

ZORAN DJINDJIC

INTERNSHIP PROGRAMME OF GERMAN BUSINESS FOR THE COUNTRIES OF THE WESTERN BALKANS

Guideline on how to apply

www.stipendienprogramm.org



Before applying please make sure that you fulfill the preconditions stated on the website. Keep in mind that you will apply for participating in our Programme, not for a specific position in a specific company.

- Before you fill in the online application, prepare all documents stated on the website:

Applicants -->



- Choose the area for which you would like to apply. If you are unsure in which area to apply, choose the one that is closest to your interest.

E.g., you study 'Mechatronics' and your studies consists of subjects like electrical engineering, mechanical engineering and computer science. All subjects are interesting to you, but you mostly focus on electrical engineering. Choose "Electrical Engineering" as area for application. There is no need to apply in all three areas.

- Click at the 'Apply' button in the upper right corner.

Career Opportunities: 2022: Finance (622)

Requisition ID 622 - Posted 09/27/2021

[Job Description](#) [Print](#) [Preview](#)

[Apply](#) [Save Job](#) [Return to List](#)



HOW TO COMPLETE YOUR APPLICATION?

- Sign in, if you already set up an account or register as a new user.

The screenshot shows the 'Career Opportunities: Sign In' page. At the top, there is a blue navigation bar with 'Sign In', 'Language', and 'English US (English US)' dropdown menus. The main content area is titled 'Career Opportunities: Sign In'. It contains a section for 'Already have an account?' with a prompt to 'Enter your email address and password (both are case-sensitive)'. There are two input fields: '* Email Address' and '* Password', both with red error messages 'Email Address is required' and 'Password is required' respectively. Below the password field is a 'Sign In' button and a link for 'Forgot your password?'. There is also a section for 'Not a registered user yet?' with a link to 'Create an account to apply for our career opportunities.' and a 'Go Back' button. At the bottom right, there is a watermark for 'Activate Windows'.

- To register as a new user, you need to fill in your e-mail address, a password and your name.

The screenshot shows the 'Career Opportunities: Create an Account' page. At the top, there is a blue navigation bar with 'Sign In', 'Language', and 'English US (English US)' dropdown menus. The main content area is titled 'Career Opportunities: Create an Account'. It contains a section for 'Already a registered user? Please sign in' with a link to 'Go Back'. Below this is a prompt to 'Login credentials are case sensitive'. There are several input fields: '* Email Address', '* Retype Email Address', '* Choose Password', '* Retype Password', '* First Name', and '* Last Name'. There is also a link for 'Password Policy'. At the bottom, there is a checkbox for 'Hear more about career opportunities' and a 'Create Account' button. At the bottom right, there is a watermark for 'Activate Windows'.

HOW TO COMPLETE YOUR APPLICATION?

- On the first page, please complete the fields with your basic information. Upload your CV and your letter of motivation.
- All uploaded documents shall be in PDF file.
- Use the template for the CV provided on our website. If you use another template, your application will not be considered. Upload your CV in the defined field.
- Answer the set of questions provided on our website in your letter of motivation. Upload your letter of motivation in the defined field.
- Click 'Next' to upload the other documents on the second page.

The screenshot shows a web application interface for a candidate profile. At the top, there is a navigation bar with links: HOME, JOB SEARCH, JOB MANAGEMENT, PASSWORD MANAGEMENT, and MY PROFILE. The user is logged in as 'NN AA' and can perform actions like Save, Undo, Cancel, Delete Profile, and Print Preview. A yellow warning banner states: 'Changes pending. You must save your changes in order to keep them.'

The main section is titled 'My Candidate Profile' and contains several input fields and sections:

- Personal Information:** Fields for First Name, Last Name, Phone, and Email. A checkbox for 'Hear more about career opportunities' is also present.
- Formal Education:** A section with a '+ Add Another' button and a 'Remove' button. It includes fields for College/University, Faculty, Field of Study, and Current Degree (with a dropdown menu).
- Documents:** A section titled 'Documents' with a message: 'There are no items in this section.'
- More Information:** A section with fields for Title (dropdown), Home Phone, Address line 1, and City.

On the right side of the form, there is a message: 'Dear Candidate, Thank you for your interest in the Internship Programme of German Business for the Countries of the Western Balkans and an internship in 2022. Please complete all mandatory fields to apply for an internship. You will be informed by e-mail about the outcomes of the first round of the selection process.' Below this message are three links: 'Your Resume is not on file. Click here to attach your Resume', 'Your Cover Letter is not on file. Click here to attach your Cover Letter', and 'Your Cover Letter is not on file. Click here to attach your Cover Letter'.

At the bottom right, there is a watermark for 'Activate Windows' and a 'Next' button.

HOW TO COMPLETE YOUR APPLICATION?

- On the second page you will be able to upload all other required documents:
- Portrait photo
- Transcript of records (originals)
- Translation of transcript of records (it can be done by yourself; certified translation is not needed at this stage of application)
- Two recommendation letters. One needs to be from professor and issued in 2021, the other one can also be issued by a supervisors or other relevant referees and can be issued before.
- Other documents that you consider to be important for your application

The screenshot displays a web-based application form. The top section contains personal information fields: Mobile Phone, Home Phone, Address line 1, City, Postal Code, Country (dropdown menu), Nationality (dropdown menu), Date of birth (calendar icon), and Place of birth. Below this is a section for 'Motivation Letter and Resume' with two entries: 'Motivation Letter' (document icon, 'NNaAAas's Cover Letter', last updated 09/29/2021) and 'Curriculum Vitae' (document icon, 'NNaAAas's Resume', last updated 09/29/2021). Further down are dropdown menus for 'How did you hear about the programme?' and 'Will you be enrolled between 1 July and 31 December 2022 in a BA / MA / PhD programme?'. A date field 'When will you graduate respectively when did you graduate?' is followed by a calendar icon. The bottom section lists document upload categories: Photo, Records (original), Translation of Transcript of Records, Other attachments, and Other attachments 2, each with an 'Attach a document' link. At the very bottom, there are two checkboxes for terms and conditions, and a footer with the text 'Activate Windows Go to Settings to activate Windows.'

HOW TO COMPLETE YOUR APPLICATION?

- At the end please remember to click on 'Apply' to send your application!
- We will inform you about the outcomes of the first round of selection one week prior to the interviews in your country. Please visit our website to see when the interviews are scheduled.
- The call for applications will be closed on November 16th, 2021.
- If you experience any technical difficulties, do not hesitate to contact us:
n.andjelkovic@stipendienprogramm.org

Good luck!

We are very much looking forward to receiving your application!



Implemented by

