



## Internship Programme of German Business 2025

### How to apply for the Programme

The application process is the following:

#### STEP 1

Online application process

(early October - mid-November 2024)

- **Letter of motivation** in English or German **answering 5 questions from our website**, uploaded as one PDF file. **Write** your motivational letter yourself and show your personality. A letter of motivation written with ChatGPT does not show your personal competences and skills and is therefore not meaningful
- **CV** in English or German (**mandatory** use of the provided template on our website); uploaded as PDF.
- **Portrait photo** (business casual) in a common graphics format, e.g. JPG (as a separate document)
- **Scanned transcript of records:** overview of the courses and marks, issued by the faculty as one PDF file.
- **Translation of transcript of records** in English or German (as one PDF file) - translated by the applicant himself/herself.
- **Two letters of recommendation** by professors, supervisors or other relevant references (as one PDF file). One of the letter needs to be by a professor, issued in 2024.
- If you have applied in 2023 or before, make sure that your application documents are updated.
  - **Optional:** other scanned documents available, combined as one PDF file (e.g. language certificates for German or English, references, diplomas)



#### STEP 2

interviews: end of

November 2024 - February 2025



- **All candidates will be informed about the outcome of the first selection round.** Candidates will be notified by email one week before the interview whether they are invited to the interview or not.
- **Interviews in Croatia will take place in early December.**
- The interviews will be held in the capitals of the respective country.

#### STEP 3

matching with companies, preparation and start of internship : **March - July 2025**

- Shortlisted candidates will be recommended to German companies.
- Interviews with the companies will take place online from March until May.
- Companies will make their decisions according to their requirements and internship specifications.
- Mandatory participation in the introductory week in Berlin, starting 23rd June 2025.

