the internship at home, but within a company operating in an international environment.
- For the purposes of the CEMS MIM Graduation requirements, "abroad" is defined as outside the country of the home school. Students may apply to their Academic Director to be allowed to do their internship in the home school country when their personal background justifies this interpretation, e.g. when originating from another country or having acquired secondary education or Bachelor's degree in different countries.
- Internships must cover a period of at least 10 consecutive weeks full-time in the same company (the first 10 weeks of a full-time employment position are also accepted).
- Internships can take place at any time (also prior to CEMS selection), except parallel to the two academic MIM terms.
- Internships must be during the graduate level of studies, starting with the date when the student fulfilled all official Bachelor's degree study requirements.
- The internship can overlap with the Block Seminar only when a contractually agreed vacation is declared. The student is responsible for providing official documentation to the home Programme Manager.

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- Internships must be a full-time activity at professional level (first job level, although salaries may not be commensurate) where the student is given one or more challenging projects with a certain degree of autonomy.
- The student's work must be supervised by a tutor within the company.
- Students may work in different departments, but must work on a given project.
- Note that internships at start-ups, CEMS Social Partners and other NGOs are also recognised as a CEMS Internship (provided that it respects other principles).
- The company tutor has to complete an evaluation form at the end of the internship.
- Internships must be approved by the home institution before the start (see below).
- Students planning to graduate in 2016 must start the internship on 1st September, 2016 at the latest.

Validation

- Students must provide the Corporate Relations or MIM Programme Manager with a copy of their internship offer/description, which must include the following information:
 - Company identification
 - Duration of the internship
 - Definition of the project/tasks
 - Location
 - Name and title of the supervisor
- Students will give the company a standard CEMS evaluation form to be completed and returned to the home university at the end of the internship. This form can be downloaded at <http://www.cems.org/mim/curriculum/internship>. The student must provide the original signed and stamped hard copy evaluation form to the home school.

Please note that many countries can only offer internships to students still holding a student status at a University. CEMS as an organisation cannot legally offer student status.

RECOMMENDATIONS BY THE CEMS Student Board

Recommendations - Executive Summary

1. First 10 weeks of full-time employment can be validated as a CEMS internship, as long as they are performed abroad.
2. Gather all the necessary information on visa and work permit requirements of the country of interest well in advance.
3. The earlier you start and the more applications you send, the greater opportunities you will have.
4. Don't forget to update your CV on cems.org regularly - thanks to that CEMS Corporate Partners have access to an up-to-date CEMS students CV database, which increases the chance of getting an offer!
5. Make good use of the resources that CEMS provides: JobMarket, Going Global, Wetfeet, GAMP and Career Forum.
6. Use the Official CEMS Group on LinkedIn: <https://www.linkedin.com/company/cems-mim?trk=prof-following-company-logo> and Facebook groups (see list below)
7. Also apply to non-CEMS Corporate Partners to increase your chances of finding an internship.

Recommendations - Full version

Given the importance of the internship in the CEMS curriculum, we would like to make some recommendations that we hope will assist you in the process of obtaining an internship. The Internship Survey conducted by the CEMS Student Board in 2010 gives a good overview of the industries in which students are most interested. The results show that **most students are interested in internships in Strategic Consulting (21%), Marketing & Sales (14%), Finance/Audit (10%), the Energy sector (9%) and the Banking/Insurance industry (9%).**

The full analysis can be downloaded from:

http://www.cems.org/sites/default/files/CEMS/MIM/curriculum/CEMS_Student_Board_Report_on_Internships_2010.pdf

Many students try to take advantage of the **summer break to do an internship**. Nevertheless, depending on the students' home/host school combination, the summer break is often not 10 weeks long, which forces students to undertake the internship at another period of time. However, many internships last longer than 10 weeks, with the study showing that many students accept internships that last six months. Another interesting point worth remembering is that the first 10 weeks of **full-time employment can be validated as a CEMS internship**, as long as the work is performed abroad.

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Visa and work permit requirements present an issue to many students. This problem varies greatly from country to country, which makes it difficult to give specific recommendations. Obtaining a visa for a 10-week internship can be very hard. Therefore, students often accept longer internships or search for direct entry positions. We recommend **all students who need a visa for their internship to make sure they gather all the necessary information on visa and work permit requirements of the country of interest well in advance**. Also, in order to eliminate the visa/work permit issue, you may consider being hired locally for a graduate programme that will enable you to travel internally within the company. Please bear in mind that some companies do not provide assistance in obtaining a visa/work permit.

To increase the chances of being hired for an internship, 12% of students start searching 8-10 months ahead of time, 22% begin applying 6-7 months in advance, while 42% start 3-5 months in advance. Naturally, **the earlier you start and the more applications you send, the greater opportunities you have**. The most frequently used sources are companies' websites, Internet job portals and established contacts.

According to the Internship Survey conducted by the Student Board, students find it most difficult to get through the primary searching process and to pass the initial screening. Therefore, it is in your best interest to put more time and energy into mastering these processes. **Make use of the career services offered at your schools and by CEMS. It is advised to make good use of the resources that CEMS provides: JobMarket and Career Forum (career related skill seminars are organised in conjunction with the Career Forum). Also, take advantage of the online career development platforms that CEMS offers to you free of charge, Going Global and WetFeet. This year GAMP (Global Advisory & Mentoring Platform) programme will be launched to support and improve the up to now programme - SAMP.**

Moreover, use the Official CEMS Group on LinkedIn (reserved for and administrated by CEMS students and alumni) and Facebook CEMS groups (list at the end of the recommendations part) in order to get in touch with fellow students and alumni to make use of: job offers, recruitment tips, study materials and many more.

Be aware that between 1991 and 2010 the majority of internships were performed at non-Corporate Partners. Therefore, **apart from using contacts established with CEMS Corporate Partners during your MIM year or at the Career Forum, we also advise you to apply to non-Corporate Partners to increase your chances of finding an internship.**

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Below you can find a description of all CEMS Facebook groups:

- **CEMS Worldwide**

[\(https://www.facebook.com/groups/102355296595973/\)](https://www.facebook.com/groups/102355296595973/)

A group for joining the entire CEMS Students community together by providing information about i.a.: job offers, contacts & information, recruitment tips and tricks, housing offers etc.

- **CEMS Foreign, Humanitarian and Development Affairs**

[\(https://www.facebook.com/groups/CEMSHumanitarianAffaris/\)](https://www.facebook.com/groups/CEMSHumanitarianAffaris/)

This group is for CEMSies interested in Foreign Affairs, Humanitarian and Development topics and International Politics.

- **CEMS Case Solving**

https://www.facebook.com/groups/297694163672447/?ref=notif¬if_t=group_added_to_group

A group for CEMSies who are preparing for case interviews and are looking for case interview partners, case studies, consulting recruitment tips etc.

- **CEMS Entrepreneurs**

https://www.facebook.com/groups/342818869134263/?ref=notif¬if_t=group_added_to_group

CEMS Entrepreneurs is a FB group for CEMSies who wish to create an entrepreneurial community of CEMS students and graduates.

INFORMATION CATEGORIES

Below are the standard categories of questions on which you will find information for the country or countries that interest you. In certain cases (and depending upon legalisation in the country concerned), additional information has been added.

1. **School support**: how does your school support home / incoming students in looking for an internship?
2. **Contact**: whom can home / incoming CEMS students contact at their school if they are looking for an internship in your country?
3. **Legislation**: what are the legislative conditions for a foreign student to secure an internship in your country? (Please specify the Legislation for EU citizens and those of Norway and Switzerland and any additional conditions applied to non-EU citizens)
4. **Further information**: please give the link / name of a specific website or organisation where further information can be found.
5. **Requested documents**: what documents does a foreign student have to provide to the authorities/company?
6. **Company support**: in what way do the companies support the hiring of foreign students?
7. **For graduates**: can a person receive an internship in your country if he/she has graduated from his/her home school (and thus no longer has student status)?

AUSTRALIA - USYD, UNIVERSITY OF SYDNEY BUSINESS SCHOOL

School support:

The CEMS Office at the University of Sydney can provide support with looking for internships in the following ways:

- By liaising with appropriate university departments who may have access to internship opportunities / summer vacation programs throughout the year and by communicating these opportunities to CEMS students. Many of these opportunities are advertised by companies on University of Sydney websites, student portals and through e-newsletters, which are accessible to all students;
- By providing contact details as appropriate, in assistance to individual student requests for CEMS Corporate Partners with internship opportunities available;
- By providing links to online university publications relating to CV building skills, interview techniques etc.;
- By referring students to the Business School Careers and Employer Relations Office for CV assistance, careers counselling and career advice.

Please note: visa regulations dictate the ability of students to undertake full-time work as an international in Australia.

Contact:

Lucinda Crossley Meates, Careers Services Manager, Careers (Education) and Employer Relations Office, The University of Sydney Business School - lucinda.crossleymeates@sydney.edu.au.

Legislation:

Legislative conditions for international students wishing to secure an internship in Australia relate directly to the above statement concerning international student visas. In addition to this, the Australian Government has different policies for each country within and outside of the EU. Therefore, country-specific information should be acquired from the Australian Government, Department of Immigration and Citizenship (DIAC) website at <http://www.immi.gov.au>.

International student visas: DIAC has extremely complex rules and regulations relating to international student visas which are subject to frequent legislative changes. Visa policy also varies dependent upon the applicant's country of citizenship or permanent residency.

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For these reasons (and in line with university practice) the CEMS Office at the University of Sydney does not provide written guidance in relation to visas. Students are, however, directed to the relevant DIAC website where the most up-to-date information and legislation can be viewed.

It is the responsibility of the incoming student to contact DIAC directly (either in person, via telephone or the internet) to research visa options and lodge applications on an individual basis. The CEMS Office at the University of Sydney can provide assistance in interpreting government policy if required.

Further information:

Australian Government, Department of Immigration and Citizenship (DIAC):
<http://www.immi.gov.au>.

Requested documents:

All internationals wishing to work in Australia must have a valid visa (permitting them to work).

Company support:

The recruitment activity of Australian companies, regarding offering international student internships, varies from company to company. Factors include company size, core business requirements at the time and their ability / willingness to work within the complex legal framework relating to the hiring of non-Australian residents.

Prior to application for an internship it is strongly advised that students contact the relevant department within the company that they wish to approach in order to determine whether the company offers placement opportunities to international students.

For graduates:

The Australian Government upholds very strict rules and regulations with regards to permitting internationals to work in Australia. Graduates not covered by a student visa are required to apply for the appropriate visa, which would permit their proposed working commitments within Australia.

AUSTRIA - WU, VIENNA UNIVERSITY OF ECONOMICS AND BUSINESS

School support:

WU Wien offers different opportunities for incoming students in order to find an internship in Austria. Company presentations, workshops and other corporate activities are regularly held at the school. Apart from the services of the CEMS Office, incoming students can contact the ZBP (Zentrum für Berufsplanung - Career Centre of the WU Vienna). The ZBP Graduate Fair (November each year) is the largest recruiting fair in Austria.

Contact:

If personal help and advice is required, please contact the CEMS Corporate Relations Manager: Ms Jana Kolenc, jana.kolenc@wu.ac.at.

Legislation:

Nationals of EU/EEA countries and Switzerland who fulfil the requirements of sufficient financial means and valid health insurance do not need a visa and they enjoy freedom of domicile (*Niederlassungsfreiheit*). For entering and residence purposes they only need a valid travel document (passport or identity card).

If someone stays in Austria for longer than 3 months he/she has to register with the relevant municipal authority (Magistrat, Bezirkshauptmannschaft) within the first 3 months of the stay and he/she will receive a confirmation of registration (EUR 15.00 fee).

Nationals of non-EU/EEA countries (so-called "third-country nationals") need an entry or residence permit when entering Austria or seeking residency in the country. The type of permit depends on the length and purpose of the stay. Students from third countries need, provided that they stay for no longer than 6 months, either:

- A travel visa C (*Reisevisum C*) for entry and residence in Austria for a stay of a maximum of 90 days (except students who are allowed to enter Austria without a visa);
- A residence visa D (*Aufenthaltsvisum D*) for entry and residence in Austria for a stay of at least 91 days and a maximum of 6 months.

Visas have to be applied for personally at the relevant Austrian representation authority (embassy, consulate-general) before leaving for Austria. The document will be issued by this authority. Visas cannot be renewed in Austria.

Working in Austria

The possibility for foreign students to take up gainful employment in Austria depends on their nationality, the kind of employment and - for third country nationals - on the type of this title:

- Nationals of Belgium, Czech Republic, Denmark, Estonia, Germany, Finland, France, Greece, Great Britain, Hungary, Ireland, Iceland, Italy, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Sweden, Spain, Cyprus or Switzerland are allowed to work in Austria without any further permit (e.g. work permit) being required;
- Nationals of Bulgaria, Romania and Croatia, however, still need a work permit because of transitional arrangements. To carry out a job that is not subject to the regulations of the Austrian Act Governing Employment of Foreign Nationals, no work permit is required. Activities which are not subject to the regulations of the Austrian Act Governing Employment of Foreign Nationals are: activities in the framework of exchange or research programmes of the European Union or activities in academic teaching and research;
- Students from all other countries (third countries) who are in possession of a valid residence permit for study purposes (*Aufenthaltsbewilligung "Studierender"*) are allowed to work to a limited extent and by respecting the regulations of the Austrian Act Governing Employment of Foreign Nationals (*Ausländerbeschäftigungsgesetz - AuslBG*), which, as a rule, require a work permit. Students must pay close attention to the following regulations since violation of these regulations may lead to severe fines and to the imposition of a ban on residence! In case of any doubt students can enquire at the employment office (*Arbeitsmarktservice/AMS*) or at an advisory organisation before taking up a job.

There are two different types of employment to be distinguished, but both may not affect the study progress (the studies have to be the primary purpose of staying in Austria):

1. Employment with employment-contract (*unselbständige Erwerbstätigkeit*)

1a. Temporary employees (*befristet beschäftigte Fremde*) for a maximum duration of three months per calendar year (primarily in tourism and agricultural and forestry enterprises). The pre-requisite for this type of employment is a work permit which has to be applied for by the

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employer at the employment office (*Arbeitsmarktservice/AMS*) in advance. In this case the duration of the employment is limited (maximum of 3 months) but not the amount student may earn.

1b. Minimum income worker limited to an income of EUR 357.47 per month (status of 2009). The prerequisite for this type of employment is also a work permit, which has to be applied for by the employer at the employment office (*Arbeitsmarktservice/AMS*) in advance. In this case the amount the student may earn is limited but not the duration of the employment.

ad 1a. +1b. Please note that work permits are only granted in a limited number in consideration of the Austrian labour market and if the job cannot be filled by a jobless Austrian or integrated foreign worker.

1c. Special cases, e.g. unpaid trainees (*Volontäre*) or vocational internships (*Berufspraktika*). Unpaid trainees are persons who are employed for up to three months per calendar year exclusively for the purpose of acquiring practical knowledge and skills without commitment to work and without any right to remuneration. A vocational internship is an employment (practical training) which is required by the study plan of an Austrian educational institution with public status. In both cases no work permit is required but the employer has to notify the employment office (*Arbeitsmarktservice*) and the competent authority for taxes (*Abgabenbehörde*) at least 2 weeks before the beginning of the employment.

2. Self-employment (*selbständige Erwerbstätigkeit*)

Self-employment may be based on a contract for work and labour (*Werkvertrag*). No work permit is necessary for this type of work. Please pay attention to legal regulations on social insurance, taxation and trade law.

Please note the difference between an employment contract (*Dienstvertrag*) and a contract for work and labour (*Werkvertrag*) (not the name of the contract is relevant but the type of work that is actually carried out):

- An employment contract obliges someone to personal repeated and regular presence and work in a fixed place of work (e.g. Monday to Thursday, 9:00 to 12:00 on the premises of X company in Vienna) and you have to strictly follow the instructions of the employer. You are integrated into the organisation of your employer. You are paid

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according to the hours you work. Your employer is obliged to report your employment to National Insurance for the duration of your employment and to deduct the appropriate taxes from your salary;

- In the case of a contract for work and labour you only owe your employer the supply of a specified service/result (e.g. addressing of 1000 envelopes); in carrying out this job you are not bound to fixed working hours and/or a fixed place of work (this means that you can carry out the work for example at your home) or even have it carried out by somebody else. You are only paid for the tasks/for the result you accomplish. With a contract for work and labour you will - being self-employed - not be insured with National Insurance by your employer nor will he/she deduct taxes. Of both these things you have to take care yourself.

Please note: Since it is often difficult to determine whether a work contract is an employment contract (*Dienstvertrag*) or a contract for work and labour (*Werkvertrag*), this, however, being crucial to whether you need a work permit or not, please make sure to enquire at the Chamber of Labour, the employment office or an advice institution before taking up a job.

Further information:

Austrian Agency for International Cooperation

in Education and Research: www.oead.at

National Employment Institute www.ams.at

Ministry of Labour and social affairs www.bmwa.gv.at

WU/University Career Center www.zbp.at

ZBP Graduate Fair www.zbpabsolventenmesse.at

Requested documents:

For nationals of EU/EEA countries and Switzerland: valid identification card or passport, proof of a health insurance policy covering all the necessary costs (e.g. European Health Insurance Card), confirmation of admission by the university.

Students from all other countries (third countries): Visa, valid identification card or passport, proof of a health insurance covering all the necessary costs, confirmation of admission by the university.

BELGIUM - LSM, LOUVAIN SCHOOL OF MANAGEMENT

School support:

- LSM International Office supports incoming students in providing basic information about practical information for their stay (documents for administration, list of contacts) and in obtaining the necessary certificates to apply.

<http://www.uclouvain.be/en-440625.html>

- LSM Corporate Relations Office organizes activities with companies and provides information & opportunities to students to find opportunities. However a potential constraint exists for foreign students as companies might request knowledge of French or Dutch (there are 3 official languages in Belgium: French- Dutch-German).

<http://www.uclouvain.be/en-326250.html>

Contacts:

- For general information about CEMS Programme @ LSM: Ambra Cardinali - CEMS Programme Manager: ambra.cardinali@uclouvain.be.
- For internship opportunities: Sandra Gilet - CEMS Corporate Relations Manager: sandra.gilet@uclouvain.be.

Legislation:

- No work permit is required if your internship is mandatory for your studies and in order to be graduated. For EU citizens, the identity card or a passport is generally sufficient. Foreigners with another nationality may need a visa.
- Visa application is the responsibility of the FPS Foreign Affairs and you must apply at the Belgian Embassy or the consulate in the country where you live. If there is no Belgian embassy or consulate in the country where you live, you must apply to the Belgian Embassy that has been appointed for your country. In some cases, the visa application procedure may take a long time.

Further information:

- Federal Government website: <http://www.ibz.fgov.be> and <http://www.dofi.fgov.be>
- About visa issues: <http://www.diplomatie.be> and <http://www.eurovisa.info>
- Work permit: http://www.belgium.be/en/work/coming_to_work_in_belgium/work_permit/

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Requested documents:

- Students must have a valid passport or ID card and a proof of health insurance.

Company support:

- Depends on the company and its recruitment policy.

BRAZIL - EAESP, ESCOLA DE ADMINISTRAÇÃO DE EMPRESAS DE SÃO PAULO - FGV

School support:

FGV-EAESP Career Centre helps incoming students to find an internship in Sao Paulo. Services provided are: individual orientation regarding resumes in Portuguese and English, company contacts and other organizations.

Students are able to access the online private zone for internship offers, with a personal login and password, and apply for the offers available for all students registered in our Institution.

All international students are welcome to attend the annual Career Meeting that is held in the second semester (usually in August). Also, students may attend company presentations, noting that most of them are presented in Portuguese. These presentations are usually scheduled from March to May and from August to October. It is important to mention that internships in Brazil are perceived as first step to a full time job, therefore a student will work 6 hours per day and generally from 6 to 12 months.

Contact:

Incoming students may contact FGV-EAESP Placement Office:

Cecilia Noronha Santos - cecilia.noronha@fgv.br and Thaís Assis Silva - cecop@fgv.br

Legislation:

It is very important to identify the correct type of visa to apply for when coming to Brazil. Our legislation is very clear in dividing two different categories for attending Schools (Universities) in Brazil.

Student Visa, or commonly known as Temporary Visa Item IV (VITEM IV), is applicable for the ones that will attend courses in our school as regular students. With this type of visa is possible to engage in an internship program in any Brazilian company, as well as local students.

If the situation is a professional internship, hence those that are coming to properly work for a Brazilian company, under the supervision of an educational institution, the Brazilian authorities can issue a Temporary Working Visa Item V under a formal work contract between the student, the Brazilian company and the internship organization.

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You can apply for Visas Item at the Brazilian consulate outside Brazil, presenting personal documents, proof of financial maintenance and documents from the School.

Documents required:

Valid identification card or passport, proof of a health insurance policy covering all the necessary costs and confirmation of admission by the university are required. FGV-EAESP already requires every foreign student to present a Health Insurance Plan which covers medical expenses a minimum of €30,000 or USD 42,000 (or unlimited coverage) for the period in which the student will be registered in our Institution.

Once the student and company agree on the internship, FGV-EAESP provides the necessary documents plus the internship contract, which have to be signed by the three parties: the student, FGV-EAESP and the company representative.

This contract is only valid during the time the student is regularly attending FGV.

Student / Company support:

At the end of the internship program, the student must fill out a form evaluating the internship and the company. The company is also required to fill out a Contract Termination and submit it to the Career Office.

CANADA - IVEY, IVEY SCHOOL OF BUSINESS

School support:

The Ivey CEMS Office can provide support for students studying at Ivey and looking for internships in the following ways:

- By liaising with the appropriate departments within the university, including the Career Management Office, who has access to and/or knowledge of internship opportunities to market to CEMS students;
- By providing coaching support to students related to managing their internship search;
- By offering Skills Seminars which instruct students on how to best prepare for an internship search in Canada; by working with Ivey's Career Management Department students will have access to online and in-person resources.

Please note: students wishing to work in Canada need to be aware of the visa regulations. These can be found at www.cic.gc.ca.

Contact:

Brenda Van Roestel

Ivey MSc and CEMS Program Officer

519-661-4233

cems@ivey.ca

Legislation:

Citizenship and Immigration Canada process all student and work visas. The rules for obtaining either visa can be complex and regulations change frequently under legislative changes. Please visit www.cic.gc.ca for information for international students who would like to work in Canada on a full or part-time basis.

Further information:

Visa requirements in Canada change frequently and www.cic.gc.ca should be visited often to ensure that applicants have the most up-to-date information. Due to the frequency of changes to legislation the CEMS office at Ivey and the Career Management office do not provide written guidance regarding visas. It is the student's responsibility to ensure that they have the correct visa when coming to Canada.

Requested documents:

If a company is interested in hiring an international student they will indicate what documents they require. All internationals wishing to work in Canada must have a valid visa (permitting them to work). Please visit www.cic.gc.ca for the most up-to-date requirements.

Company support:

The recruitment activity of Canadian companies, regarding offering international student internships, varies from company to company. Factors include province of location, company size, and core business requirements at the time and their ability/willingness to work within the complex legal framework relating to the hiring of non-Canadian residents.

Students are strongly urged to contact the relevant department within the company that they wish to approach in order to determine whether the company offers placement opportunities to international students, prior to applying.

For graduates:

The Canadian Government has strict rules and regulations with regards to permitting internationals to work in Canada.

Graduates not covered by a student visa are required to apply for the appropriate visa, which would permit their proposed working commitments within Canada. Please visit www.cic.gc.ca for the most up-to-date requirements.

CHILE - UAI, UNIVERSIDAD ADOLFO IBANEZ

School support:

The CEMS Office at the University Adolfo Ibañez Santiago can provide support with looking for internships in the following ways:

- By liaising with appropriate university departments who may have access to internship opportunities. Many of these opportunities are advertised by companies on University Adolfo Ibañez websites, student portals and through e-newsletters, which are accessible to all students;
- By providing contact details as appropriate, in assistance to individual student requests for CEMS Corporate Partners with internship opportunities available;
- By providing links to online university publications relating to CV building skills, interview techniques etc.;
- By referring students to the Business School Careers and Employer Relations Office for CV assistance, careers counselling and career advice.

Contact:

Elisa Petermann, Program Manager MIM-CEMS, University Adolfo Ibañez Business School - Elisa.petermann@uai.cl. ma

Legislation:

Student Visa: Generally, foreigners who hold a student visa may not work. Exception may be granted this authorization, in order that they can perform their internship, or in exceptional cases in order that COAST their studies.

Further information:

Chilean Government, Departamento de Extranjeria: <http://www.extranjeria.gob.cl>.

Requested documents:

All internationals wishing to work in Chile must have a valid visa (permitting them to work).

CHINA - HONG KONG - HKUST, HKUST BUSINESS SCHOOL

School support:

The MBA/MSc Career Services at the School of Business and Management can provide support in looking for internships. Such support includes: online job postings, programs with internship partners, career consultations, career skills development workshops and corporate outreach networking opportunities.

Contact :

Raymond Xiao, Assistant Director, MBA/MSc Career & Professional Development, HKUST Business School: raymondxiao@ust.hk

Legislation :

Internships in Hong Kong are only allowed for international students enrolled in a full-time degree programme at HKUST (degree granted in Hong Kong). By legislation, exchange/incoming students holding a student visa are not allowed to work in Hong Kong since their degree is not granted in Hong Kong. However, in the case that employers are still willing to hire an incoming student for a job in Hong Kong (or when the student status or visa status has changed), the employers have the responsibility to take care of the work visa or related insurance issues for the students.

Further information:

For more details, please refer to the Hong Kong Immigration Department website <http://www.immd.gov.hk/en/faq/imm-policy-study.html>.

Requested documents:

The student needs to provide a valid student visa as well as an NOL (no objection letter) that can be obtained from the immigration department in Hong Kong.

Company support:

The recruitment for international students varies from company to company.

For graduates:

Persons who have obtained a degree or higher qualification in a full-time and locally accredited programme in Hong Kong may apply to stay/return and work in Hong Kong under the Immigration Arrangements for Non-local Graduates (IANG). For further information, please refer to the Hong Kong immigration Department website at: <http://www.immd.gov.hk/en/faq/non-local-graduates-return-employment-arrangement.html>.

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CHINA - TSEM, TSINGHUA UNIVERSITY SCHOOL OF ECONOMICS AND MANAGEMENT

School support:

Getting an internship in China is not easy due to complex legislation procedures and rules. Students willing to find an internship in China should address any questions directly to Tsinghua CEMS Office, which will provide as much help as possible.

Contact:

CEMS MIM Programme Manager Ms. Li Linna - liln@sem.tsinghua.edu.cn

Academic Director of the CEMS MIM Ms. Chi Wei - chiw@sem.tsinghua.edu.cn

Legislation & Student Visa:

It is only possible for Tsinghua's host students to have an internship in China when they have a student visa. Otherwise it's almost impossible for students who have never studied at any Chinese university to get an internship visa.

Please keep in mind that the legislation is constantly changing and that the rules are being modified at the moment.

CZECH REPUBLIC - VSE, UNIVERSITY OF ECONOMICS, PRAGUE

School support:

In general, the Development and Counselling Centre (RPC) provides career advice to all students of the University of Economics, Prague. RPC is mediatory department acting in the area of students and alumni career assertion and it is also a mediator of the relations with business. Twice a year it organises a career fair where most of the big Czech employers are present. The Centre is in charge of individual career advising as well. Further information can be found on the following website: <http://rpc.vse.cz/english/>.

CEMS students at the University of Economics, Prague are informed regularly by e-mail about internship opportunities / actual offers from Corporate Partners / other companies and from Alumni as well.

Local CEMS students from the University of Economics, Prague can obtain a grant for student placement for their internship abroad during their studies. Please visit <http://cemsmim.vse.cz/english/for-students/internships/> for the most up-to-date information.

Contact:

1. Contact for students who are interested in a particular CEMS Corporate Partner company in the Czech Republic: Klára Vítečková, klara.viteckova@vse.cz or Šárka Otčenášková, sarka.otcenaskova@vse.cz, CEMS Corporate Relations Managers
2. Contact for local students who would like to apply for a grant for student placement: internship@vse.cz.

Legislation:

General information about working in the Czech Republic can be found on the following portal: <http://www.czech.cz/en/Life-Work/Getting-a-job>.

In general a citizen of the EU/EEA and Switzerland does not need an employment permit to be employed in the territory of the Czech Republic. However, the precise conditions always depends on the position within the company the intern is applying, the information is provided by the company when applying for the internship.

For graduates:

Generally it might be an advantage to have student status, however, it always depends on the position the company offers.

DENMARK - CBS, COPENHAGEN BUSINESS SCHOOL

School support:

Vacant internships are mostly presented at the jobsite Career Gate: <http://careergate.cbs.dk/>.

At CBS, the Career Centre counsels students when they are looking for internship. However, it is a challenge to place foreign students without Danish or Scandinavian language skills. Further, there is really no tradition in the Danish business community for internships except for the media industry. Instead, companies employ students as part-time workers or cooperate through study-based projects. In the later years companies in the finance and consulting industry have offered some summer internships or in the early autumn semester.

The CBS Career Centre offers a lot of company related events, careers fairs etc., where students can meet different companies and ask for an internship.

Contact:

Students are always welcome to contact the CBS Career Centre: <https://e-campus.dk/career>.

Legislation:

There are no problems for EU and ØSS citizens concerning Danish employment laws. The most important point is that the company insures the student during the stay in the company. Alternatively they may demand that the student himself or herself pays the insurance costs. It can as well be a problem to get them to fill out too many papers demanded by your home university. Fill them out yourself and they will normally sign them. CBS has no formal overall internship contract covering the Danish labour market.

Further information:

There are no official sites dedicated to vacant internships in Denmark. Look at the CBS Career Gate!

Requested documents:

Residence and work permit, proof of study at CBS, up-to-date CV.

For graduates:

A person can get an internship even after graduation from the home school. However, it is very rare that students ask this.

FINLAND - AALTO, AALTO UNIVERSITY SCHOOL OF BUSINESS

School support:

Aalto University Career Services support CEMS students in finding an internship in many different ways:

- Organizing company presentations;
- Arranging an annual Career Fair;
- Running several workshops on finding employment in Finland;
- Individual career advice upon request to CEMS students;
- Aalto CareerWeb job board for all advertisements (jobs, internships, projects etc.) outside the CEMS platform (accessible only with Aalto University username);
- CareerWeb also hosts an abundance of useful job-hunting information & relevant links.

Contact:

Tanja Makkonen, Career Services Manager: tanja.makkonen@aalto.fi.

Legislation/Further information/Requested documents:

Information about the legislative conditions for receiving an internship in Finland can be obtained from the website of the Finnish Immigration Office: <http://www.migri.fi/frontpage>.

More information on coming to work in Finland in: <http://www.infopankki.fi/en/moving-to-finland/coming-to-work-in-finland>.

Legally and technically the Finnish authorities commonly consider internships as employment (therefore the web pages talk only about “employment”). The work contract is signed between the student and the company (Aalto University does not act as a signing party).

Company support:

In general terms, companies consider CEMS internships like any other “summer employment” or “summer traineeships”. They select the students who fit their criteria and pay the salary according to their own practice. Aalto University has previously asked all CEMS partners about offering CEMS internship to students. They refer to summer trainee programmes as a solution.

The most active time when companies are seeking summer interns is January-February, although summer jobs are available also later in the spring.

For graduates:

A person can get an internship in Finland even after graduating from the home university if she/he meets the qualifications as set by the company.

FRANCE - HEC, HEC PARIS

School support:

The HEC Career Services offers the following possibilities for incoming students as assistance in finding an internship: practical guide, electronic job board (from 10,000 to 13,000 offers per year), company presentations dedicated to internships, recruitment fairs, rotation lunches with recruiters, skills seminars, workshops on "how to find an internship", CVs, Cover letters, individual appointments, mock interviews with recruiters etc.

Contact:

CEMS Corporate Relations Manager: Nathalie Calza, calza@hec.fr.

Legislation:

In France, it is compulsory to sign a specific contract called a "convention de stage", i.e. "internship contract". This legal contract (signed by the company, the student and the university) only concerns students who have already studied at least 3 months in HEC Paris (even if they have graduated from their home school). It is illegal to sign such contract before the beginning of the HEC programme.

The contract has to be signed no later than 1 month after the end of courses at HEC. The internship is a full-time employment (continuous), from 10 weeks to 6 months, and must end on the 30th September at the latest.

The assignments have to be coherent and in line with the HEC courses. Interns are paid a minimum of € 500 per month. This legislation concerns all HEC students (EU citizens or non-EU citizens).

Administrative Formalities - from the beginning to the end of the internship:

Valid passport & Visa

Proof of Health Insurance Coverage

Insurance Policy (compulsory) *covering the following risks:*

- 1. Civil liability;
- 2. Individual accidents;
- 3. Repatriation assistance;
- 4. Medical expenses abroad (sickness and accident).

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Further information:

The Careers Office gives the document to the student who has to provide it to the company during his/her stay at HEC.

Company support:

Many French and international companies based in France hire foreign students.

For graduates:

It is illegal to have an internship after the graduation.

GERMANY - UOC, UNIVERSITY OF COLOGNE

School support:

If students are interested in applying for internships, the school will advise them on their applications, as standard German job applications require a number of supporting documents in addition to a cover letter and CV, see below for more details:

<https://www.justlanded.com/english/Germany/Germany-Guide>

<https://www.justlanded.com/english/Germany/Germany-Guide/Jobs/Job-applications>

The school also supports students with links on the UoC website to internship and job offers.

<http://www.wiso.uni-koeln.de/internship.html>

A lot of internship and job offers are placed on the blackboards in the hall of the Faculty's Centre for International Relations (ZIB WiSo).

The certificate of enrolment is signed by the Registrar Office, "Studiensekretariat" at UoC.

The CEMS Office also advises students on how to apply to the *Bundesagentur für Arbeit, Zentrale Auslands- und Fachvermittlung (ZAV)* (German Federal Employment Agency- Central Foreign and Specialist Placements) for an internship and it provides assistance in all related matters.

Contact:

CEMS Corporate Relations Manager: Christa Leenen-Poser christa.leenen-poser@uni-koeln.de

CEMS Programme Manager of Incoming students: Christoph Karl christoph.karl@uni-koeln.de

Legislation:

Applicants have to be at least 18 and not more than 35 years old. They have to be registered at a university or third-level institute of applied sciences. Students must study full time. If part-time, then studies must represent more than 50% of the student's time. They should be registered for at least their fourth semester/second year of study. Internships may last up to 12 months. Several internships of e.g. three months each time are also permitted up to a total of 12 months throughout the student's studies.

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Citizens of all EU Member States, except for Croatia, or persons with dual German citizenship do not require any further work or residence permits or a visa to enter Germany. Citizens of Croatia do not need a visa to enter Germany nor a residence permit, but must apply for a work permit.

All other applicants, including citizens of Croatia, need the written consent of the Federal Employment Agency to take up employment or an internship (even if unpaid) before they can apply for a visa and/or residence permit. If students have found an internship or job themselves, then their future employer must apply for this written consent at the latest six weeks before the planned start of employment (even if the internship is unpaid). Students can also apply directly to the Federal Employment Agency for internships.

The citizens of the following countries do not need a visa to enter Germany and may apply for a residence permit for the duration of the internship upon arrival: Australia, Israel, Japan, Canada, the Republic of Korea, New Zealand and the United States of America.

All others must apply for a visa for Germany once they have the written consent from the Federal Employment Agency. Please allow enough time for both processes!

All interns must register with their local authorities as residents after arrival in Germany. Interns need health insurance and accident insurance.

Fully enrolled (non-exchange) students from non-EU countries may work for a period of 120 full days (or 240 half days) a year on their student visa. Internships and work experience are also counted as working days, even if these are unpaid. Each day of internship will therefore be deducted from the 120 days in which you are permitted to work. If you have already worked for 120 days in the respective year, permission to undertake the internship will be required from the *Ausländerbehörde* and the *Agentur für Arbeit*. This is not required if the internship is an obligatory part of your studies.

Further information:

See downloads available here:

Completing an internship

<http://www.daad.de/deutschland/in-deutschland/arbeit/en/9149-completing-an-internship/>

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or

<http://www.arbeitsagentur.de/web/wcm/idc/groups/public/documents/webdatei/mdaw/mji3/~edisp/l6019022dstbai651347.pdf>

Requested documents:

An application form and a passport photo; an original and current certificate/proof of enrolment at a university (with the first name, family name, date of birth of the students, type of degree- full-time, part-time, distance learning, degree course/subject, date of start of studies, exact date of the expected graduation, full name and address of the university, with an original signature and original stamp of the third-level institute); a copy of the passport or national ID card; a current certificate of achievement from their university (current transcript or intermediate certificate).

These must all be submitted as original documents to the Federal Employment Agency when applying for the written consent to take up employment. German and English originals are accepted. Documents in another language must be accompanied by certified translations.

Company support:

When a company decides to offer a foreign student and internship they must apply for the written consent of the Federal Employment Agency. In addition to the documents listed above, the company must submit a completed application form, an internship plan showing the relevance of the internship for the student's studies, a copy of the student's passport, proof that the students can support themselves financially (if the internship is not paid or paid less than 670 Euros per month) and information on the company itself. This must be done at least 6 weeks before the intended start of the internship.

For graduates:

A graduate also can get an internship in Germany, if the internship can be shown to be relevant to the graduate's further professional education. Please refer to:

<http://www.daad.de/deutschland/in-deutschland/arbeit/en/12362-embarking-on-your-career-after-studying/>

HUNGARY - CUB, CORVINUS UNIVERSITY OF BUDAPEST

School support:

Corvinus offers different opportunities for incoming students in order to find an internship in Hungary, such as: KEXPO (job fair at Corvinus), company presentations, CEMS Rotation Dinners distributing information via e-mail and Skill Seminars organised by companies.

Contact:

CEMS Corporate Relations Manager: Anita Szöllősi, anita.szollosi@uni-corvinus.hu

Legislation:

EU citizens: must have a residence permit. Students should register at the National Health Insurance Fund (*Tarsadalombiztosítási Alap*) and the State Tax Authority (APEH).

Non-EU citizens: students should have a student visa and a work permit - on top of all the above mentioned.

Further information:

Living and Working in Hungary:

<http://www.justlanded.com/english/Hungary/Hungary-Guide>

http://en.munka.hu/engine.aspx?page=en_eures

Working conditions in Hungary for EU citizens:

<http://ec.europa.eu/eures/main.jsp?countryId=HU&acro=lw&lang=en&parentId=0&catId=0®ionIdForAdvisor=®ionIdForSE=%®ionString=HU0|%20>

Requested documents:

Students must provide the authorities with a student visa (if applicable), residence permit, registration number of the National Health Insurance Fund (Tarsadalombiztosítás) and the State Tax Authority (APEH) of Hungary.

Company support:

Companies with a multinational working environment - where the working language is generally English, prefer to have foreign students as interns. However, many of the companies have the possibility of hiring foreign students with some Hungarian knowledge only.

For graduates:

Graduates cannot have internships in Hungary as they could only work with a valid work permit doing a permanent job.

INDIA - IIMC, INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

School Support:

IIMC provides complete support for acquiring an internship for our home students.

- Our CEMS students are selected among the students who have completed 1 year of their Post Graduate Programme (PGP). It is mandatory for IIMC PGP students to do a summer internship as part of the PGP curriculum. The Career Development and Placement office provides complete assistance in arranging the summer placements at the campus. CEMS students can search for and get their internship during summer placement week in November every year.
- Placement offices do all communication and coordination with the corporate side. The distributions of the recruitment brochures, sending information to companies, providing infrastructural facilities to the recruiters, sending resumes of students etc. Students are also counselled regarding the placement offers they receive.
- Many internship opportunities are advertised at the IIMC website/student bulletin board which all students have access to.
- CEMS office encourages CEMS students to participate in CEMS career forum, e-fairs etc.
- First continuous full-time employment abroad can be validated as a CEMS internship. Therefore those CEMS students who are unable to secure a 10 week long international internship during summer placement can fulfil this CEMS requirement by getting final placement in international locations through IIMC lateral and final placements during March every year. IIMC provides 100% placements to all its PGP students.
- Currently we do not offer placement facilities for incoming foreign students. However, we provide networking opportunities to our incoming students with corporate personnel through various events such as Block Seminar, BCSS, RGL, Skill Seminars and others.

Contact:

For Home students: Career and Development Centre, IIMC, placement@iimcal.ac.in.

Incoming students: Ms Roma Banerjee, Manager-International Office, rbanerjee@iimcal.ac.in

Legislation:

Foreign students desirous of coming to India for internship should possess valid passport of their country and a valid Indian visa. The Indian High Commission located in various countries issues Visas. For countries within the EU or outside, Government of India rules and policies for foreign national will be followed. Citizens of Nepal Bhutan do not require a visa to enter India. Persons

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of Indian origin have several other options in lieu of an Indian visa, such as POI card or OCI. Depending in the purpose of stay there are different visa categories.

- Foreign nationals visiting India for internship or a full time job must hold a valid employment visa. Employment visa is granted to:
 - An employee or paid intern of an Indian company;
 - Persons travelling to India for work with NGOs. In this case, there will be an endorsement on the visa “To Work With NGO” (name of the NGO and place of work).
- Employment visa is granted for a period of 2 years or period of contract whichever is less;
- There is no separate work permit requirement in India;
- Employment visa can be extended up to 5 years by the Ministry of Home Affairs (MHA)/FRRO of the concerned state;
- Visa valid for more than 180 days require foreigner registration with the FRRO/FRO within 13 days after arrival;
- There is no fee for immigration registration. However, a foreigner is fined if he/she fails to register within 14 days after arrival.

Incoming students intending to do an internship in India should directly contact the Indian Embassy in their respective country or visit the e-portal of the Ministry of Home Affairs to study the visa categories and apply accordingly. CEMS office at IIMC can only provide assistance in providing contracts of the Indian Consulate, FRRO if required.

Further information:

To seek further information, please visit the following sites:

www.mha.nic.in

www.boi.gov.in

Requested documents:

Foreign students visiting India should have a valid passport and a valid Indian visa. For FRRO registration, following documents will be required:

- Application Form;
- Passport and a visa in original;
- 4 passports size photographs;

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- Proof of residence;
- Copy of employment contract and undertaking by the employer.

Company support:

There are many major Indian companies such as Infosys, Tata group, Reliance etc, with worldwide operations, who hire foreign students as interns or provide job placements in their company. It is advisable that the student intending to work in an Indian company should get in touch with the concerned HR/personnel department for their queries.

For graduates:

Many Indian companies have explicit policies for hiring foreigners for internships or job in their company. It is best, if the student who intends to have an internship in an Indian company contacts the concerned company and gets information on whether it has any provisions for hiring international students.

IRELAND - UCD, MICHAEL SMURFIT GRADUATE BUSINESS SCHOOL

School Support:

UCD Smurfit incoming students may avail of the excellent services offered by the UCD Careers Service team, who may assist in advising on employment opportunities within Ireland, as well as advising on applications, interview techniques etc.

Internship opportunities can be viewed via:

<http://www.ucd.ie/careers/internships/vacationworkinternshipsireland/>.

Home students of UCD, who have received permission from the Academic Director to complete their internship within an International Company in Ireland, may seek advice from the CEMS Corporate Relations Manager - Leona Barry.

Contact:

Careers Service: Ms Cathy Savage, MSc Career Manager: cathy.savage@ucd.ie or Ms Dee Murphy, MSc Career Manager: dee.murphy@ucd.ie, or call into our office based in room D102, UCD Michael Smurfit Graduate Business School.

CEMS Programme Team at UCD - cems@ucd.ie

CEMS Corporate Relations Manager, Leona Barry - leona.barry@ucd.ie

International Students Officer, Dr. Enrica Ferrara - enrica.ferrara@ucd.ie

Legislation:

EU/EEA Nationals

EU/EEA nationals have the same entitlement to take up employment/internships as that of an Irish person.

Non-EEA nationals who are UCD home students

If the Internship is directly related to the college course work and is crucial to the non-EEA national completing their degree then a work permit is not be required. Immigration rules regarding internships which form an integral part of a degree course are set out in the document 'New Immigration Regime for Full Time Non-EEA Students' which is available on the Irish Naturalisation and Immigration Service (INIS) website.

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Non-EEA nationals studying outside Ireland

The Department of Jobs, Enterprise and Innovation and the Department of Justice and Equality (INIS) is willing to consider applications on a case-by-case basis for internships for non-EEA nationals studying outside Ireland in one of the disciplines on the Highly Skilled Occupations List.

If the placement is for less than 90 days or unwaged then they should contact the Department of Justice and Equality (INIS) for permission to undertake the placement. Further information can be found at the following link www.inis.gov.ie.

In some cases, the student may need to apply for the Atypical Work Scheme, which allows students to undertake a short employment/internship with a company. This work scheme cannot be used for long term employment, and it must be applied for before the visa application process is started. The applicant will need to provide the letter of support from the INIS as part of their visa application.

However, the Employment Permits Section is willing to consider applications for placements for more than three months duration to a maximum stay of one year. The non-EEA national must be currently attending a foreign third level institution and pursuing a degree course or higher. In addition an employer/employee relationship must exist and the non-EEA national must be employed, salaried and paid by the Irish company.

Further information:

Visa information - Non EU/EEA UCD home students only

Non-EU/EEA students who are home students of UCD (their degree parchments will be issued by UCD) are entitled to work 20 hours per week and up to 40 hours per week during the university holidays. The entitlement to take up employment ceases once your student visa runs out. Following completion of your studies, if you wish to continue in employment, you will require a work permit to do so.

Although you may be entitled to work up to 20 hours per week you should not rely on having to work while you are in Ireland. You are also required by the Garda National Immigration Bureau to show that you have enough money when entering Ireland to fund yourself for the academic year.

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Work Permit information for Non EU/EEA Students:

<http://www.djei.ie/labour/workpermits/internships.htm>

Non EU/EEA students currently studying in Ireland:

<http://www.inis.gov.ie/en/INIS/Guidelines%20for%20Degree%20Programme%20Students.pdf/Files/Guidelines%20for%20Degree%20Programme%20Students.pdf>

Non-EU/EEA students studying outside of Ireland:

<http://www.inis.gov.ie/en/INIS/Pages/Atypical%20Working%20Scheme%20Guidelines>

Highly Skilled Occupations list:

<http://www.djei.ie/labour/workpermits/highlyskilledoccupationslist.htm>

Requested documents:

While citizens of most European and North American countries can enter Ireland to study without a visa, some students may require one. If you are planning to study here and need an entry visa, you will find useful guidelines and details of requirements for the study visa and the application process on the [Irish Nationalisation and Immigration Service website](#). You may also find out more about visa requirements, what to expect, living costs, and working in Ireland on [UCD website dedicated to international students](#).

For further information on International student issues you can contact:

Dr. Enrica Ferrara - International Student Liaison Officer in Smurfit School at: enrica.ferrara@ucd.ie

Or

UCD International Office at: international@ucd.ie.

Visa - Non-EU/EEA Students

In the case of visa-required nationals, a copy of the Letter of Approval issued by INIS under the Atypical Working Scheme must be included as a supporting document when applying for a Visa. This time element should be taken into consideration as a Visa may not be applied for prior to the approval of an application under this Scheme.

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Company support:

This can vary and should be discussed directly with the company providing the internship placement.

For graduates:

UCD Michael Smurfit Graduate Business School assist graduated home students with obtaining University documents to support internship applications on a needs basis.

Graduates of UCD are eligible to remain in Ireland for up to 12 months after the successful completion of their degree for the purpose of seeking employment under the Third Level Graduate Scheme. Graduates can work up to 40 hours per week during the 12 months after they have received their results.

ITALY - UB, UNIVERSITÀ BOCCONI

School support:

At Università Bocconi home and incoming CEMS students can find internships through the same channels: Internship and placement ads and resources posted on our website www.cs.unibocconi.eu, the university's career fair “Bocconi&Jobs”, which takes place twice a year in November and May, on-campus Company Presentations and many other recruiting events.

Contact:

CEMS Corporate Relations Manager:

Alessia Marchesetti alessia.marchesetti@unibocconi.it (currently on a maternity leave).

CEMS Corporate Relations Managers (ad interim during Alessia Marchesetti's maternity leave):

Edoardo Ambrosi - edoardo.ambrosi@unibocconi.it,

Francesco Lovat - francesco.lovat@unibocconi.it.

Legislation:

Internships in Italy are regulated by existing laws and by the university itself. In all cases, an internship agreement must be signed by the company, the university and the student.

Non-EU in-coming students are allowed to do an internship in Italy as long as they hold a student visa and a valid permit of stay. EU students can do an internship in Italy at any time. Università Bocconi as a promoter supports incoming CEMS students in formalizing their internship during their stay at Bocconi and for the following 6 months.

Requested documents:

Italian law requires the stipulation - before the beginning of the internship - of an internship agreement, which lays out the duration, aims and contents of each internship carried out at the company. Through its Career Service Internship Office the university supports this procedure and internships are not considered valid without these documents. Those documents are also mandatory for acquiring the insurance coverage from Università Bocconi, which is necessary in order to do an internship in Italy. Before the beginning of the internship students must ask the Internship Office for the documentation required by regulations (internship agreement and end-of-internship forms). The student must take the documentation to the employer.

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Upon completion of the internship students must fill in the end-of-internship forms and return the internship completion certificate plus the CEMS evaluation form to the Internship Office.

Company support:

Companies usually provide foreign students with the same benefits that they give to the Italians. Italian laws provide for a mandatory internship payment as far as graduates are concerned. This is not the case for students, in fact a payment for curricular internships is not mandatory: it is up to the company to pay or not a salary to the intern. Every company has its own policies regarding payment and the working visa.

For graduates:

Graduates can do an internship in Italy within 12 months of graduation. Università Bocconi supports graduate students who have studied in Bocconi in formalizing post-graduation internships that last max 6 months.

In that case, the company can sign the documents provided by the home university or can pay an agency (such as "Sportello stage", a very popular and inexpensive service: www.sportellostage.it) or use a public organization. The procedure is fairly simple, especially if the student is an EU citizen.

JAPAN - KEIO, KEIO UNIVERSITY

School Support:

Keio CEMS Office e-mails information regarding internship opportunities by forwarding actual offers from Corporate Partners and other companies to students. Keio CEMS Office also supports incoming students in providing basic information about visa procedures and in obtaining necessary certificates to apply for a “Change of Status of Residence (see below)”.

Contact:

Keio CEMS Office [:cems-coordinators@adst.keio.ac.jp](mailto:cems-coordinators@adst.keio.ac.jp).

Legislation:

If you intend to start your internship after your term at Keio University:

- You must apply for a “Change of Status of Residence” to obtain a “Designated Activities” status (you cannot do an internship with “Student” status visa);
- Changing status will take 1 - 3 months.

Important points

1) The starting dates of academic semesters vary at each CEMS school. Please make sure that you finish your internship in time for the coming semester.

2) You need to have a job offer when you apply for a “Change of Status of Residence.” Considering the time frame, you may need to have a job offer at the same time or shortly after you start your term at Keio, which means you’d better look for an internship position in Japan before you come to Keio University.

To apply for a “Change of Status of Residence”:

- (1) Go to <http://www.immi-moj.go.jp/english/tetuduki/index.html>.
- (2) Click “List of Necessary Documents” and then Click “Application for change of status of residence”.
- (3) Follow the instructions in the page (use application form for “14 Other Purposes”).

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If you intend to do an internship in Japan without studying at Keio:

- You must obtain a visa categorized as “Designated Activities” under the Specified Visa.

To apply for a visa for “Designated Activities” status:

(1) Go to http://www.mofa.go.jp/j_info/visit/visa/long/visa13.html.

(2) Follow the instructions on the website and any additional instructions provided by the Japanese embassy/consulate in your country.

(3) Ask the company to apply for a “Certificate of Eligibility” and have it send to you from them once it is issued. For further information about a “Certificate of Eligibility” and its application form, go to <http://www.immi-moj.go.jp/english/tetuduki/index.html>, click “List of Necessary Documents” and choose “Application for certificate of eligibility”.

(4) Once you receive the “Certificate of Eligibility”, apply for a “Designated Activities” status visa at a local Japanese embassy/consulate in your country.

Further information:

Please visit <http://www.ic.keio.ac.jp/en/study/cems/exchange/visa.html> for more visa information.

Requested documents:

To apply for a visa for “Designated Activities” please refer to:

http://www.mofa.go.jp/j_info/visit/visa/long/visa13.html.

To apply for a “Change of Status of Residence” please refer to <http://www.immi-moj.go.jp/english/tetuduki/index.html>.

Company support:

Many companies post their internship job openings online in English.

For graduates:

Keio CEMS Office (and other relevant offices at Keio) supports graduates in obtaining the necessary documents (transcript, etc.) to apply for an internship on a needs basis.

NORWAY - NHH, NORWEGIAN SCHOOL OF ECONOMICS

School Support:

Internship offers are published on an electronic display board at NHH. In addition the Business Committee at NHH regularly distributes a Newsletter by e-mail to all students who register for it. The Newsletter contains information on vacant internship offers, permanent jobs and information on company stands and company presentations, which take place on the campus. Every week different companies come to NHH to give company presentations. Most are given in Norwegian, but some also in English.

Contact:

International Career Centre: Ann-Mari Haram ann-mari.haram@nhh.no .

Business Committee at NHH: <http://nu.nhhs.no/>.

Legislation:

Norwegian authorities have made it easier for skilled foreign workers to work in Norway. Most foreign workers need a permit to work in Norway. EU/EEA/EFTA citizens can freely travel to Norway and start working as soon as they arrive. They can live and work in Norway for up to three months without having to apply for a permit. If they are seeking employment in Norway, they may reside in Norway for six months without a permit. Transitional rules apply to citizens of the following countries: Bulgaria and Romania.

Further information:

Norwegian Directorate of Immigration: <http://www.udi.no/templates/Tema.aspx?id=9352>.

Norwegian Labour and Welfare Service:

<http://www.nav.no/English/Staying+in+Norway/Foreign+student+in+Norway>

<http://www.nav.no/page?id=805312736> and <http://eures.europa.eu>

Requested documents:

Bring your passport/valid ID card, educational transcripts/diplomas and references from former employers.

Residence permits: Contact the local police office, or the Service Centre for Foreign Workers in Oslo, to apply. A valid passport and/or ID-card, a passport photo and the working contract will

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be needed. Special rules apply for nationals from new EEA-member countries (Czech Republic, Estonia, Latvia, Lithuania, Poland, Slovakia, Slovenia, Hungary, Bulgaria and Romania).

You may start working as soon as you have submitted an accurately completed application with all the necessary documents enclosed, if the requirements for full-time work and salary are in accordance with relevant collective agreements, or are otherwise normal for your region and occupation. Check with the Norwegian Directorate of Immigration (www.udi.no) for more information about how to apply and for actual forms. Students from a Nordic country do not need a residence permit.

Tax card and national ID-number: Those working for a Norwegian employer are required to pay tax in Norway. Therefore students will also need to apply for a tax deduction card at the tax assessment office where they live. To do so they will need to present their passport, as well as complete an application form ("Skjema RF-1209"). Also they need a valid residence permit if they have one. Once a tax deduction card has been issued, it should be given to the employer. Together with the Tax card students will also apply for a national ID-number (or D-number - for persons residing in Norway 6 months or less).

Norwegian Bank Account: In order to receive the salary, students need to open a Norwegian bank account. Note that most banks will require an ID number or D number as well as the valid passport as identification and the working contract.

National Insurance: As a rule all persons working in Norway are automatically insured under the Norwegian National Insurance Scheme from their first day of work. This is administered by the Norwegian Labour and Welfare Service (NAV).

Company support:

Big companies in Norway support the hiring of foreign students. Please note however that many employers require at least some Norwegian language skills. In some sectors a good command of English will be sufficient.

For graduates:

Even after graduation, a person can receive an internship in Norway.

POLAND - SGH, WARSAW SCHOOL OF ECONOMICS

School support:

Internship offers are posted on the internet career service http://kariera.sgh.waw.pl/job-opportunities?cl=en&set_language=en,plus as well as on the SGH CEMS webpage: http://administracja.sgh.waw.pl/en/dpm/cems/internship_notice/.

We support mainly home students by offering them internship opportunities. These are published in our online career services at www.kariera.sgh.waw.pl. Every registered student can apply to them online. What is more, users can subscribe weekly newsletter with the latest job and internship offers. We are going to launch the English version soon.

We provide career advice, which includes: psychological tests and career consultation, advice on how to prepare the curriculum vitae and letter of application, successfully handle an interview.

We offer workshops (in Polish) on Recruitment And Selection Secrets, Assessment Centre, self-presentation etc. conducted by our career advisors.

We provide students with the latest news on: recruitment activities in companies, internship programmes, ambassador programmes, competitions, scholarships, volunteer programmes, education and career fairs, workshops and training programmes, conferences, seminars and open days, situation on the labour market etc.

Contacts:

CEMS CRM: Agata Augustyniak, azucho@sgh.waw.pl.

Career Placement Office: Anna Matysiak, anna.matysiak@sgh.waw.pl.

Home students can contact the Alumni Office Team.

Legislation:

As a general rule, in order to perform work in Poland legally, foreign nationals should have a work permit issued by the relevant regional governor or 'voivode' (wojewoda) in relation to the employer's headquarters. There are several categories of foreign nationals who are exempt from this obligation, such as:

- Citizens of the European Union, other countries of the European Economic Area, Switzerland and members of their families;

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- Foreigners with a settlement permit;
- Foreigners granted a long-term EC resident status in Poland;
- Foreigners granted a long-term EC resident status in another EU country, with a temporary residence permit in Poland, issued on the base of employment;
- Refugees, people granted temporary protection, people granted the tolerated stay status.

Most significant categories of non-EEA nationals are not required to possess a work permit:

1. Students of Polish universities - during the summer break - in July, August and September;
2. Students on internships arranged by international student associations;
3. Students within a framework of co-operation between Polish employment services and their partners abroad;
4. Foreign students on paid internships.

REMARKS: even though the above-mentioned categories of non-EEA nationals do not require a work permit, they must still have a visa for the purpose of work, issued by the Polish consulate.

Further information:

Voivodship Offices (Social Affairs Units), Regional Labour Offices - these are different in each voivodship:

Dolnośląskie Voivodeship: Office <http://www.uwoj.wroc.pl>

Kujawsko-Pomorskie Voivodeship Office: <http://www.uwoj.bydgoszcz.pl>

Lubelskie Voivodeship: Office <http://www.lublin.uw.gov.pl>

Lubuskie Voivodeship Office: <http://www.wojewodalubuski.pl>

Łódzkie Voivodeship Office: <http://www.uw.lodz.pl>

Małopolskie Voivodeship Office: <http://www.uwoj.krakow.pl>

Mazowieckie Voivodeship Labour Office: <http://www.wup.mazowsze.pl>

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Opolskie Voivodeship Office: <http://www.opole.uw.gov.pl>

Podkarpackie Voivodeship Office: <http://www.uw.rzeszow.pl>

Podlaskie Voivodeship Office: <http://www.bialystok.uw.gov.pl>

Pomorskie Voivodeship Office: <http://www.uw.gda.pl>

Śląskie Voivodeship Office: <http://www.katowice.uw.gov.pl>

Świętokrzyskie Voivodeship Office: <http://www.kielce.uw.gov.pl>

Warmińsko-Mazurskie Voivodeship Office: <http://www.uw.olsztyn.pl>

Wielkopolskie Voivodeship Office: <http://www.poznan.uw.gov.pl>

Zachodniopomorskie Voivodeship Office: <http://www.szczecin.uw.gov.pl>

Department of Migration, Ministry of Labour and Social Policy:

<http://www.mps.gov.pl/index.php?lang=2>

EURES - The European job mobility portal: <http://ec.europa.eu/eures/>

<http://raportplacowy.pl/pl/index.html>

<http://obserwatorium.mazowsze.pl/>

<http://wup.mazowsze.pl/new/>

<http://www.mpips.gov.pl/>

Requested documents:

An application regarding a foreigner's work permit (if needed) is submitted by the potential employer.

Company support:

The employer usually supports an intern in preparation of the required documents in order to prepare work permit or residence documents (if needed).

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Companies can create their account in SGH Online Career Services and post job and internship offers. They can also carry out a promotion action and give a presentation at SGH in order to recruit students.

For graduates:

The CEMS office at SGH supports CEMS students who have already graduated from their home university but who are still CEMS students. We support them in obtaining the necessary certificate in order to obtain an internship.

Graduates can receive internships on the same basis as regular students. However employers prefer offering internships to students than to alumni.

PORTUGAL - NOVA, NOVA SCHOOL OF BUSINESS & ECONOMICS

School support:

The Career Management Office (CMO) is responsible for a Career Development Program, comprising different activities, that will help you set professional and personal goals, acquire the skills to attain them and benefit from the network and brand recognition of NOVA SBE in the marketplace.

All throughout the Career Development program, students can count on the support of a dedicated team in the Career Management Office. The team provides on-demand, personal support to students in all matters related with the transition to the job market, from helping to cope with stress to guidance on CV and cover letter writing. To book an appointment with a member of the CMO, send an email to: cmo@novasbe.pt.

The CMO is responsible for the following activities:

- Career Vision Modules: adapted to the 3 Masters Programs offering different agendas regarding the specific placement opportunities;
- Mentoring Young Talent to Achieve (MYTA) program: each student will have an experienced alumnus of NOVA SBE as a mentor. Mentors will use their own experience and know-how to give council and advice to students for a period of one year;
- Business Forum: career fair that brings around 50 companies on campus, therefore providing students with recruitment and networking opportunities;
- On and off-campus recruitment/networking sessions: for students to be in close contact with companies, therefore increasing recruitment opportunities (around 85/year);
- Business Games: essential to promote contact with companies and enrich students' CV's.
- CV Book: the CMO gathers all students' CV templates and sends it to all its 850 contacts in the different companies;
- Corporate Links: the CMO makes sure to establish good relations between the school and the marketplace;
- Access to *Symlicity* our On-Line Job Bank and Web-Based Recruiting System: *Symlicity* is the students' door to the marketplace. Companies have direct access to *Symlicity*. Only students that have their CV on *Symlicity* will be viewable: <https://novadelisboa-csm.symlicity.com/students/>.
- Going Global an online service with 600,000 worldwide job/internship listings (updated daily); 35 Country Career Guides (with examples of CV and Cover Letters for each country): <http://online.goinglobal.com/default.aspx>.

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- Vault an online tool that helps students in their Job search providing career advices and mock interviews, among others organized by industry:
<http://careerinsider.vault.com/wps/portal/careerinsider?parrefer=7174>.
- Recruitment Support and counseling: Up to 2 sessions of 45 minutes each.

Contact:

CEMS Executive Director: Elizabete Cardoso, ecardoso@novasbe.pt.

CMO Coordinator: Rita Mendia, ritamendia@novasbe.pt.

Legislation:

Basically, unlike other European countries, there is no specific legislation relating to salary, benefits or duration for internships in companies in Portugal. A specific legislation, with much more constraints, applicable for all students including Portuguese citizens, exists for internships in the institutions that belong to the State.

Requested documents:

The required documents for companies are the same as those required for being a foreign student at NOVA:

- Visa:
 - EU citizens: visa not required;
 - non EU citizens : Student visa required for internships of 3 months or less; internship visa required for longer duration internships;
- Identity card or Passport required.

For internships longer than 3 months and when the student receives a fixed salary (and not a financial subsidy), a fiscal number (NIF/*Numero de identificação fiscal*) is required. Foreigners can request a non-residential fiscal number; to obtain this, a permanent Portuguese address is needed for further contacts with fiscal administration.

Company support:

Human Resources Departments usually inform non-EU interns if they need to obtain a fiscal number, according to the internships agreement.

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For graduates:

Residence documents are required for non-EU graduates. A valid working visa will be necessary as well, depending on the country of origin. No specific requirements for EU graduates, besides the obligation of having a fiscal number.

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RUSSIA - GSOM, GRADUATE SCHOOL OF MANAGEMENT, ST. PETERSBURG STATE UNIVERSITY

School support:

GSOM has a Career Centre to help students search for an internship. All the information about the possible companies is placed on the GSOM website, so that students may choose the most appropriate company.

Contact:

GSOM CEMS MIM Academic Director - Yury Blagov, blagov@gsom.pu.ru.

Director of GSOM Career Centre/ CEMS Corporate Relations Manager - Maria Dorokhina, dorokhina@gsom.pu.ru.

Legislation:

The easiest way for the student to get an internship is to be registered at GSOM for one semester, which will provide him/her a student visa and to get an internship with the help of GSOM. A student must keep in mind that in this case he/she will be provided with accommodation in the GSOM dormitory but will not get any payment from the company for the internship. In this situation the student's citizenship will not make any difference.

Further information:

<http://www.gsom.pu.ru/en/career/>

Required documents:

For GSOM to prepare the invitation for visa a student will have to send us a copy of their passport.

It is practically always required that a student should have insurance in order to get a visa. All other documents may vary in different countries. For the company a student will have to present a CV and a special cover letter. All other documents may be required/requested by the company directly.

Company support:

This highly depends on the company and can vary greatly from one situation to another.

For graduates:

In this case the school can help to find the company but due to Russian legislation cannot be of much help in terms of visa. Much will also depend on the company.

SINGAPORE - NUS, NATIONAL UNIVERSITY OF SINGAPORE

School support:

NUS Business School has a Career Services Office (<http://bschool.nus.edu/CareerServices>) that provides a suite of career-related services, to give students an edge in today's competitive employment market and assist them in their job search. Incoming CEMS students will be briefed by an assigned career counsellor from the Career Services Office at the start of the semester.

Contact:

For enquiries, you can contact the CEMS Corporate Relations Manager, Ms Cheryl Tan at: Cheryl.tan@nus.edu.sg.

Legislation:

Employers who wish to engage foreign students as interns or full-time hires will have to apply for the appropriate work passes for them. Each application will be accessed on its merits, subject to prevailing work pass criteria and approval by the Controller of Work Passes.

Further information:

Students can refer to the career counsellors at the Career Services Office in NUS Business School if they need any assistance.

Required documents:

Employers who wish to offer internship to foreign students should apply for appropriate work passes on their behalf. Each application will be accessed on its merits, subject to the prevailing work pass criteria and approval by the Controller of Work Passes.

Company support:

Typically, most firms are open to hiring interns across all nationalities, as long as the candidate concerned is eligible to work in Singapore.

For graduates:

Employers who wish to hire foreign students who have completed their studies with their respective schools/institutions should apply for appropriate work passes on their behalf. Each application will be accessed on its merits, subject to the prevailing work pass criteria and approval by the Controller of Work Passes.

SPAIN - ESADE, ESADE BUSINESS SCHOOL

School support:

CEMS Exchange students at ESADE have various Career Services tools to help with their search for a CEMS International Internship and/or Full-Time job employment.

These tools are located on the ESADE Career Services Intranet: www.esade.jobs and enter as a “student” to access the ESADE Career Portal. Here, CEMS Exchange students at ESADE can post their CV(s) and apply to the job or internship offers. In order to apply to these job/internship postings students must have their CV uploaded to this site.

Contact:

CEMS Exchange students at ESADE can contact the Career Resource Centre at: Tel. +34 934 953 801 or via email at careerservices@esade.edu.

Additionally, the CEMS Corporate Relations Manager, Kim Tombarelli - kim.tombarelli@esade.edu is a member of the Career Services team and each semester conducts an introduction to all the CEMS Exchange students with a review of the different services and activities related with hiring companies during the CEMS Semester abroad.

Legislation:

STUDENTS FROM EU-COUNTRIES and citizens of Norway, Iceland, Liechtenstein and Switzerland do not require a visa to enter Spain. All you need is a national identification card or passport. However, if you are staying for longer than 90 days, you will have to provide proof of medical insurance coverage as well as proof of financial means once you arrive.

STUDENTS FROM NON-EU-COUNTRIES may or may not need a visa for visits of less than 90 days. Do I need a visa? Consult the country lists at: Consult the lists at: Do I need a visa? As well as the Spanish Consulate which covers your jurisdiction. Citizens of countries in Annex 1 at the link above are required to have a visa to enter the EU, regardless of the time you plan to spend here.

If your stay in Spain is for longer than 180 days, you must apply for a long-term, type D Student Visa, also referred to as a National Visa. Once you arrive, you are required to apply for a Student ‘Residence’ Card, (Tarjeta de Identificación de Extranjero, Tarjeta de Estancia Para Estudios) within 30 days. Make sure to have your passport stamped at your first point of entry into the Schengen area to be able to prove when you arrived. If you need a visa / Visado para

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Estudios, consult the Spanish Embassy or Consulate in your home country or your country of residence concerning the process for obtaining it, which can be lengthy so get started as early as possible. Many consulates will not accept visa applications more than 60 days before the date of departure. You will have to apply at the Spanish Consulate which has jurisdiction over your place of residence and visa requirements may vary from one consulate to another.

Required documentation for Student Visa:

- Passport (valid for the length of your stay)
- Passport-size photos
- Proof of financial means
- ESADE Admission Letter
- Proof of medical insurance including repatriation
- Proof of Accommodation*
- Other documentation specific to your situation

Students from all other programs contact jura.zymantas@esade.edu

IMPORTANT: For stays of longer than 180 days, other required documentation may include a medical certificate, an absence of criminal record certificate for each country you've spent 6 months or more in in the last 5 years or an FBI background check if you're applying from the US or have lived there in the last 5 years, so be sure to contact the Spanish Consulate soon.

Further information & required documents:

Spanish Paperwork once you arrive Padró / Empadronamiento / Census Registration

EVERYONE, whether from the EU or not, who is living in Barcelona for longer than 3 months, is required by law to register with the local town council. This registry is called Padró or Empadronamiento and is one of the easier processes to carry out. Registering is a right and a requirement.

The right to register allows access to public healthcare and basic schooling for children. Registering is also a way to legally justify your residence in a specific municipality. The application form is available at any OAC and the certificate of empadronamiento is issued free of charge, on the spot.

Documentation required:

- ✓ Identity document: passport, Spanish residence permit, official ID card from home country.
- ✓ Document proving the residence address, eg a rental contract no older than 5 years old or the last bill or utility bill (water, gas, electricity etc.) clearly stating the name and address of the person requesting registration. These documents must be originals, not photocopies.

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- ✓ If you do not have a rental contract, you can provide signed authorization from the owner of the apartment or whoever does have a contract and is registered, along with a copy of their ID card, passport or other official identification.

What happens if I move?

You must inform the council office of your change of address. If you renew your Student Residence Card and have had a change of address, this will have to be documented with a certificate of empadronamiento.

STUDENTS FROM EU-COUNTRIES: If you are staying in Spain for more than 3 months, you are required to apply for a Certificado de registro de ciudadano de la union which includes your NIE (número de identificación de extranjero) NIE.

Important! In order to be able to do an Internship in Spain, you **MUST** have an NIE!

Depending on your age and the program you're registered in, you are required to provide Program Management with your NIE within 30 days of the start of class at ESADE. In addition, an NIE may be required to open a bank account, sign a contract, buy/rent a motorcycle, join Bicing, etc. If you live in Barcelona, make an appointment here:

<http://www.seap.minhap.gob.es/index.html>.

- ✓ Servicios
- ✓ Extranjería
- ✓ Cita Previa de Extranjería
- ✓ Acceder el procedimiento
- ✓ Select Barcelona from drop down menu
- ✓ Select Certificados UE from drop down menú
- ✓ Aceptar
- ✓ Entrar
- ✓ Passport; name; nationality; leave fecha de caducidad BLANK; security code
- ✓ Solicitar cita; siguiente (On this page you can also consult and cancel appointments already made.)
- ✓ Telephone number; e-mail address (They seem to be having problems with 'hotmail' addresses; some notifications don't reach the applicants, so perhaps it's best to use your ESADE e-mail). Motivo o tipo de solicitud de la cita: Reason for applying: Certificado de registro de residente de la unión.
- ✓ Siguiente
- ✓ Choose the appointment that best suits you; if none of the three suits you, you must begin the process from the start.

The documentation you may be required to submit is:

- passport or national identity document + copy
- completed EX-18 application form + copy

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- ESADE Letter of Registration - Admission letter is not accepted.
- proof of medical insurance
- proof of financial means
- certificado de empadronamiento

BARCELONA

New address as of May 2013
Oficina de Policia Nacional Barcelona
Rambla Guipúscoa, 74
08020 Barcelona

SANT CUGAT

Comisaría de Policía
c/Vallés 1-3
Tlfno:936747858
Hours: Mon -Fr, 9-14

When you present your documentation at the address above, you will be given another form to fill out and take to most any bank to pay the application fee (about €10). You will receive the certificate when you return with the receipt.

By law, everyone in Spain is required to carry identification on them. In the case of EU citizens, this means your passport or national ID card, as well as the Certificate of Registration as a resident of the EU or your NIE.

NOTE: Although it's not strictly legal, it is advisable that you to carry photocopies of your passport and NIE.

STUDENTS FROM NON-EU COUNTRIES If your stay is for 90-180 days, you will have arrived on a short-term, type D student visa which covers your stay and you needn't do any further paperwork once you arrive. If your stay is for longer than 180 days you will have arrived on a long-term, type D student visa and within 30 days of arriving in Barcelona, you are required to apply for a Tarjeta de Identidad de Extranjero, TIE (Identity Card for Foreigners), (AKA: NIE, Student 'Residence' Card) which is valid for one year from the date of entry, renewable as long as you are a student.

Important! In order to be able to do an Internship in Spain, you **MUST** have an NIE!

If you live in Barcelona, make an appointment here:
<http://www.seap.minhap.gob.es/index.html>. Sant Cugat residents needn't make an appointment.

- ✓ Servicios
- ✓ Extranjería
- ✓ Cita Previa de Extranjería
- ✓ Acceder el procedimiento

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- ✓ Select Barcelona from drop down menu
- ✓ Select Expedición de la TIE (Huella) from drop down menú
- ✓ Aceptar
- ✓ Entrar
- ✓ Passport; name; nationality; leave fecha de caducidad BLANK; security code
- ✓ Solicitar cita; siguiente
- ✓ Telephone number; e-mail address (They seem to be having problems with ‘hotmail’ addresses; some notifications don’t reach the applicants, so perhaps it’s best to use your ESADE e-mail). Motivo o tipo de solicitud de la cita: Reason for applying: TIE para estudios
- ✓ Siguiente
- ✓ Choose the appointment that best suits you; if none of the three suits you, you must begin the process from the start.

The documentation you are required to provide is:

- Completed EX-00 application form + copy
- Passport (with visa and entrance stamp) + copy
- 3 color DNI size photos
- ESADE Letter of Registration - Admission letter is not accepted
- Certificado de empadronamiento
- Payment of application fee

Company support:

Companies who have a need for an international profile like the student profiles of the CEMS students will usually post their internship offers in Spanish and English and even in the other preferred language(s) for which they are looking for the internship position.

For graduates:

An internship work contract in Spain almost always is done via an internship cooperation agreement. An internship cooperation agreement is a work contract for an internship which must be done by a university for an “active” student and registered in classes and possess the proper insurance coverage by a university. In this case, CEMS Exchange students at ESADE are only recognised as an “active” affiliated student at ESADE during their official enrolment in the ESADE Program of their CEMS semester abroad. Cooperation agreements for CEMS Incoming students at ESADE can be extended only during the time when they are attending classes during their CEMS semester abroad at ESADE. Outside of this period, CEMS students must consult their home universities to see if this person still has a student status in order to receive a cooperation agreement for an internship. Some useful sites to encounter internship and job offers in Spain: <http://www.jobandtalent.com/es> , <http://www.infojobs.net> , www.infoempleo.com , <http://www.universia.net/en>.

SWEDEN - SSE, STOCKHOLM SCHOOL OF ECONOMICS

University support and contact:

Internships are not very common in Sweden, the internship phenomena is part of the culture of Swedish companies. At SSE, the Student Association (SASSE) manages internship offers, but the CEMS office forwards all the offers received from companies or organizations to the CEMS students. Students enrolled at SSE can easily consult the SASSE website (<http://www.hhss.se/public/text.asp?pageID=61>) and find the offers posted there. For non-SSE students, the following sites may be useful:

www.europlacement.com

www.programkontoret.se/default.asp?ItemID=5937

www.mytellus.com

www.traineguiden.com

Contact: Kazune Funato, Kazune.Funato@hhs.se

Legislation:

Both EU/EEA-members and students from outside the EU/EEA countries can apply equally for internships in Sweden, but non EU-members have to apply for a work permit as well. This application should be prepared and the permit obtained before the student enters Sweden. For the latest updates regarding residence and work permits check: <http://migrationsverket.se/english.jsp>.

For graduates:

Internships for newly-graduated students do occur. The procedure should be the same as for students.

SWITZERLAND - HSG, UNIVERSITY OF ST.GALLEN

School support:

The Career Services Center (CSC-HSG) offers a variety of services to support students in their career planning and transition to the job market.

Through its Career Events, the CSC-HSG provides students with the opportunity to participate in various career related workshops, seminars and training in order to learn from experts in the field, practice their skills and meet with corporate representatives.

Furthermore, individual appointments can be arranged with professional career counsellors on individual career planning strategies, job application documents, MOCK-interviews etc. Job offers from corporates, listings of career events and company portraits may be found on the career platform HSG TALENTS Online where students may also upload their CV.

Furthermore, students have the opportunity to participate in the recruiting events HSG TALENTS Conference with over 100 companies held in spring and HSG TALENTS Banking Days featuring international banks held in autumn.

Contact:

Mr. Markus Kühne, Career Management International Students, Career Services Center (CSC-HSG), csc@unisg.ch, +41 (0)71 224 29 23, www.hsgcareer.ch - www.csc.unisg.ch

Legislation:

For EU 25/EFTA nationals working for less than 3 months per year, the employer do not need to apply for a work permit, but need to notify the competent cantonal immigration authorities before they start working. For an internship with a duration of more than 3 months a work permit needs to be applied for.

For EU 2 and Non-EU/EFTA nationals, a work permit is needed for every work stay in Switzerland irrespective of the duration. They may obtain a work permit limited to max. 15 hours per week and/or the semester break with the confirmation of the university that the job does not interfere with the study program.

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For mandatory internships being part of the CEMS study program, EU 2 and Non-EU/EFTA students may obtain a work permit for the limited period of the internship with the confirmation of the university that such is mandatory.

Further information:

For further information please check the “Overview of Work Permit Regulation in Switzerland” on www.csc.unisg.ch “Services for International Students”.

Requested documents:

The application process is usually initiated by the employer submitting the necessary application documents to the competent authority in the canton of residence or work of the applicant.

The documents required for the application are determined by the competent authority and usually include: a copy of the employment contract (salary and working conditions have to be in line with country and industry standards), a passport photograph, a copy of the passport (and the residence permit), CV and diplomas of the applicant, confirmation of the university that the internship is mandatory.

Company support:

The interest of companies to offer international students an internship varies from company to company and depends on their business model and internal guidelines. Another factor is whether they are prepared to take the extra effort to go through the work permit application process.

For graduates:

Internships in Switzerland after graduation are possible for EU 25/EFTA nationals. Non-EU/EFTA nationals from Argentina, Australia, Bulgaria, Canada, Japan, Monaco, New Zealand, Philippines, Romania, Russia, South Africa, Ukraine and USA can apply for a trainee position under the Trainee Programme Agreement Switzerland has signed with these countries (see also <http://www.bfm.admin.ch/content/bfm/en/home/themen/arbeit/stagiaireprogramme.html>). Alternatively, they can apply for an internship with an international company with the aim to be transferred abroad after a maximum of 18 months.

THE NETHERLANDS - RSM, ROTTERDAM SCHOOL OF MANAGEMENT, ERASMUS UNIVERSITY

School support:

At the start of the semester Career Services gives a presentation on its services. Incoming students have equal access to these services as the RSM students. Career Services post diverse internships on a daily basis. Students need to apply for their preferred internship by themselves.

Contact:

In general students can approach Career Services webpage: www.rsm.nl/career-services, contact us via e-mail: careerservices@rsm.nl, and for specific questions concerning CEMS Corporate Partners they can contact Frieda Franke, CEMS CRM: ffranke@rsm.nl.

Legislation:

For EU citizens there are no restrictions. They only need to be registered at RSM.

Non-EEA citizens studying at RSM can also do an internship, but they need a filled in Internship Agreement, signed by the student, the company and the university (to see an example go to: <http://www.rsm.nl/career-services/online-career-library/>). Normally this procedure should not pose any problems.

Non-EEA citizens who are on an exchange at RSM will need a work permit for doing an internship in the Netherlands. The work permit procedure needs to be initiated by the company and since it takes time and money the student is dependent on the willingness of the company.

Further information:

In case of doubts or questions, please contact the national organisation Nuffic: www.nuffic.nl.

Requested documents:

Together with the Internship Agreement the student needs to submit a copy of his/her passport. (Documents related to staying in the Netherlands are part of the exchange procedure and are dealt with by the RSM International Office).

Company support:

There are fewer internships available that are suitable for non-Dutch speaking students. In the majority of cases the knowledge of the local language is either a must or a big advantage.

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In case the local language is not required foreign students are more than welcome to apply but their chances are equal to those of other applicants.

For graduates:

Students from EEA-countries, graduating at RSM are allowed to do an internship in the Netherlands after graduation. Non-EEA students graduating at RSM can apply for a ‘search period’ that runs twelve months from the graduation date, see: <https://www.hollandalumni.nl/career/practicalities/residence-permits/orientation-year-for-bachelors-and-masters-graduates/orientation-year-for-bachelors-and-masters-graduates/>.

Within that ‘search year’ these graduates can either try to find a job or do an internship. Graduates from other CEMS schools cannot do an internship in the Netherlands after having completely finished their studies.

THE UNITED KINGDOM - LSE, THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

School support:

The LSE Department of Management supports visiting CEMS students in partnership with the LSE Careers Service. Incoming CEMS students have access to all the services offered by the LSE Careers Service. This includes careers information on the website, the online vacancy board, one-to-one careers advice, CV feedback, careers seminars and practice interviews. You can access these services once you have formally registered at the LSE (usually in early October). Students are encouraged to take advantage of the range of events organized by the Careers Service, including career fairs, workshops, company presentations and skills sessions and to apply for internships which are promoted by the School. Internships are posted on our online vacancy board. Please note that non-EEA students who come to the UK as ‘Student Visitors’ will not have permission to work in the UK.

Contact:

Maryane Mwaniki (m.mwaniki@lse.ac.uk), CEMS Corporate Relations Manager or LSE Careers: careers@lse.ac.uk / www.lse.ac.uk/careers.

Legislation:

- Information about the Worker Registration Scheme for nationals of new member states can be found at: <https://www.gov.uk/browse/visas-immigration/eu-eea-commonwealth>.
- For Non-EEA students, if you come to the UK as a ‘Student Visitor’, you will not have permission to work in the UK. If you intend to work during your studies, you will need to obtain permission as a ‘Tier 4 (General) Student before you come to the UK. There are restrictions on the kind of work that Tier 4 students can do in the UK. If you have a Tier 4 (General) Student visa, you will be permitted to work up to 20 hours a week during your studies at LSE. For more information go to: www.lse.ac.uk/isis/working.

Further information:

The LSE International Student Immigration Service advises current students on their immigration options while studying at the LSE. Further information about the help and services they offer students is at: www.lse.ac.uk/isis.

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International Careers section of the LSE Careers website:

<https://www2.lse.ac.uk/intranet/CareersAndVacancies/careersService/internal/InformationCurrentStudents/InternationalCareers/Home.aspx>

Other useful sources of information and advice include:

- UKCISA, an advice site for international students: www.ukcisa.org.uk;
- UK Visas and Immigration, the official government site - <https://www.gov.uk/government/organisations/uk-visas-and-immigration>.

TURKEY - KOÇ, KOÇ UNIVERSITY GRADUATE SCHOOL OF BUSINESS

School support:

Koç University offers a variety of resources for CEMS students in order to assist them with career planning. All incoming CEMS students have equal access to Koç University's Office of Career Development Centre (CDC), which serves as a bridge between students, alumni and employers. The CDC offers an array of career tools including an extensive database of job & internship opportunities, corporate announcements, one-to-one career consultations, CV and cover letter writing workshops, mock interviews etc. In addition, company presentations, workshops and other corporate activities are regularly held at the university campus. 'Koc University On Campus Recruitment Days', which takes places in November and April, is a major recruiting event at Koç, providing an excellent opportunity for students to get internship and job opportunities on campus. In addition, students are encouraged to check the internship opportunities and job postings regularly from the Career Development Centre's website, career@ku.edu.tr.

The CEMS Corporate Office can provide support also by liaising with other university departments, which may have access to internship opportunities/summer vacation programmes throughout the year and by sharing these opportunities with CEMS students.

Another support mechanism is to provide contact details, as appropriate in assistance to individual student requests, of any relevant contacts already established in industry by the CEMS Corporate Office, for example CEMS Corporate Partners operating in Turkey.

Moreover, students are informed regularly by e-mail about possibilities: offers from Corporate Partners, from Alumni and job agencies are forwarded to students.

Contact:

In general, students can contact Ms. Ozlem Ada Ulke, Career Development Manager at: oulke@ku.edu.tr.

For questions on CEMS Corporate Partners, students can contact Ms. Pırıl Ustun, CEMS Corporate Relations Manager, pustun@ku.edu.tr.

Legislation:

In order to get an **internship visa**, CEMS students should get an acceptance from a company. The company is responsible to get the internship permit which takes approximately two-three months. After getting the internship permit, CEMS student needs to contact Turkish Consulate

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in their home country. It is important that students check with the Consulate to learn about the required documents in support of their visa application. The students need to visit Turkish Consulate in home country in order to get internship visa by providing the internship permit. Once the student holds an internship visa, a work-permit is not required for the duration of the internship.

All international students in Turkey, regardless of their status, must register and obtain a **Residence Permit** from the Bureau of Foreign Residence (Yabancılar Bürosu) at the provincial Directorate of Security (İl Emniyet Müdürlüğü). In order to get the Residence Permit, students should provide the following documents to the Bureau of Foreign Residents Registration:

- Valid internship visa;
- Residence permit form;
- 4 photos;
- Original Passport;
- Photocopy of the Passport (pages with the student's picture, passport expiration date, arrival date to the country);
- An original detailed internship acceptance letter written on a letterhead by the company (name of the student, date of birth, passport number, duration of internship, exact beginning-end dates of internship must be included in the letter).

After their entrance to Turkey, students should apply for the residence permit with another internship acceptance letter written on a letterhead by the company addressing the Bureau of Foreign Residence.

If the student already holds a residence permit, he/she should provide both the original and photocopy of all processed pages of his/her permit form.

Requested documents:

In accordance to legal reasons we need some documents (listed below) from the exchange students. None of the presented below documents is difficult to obtain:

- Valid student ID issued by any of the CEMS schools;
- passport photocopy;
- Acceptance letter from the company (duration must be clear).

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Company support:

Koç University counts on the support of CEMS Corporate Partners through its subsidiaries in Turkey. Meanwhile, prior to application for an internship it is strongly advised that students contact the relevant department within the company that they wish to approach in order to determine whether the company offers placement opportunities to international students. The form of support varies from company to company. Some offer compensation and job offers, while others may cover logistical expenses only.

For graduates:

Graduates who no longer have a student status are not eligible to do an internship in Turkey.

INTERNSHIP EVALUATION FORM



Please, return to (filled in by the intern):

School:
Programme Manager's name:
Street & n°:
City: Postal code:
Country:
Phone number:
Email:

EVALUATION FORM OF THE CEMS INTERN'S PERFORMANCE

INTERN

Name:	
First name:	
Home school/ University:	

COMPANY

Company name:	
Human Resources Contact:	
Intern Supervisor's name:	
Title:	Tel:
Address (Street & City):	Fax:
Postal Code:	Country:

INTERNSHIP

Starting date (dd/mm/yyyy):	Ending date (dd/mm/yyyy):
Place of internship if different from company address above:	Country:
Job description during the internship:	
Languages used during the internship:	
Evaluation of the job performed by intern:	

Date: (dd/mm/yyyy)		Signature:	
Place:		Company Stamp:	

ELEMENTS OF EVALUATION OF THE INTERN

	Excellent						Very poor
	A	B	C	D	E	F	
1- Professional aptitudes							
1.1 communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2. problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3 putting initiatives into practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4 adaptation to company culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5 decision making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.6 organisation of work process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2- Intellectual aptitudes							
2.1 theoretical knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2 analytical skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3- International skills							
3.1 tolerance/open-mindedness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2 handles cultural differences skilfully	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3 foreign language skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.4 presentation skills in foreign language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.5 ability to function effectively in a foreign language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4- Social abilities							
4.1 team working ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2 attitude towards colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Excellent						Very poor
	A	B	C	D	E	F	
Overall rating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Three most important reasons for this overall rating: (choose items from the above mentioned elements of evaluations)							
1.							
2.							
3.							
If there are equally important reasons not mentioned above, which ones:							
Evaluate the performance of the intern in comparison to your expectations							
Excellent						Very poor	

