

Austrian Nomination Guidelines

Visa and work permit regulations of IAESTE Austria

- a. **If you are a citizen of the EEA (EU + Switzerland, Liechtenstein, Iceland, Norway):**
You are exempt from labor restrictions for foreign citizens. You do not need a work permit.

- b. **If you are NOT a citizen of the EEA:**
You need a residence permit or a visa with an additional notation for the ability to work. This visa can generally only be requested at an Austrian embassy. It is not a tourist visa.

IT IS NOT POSSIBLE TO GET THE REQUIRED VISA IN AN EMBASSY OF ANY OTHER COUNTRY EXCEPT AUSTRIA! WORKING ON A TOURIST VISA IS ILLEGAL AND LEADS TO TROUBLE FOR YOU, YOUR EMPLOYER AND IAESTE!

Check www.bmeia.gv.at/en for a list of Austrian embassies and consulates.

The visa application process can take up to 3 months or more – the earlier you send us your nominations, the better!

For long term internship it is mostly possible to apply directly in Austria. Please consider in this case you need an authorized translation of your birth certificate and all other nomination documents.

Questions and problems

Do NOT contact your employer before your acceptance! Contact IAESTE!

In case of questions or problems, contact IAESTE Austria (office@iaeste.at) or the IAESTE organization in your country directly and you will get all necessary information.

Your potential employer cannot and will not help you in case of visa issues!

Required nomination documents for Austrian internships

Document		Notes	Required?
Form O			yes
Student Nomination			yes
CV		See details below	yes
Cover letter		See details below	yes
List of subjects taken			no
Transcripts of records			yes
Language certificates		English certificate	yes
Confirmation of enrollment...	... for the nomination	if not graduated	yes
	... for the internship period		no
Letter(s) of reference			no
Passport scan			yes
Photograph			yes
Health certificate			no
Others			

All documents should be sent in PDF format using the Exchange Platform! Due to data protection laws we are not allowed to process personal data that is being sent to us via email!

Quality of CV and cover letters

a. **Curriculum Vitae (CV)**

A successful CV is structured, ordered reverse chronologically (most recent entry first) and concise (max. 2 pages)! It should include:

1. Personal information (name, nationality, date of birth, contact details, photograph)
2. Education (university, study field, study level)
3. Professional experience (previous work, internships)
4. Special skills (e.g. programming languages, language skills)
5. References

Check spelling and grammar! Mistakes may result in the nominee not getting the internship!

b. **Letter of Motivation**

A successful letter of motivation must be tailored to the job you are applying for and:

1. Is short and to the point (max. 1 page)
2. Is used to introduce yourself to the employer
3. Relates your work/university experience to the job description
4. Tells the employer why they should hire you as their next intern

Just as with the CV, check your spelling (especially names) and grammar!