

## IAESTE KAZAKHSTAN

International Association for the Exchange of Students for Technical Experience (**IAESTE**) is a nongovernmental civil organization, which helps students of higher technical educational institutions to get the opportunity to obtain practical skills in studied specializations abroad in the period of break. The purpose of these internships is obtainment of professional skills in studied specializations, professional development of foreign languages (English in particular) and obtainment of life experience. Motto of this association is “Work! Experience! Discover!”

An important element of this internship is **financial** support of interning students in the period of their stay in the countries of internships, which is paid by the inviting side and is **enough** for basic needs such as accommodation and food. The goal of this programme is not earning income, but only providing material support during the internship period, while interning students are being placed under care of IAESTE counties, which accept students for internships.

In Kazakhstan, the National committee of IAESTE is created in 1996, and since 2000, is a fully rightful member of IAESTE. Kazakhstan students interned in their studied specializations abroad in Austria, Australia, Great Britain, Hungary, Germany, Norway, Poland, USA, Finland, Switzerland, Sweden, Japan, and also foreign students from very different countries interned in universities and industrial companies in Kazakhstan.

In the basis of the association is **EXCHANGE** between students, and national committees of IAESTE of each member country seek employment positions for internships according to professional tasks of students, in such specializations as **mechanics, mechanical engineering, computer technologies, fundamental and applied sciences, architecture, ecology and management, mainly in the industrial sphere**. And because the working language of the association is perfecting **foreign language**, they immerse in the language environment during internship periods.

In the exchange program, interning students prepare **presentations about their countries and universities** upon arrival to the place of internship. Thus, they become **transmitter of culture** of their counties; present our realities and history of making of the independence of the republic. It has become a tradition to conduct National Evening with interning students, when each prepares national dishes, demonstrate them, and tells about traditions and history of their countries. Such events, as a rule, greatly unite students.

Because such programme is oriented towards **exchange**, IAESTE Kazakhstan accepts foreign interns and sends students on the same conditions, i.e. on conditions of guaranteeing accommodation, food, and stipend, and also organizes visa support and excursion programs to study counties of an intern's location.

In practice of the association, the movement to attract new employers is widely developed, and in such countries as Austria and Switzerland, many internship alumnus accept foreign interns to their companies, and IAESTE Kazakhstan would be happy to expand the programme of accepting foreign students if some participants of the international exchange of internship alumni could attract at least one employer in Kazakhstan that would accept foreign interns at their companies. It would greatly help with sending our students abroad.

For more information about IAESTE, please visit:

[www.iaeste.org](http://www.iaeste.org)

Write us: [iaeste\\_kz@hotmail.com](mailto:iaeste_kz@hotmail.com)

<https://www.facebook.com/iaeste.kazakhstan>

**To make it easier for you to learn about our programme, we have prepared answers to frequently asked questions and detailed answers to them.**

**Who can participate in the competition of the IAESTE programme, and what is the procedure for participation?**

In accordance with the IAESTE Charter, the programme of international internship exchange is opened for students of the 3<sup>rd</sup> and consecutive years of study in higher educational institutions, not older than 26 years old (Bachelor and Master). Programme participants should have good academic standing in all subjects, have a good or excellent speaking level of English (sometimes of German), all international certificates are accepted, and also have skills of working on a computer.

Very rarely do IAESTE countries offer internships for students of the 2<sup>nd</sup> year because the list of studies disciplines is very small on this level of study, and it could be challenging for interns to successfully complete tasks.

Please remember that you participate in **the competition of documents** (nominations), which is conducted in several stages:

- I. IAESTE Kazakhstan receives your application for internships abroad in studied specializations, and based on your applications, seeks employment positions. But you should understand that internship exchange is based on mutual interest of exchanging parties, and thus, it is not always possible to receive exactly that country which you ask for, i.e. if that country does not have applications from students who want to come to our country, and if we cannot offer specializations asked by those countries, then your application cannot be executed right away, but it is possible for it to be executed with time, when using the system Exchange Platform when new COBE offers are published, which appear later.
- II. After receiving your nominations, IAESTE studies them and sends to receiving countries only those nominations which have been formalized in a **right way**.
- III. Later on, your documents will be studied by IAESTE committees of receiving countries and sent to companies according to offers of your nominations. In case of necessity, a Skype interview is possible.
- IV. Final decision is made by employer. Documents confirming acceptance of interns are prepared by IAESTE committees of receiving countries.

**In which specializations it is possible to obtain a place?**

1. In the area of engineering: mechanics, electrics, electronics, natural sciences, ecology;
2. In the area of informational technologies in all fields of industry;
3. In the area of agricultural sciences;
4. In the area of construction and architecture and also in a small quantity, in the sphere of tourism. Hotel management, and economics, but only in the area of some concrete industry.

**What time of the year?**

Mainly, during the summer: from **May till September**, i.e. during your break, but sometimes throughout the year for the period of 2 months and more.

### **Is it possible to choose the country of internship?**

The main goal of IAESTE is to search for internships in the studied specialization, and choice of a country could only be tentative, as for example, as a preferred region: Asia, Europe, etc. And because the working language of the association is English, internships in all countries are being implemented in the **English language**, regardless of countries implementing internships. For participation in the program, the main thing is the status of a student, so such countries as Germany, Switzerland cannot accept students-graduates, i.e. require enrollment certificate during the period of internship.

### **Which documents are necessary for participation?**

1. Submitting applications is implemented only in electronic format. Application must be filled according to the forms and personally signed by the applicant (PDF format is also accepted). Please pay attention that your signature in the Application means that you are personally familiar with the conditions of participation.
2. The application is accompanied by a receipt of payment of nonrefundable deposit, which covers expenses of searching a place for conducting internships (connect with the Application and save as a single **PDF** document). These two documents should be sent to the email: [iaeste\\_kz@hotmail.com](mailto:iaeste_kz@hotmail.com)

### **Which documents are submitted during nomination (formalizing the set of documents)?**

1. **Nomination** is composed of student nomination form, motivation letter, transcript, recommendation letter, language certificate (IAESTE form or any other certificate), enrollment certificate, any professional certificates, copy of passport, and photo picture (documentation photo). The set of documents according to the established IAESTE forms, instructions on formalizing documents are sent to **every participant** personally to **email** after the participant confirms the number of a chosen offer.
2. The process of choosing a nomination offer depends personally on the student, i.e. there is no correspondence between the scale of the worldwide table of specializations and our specializations, thus, the offer indicates "General Discipline and Field of Study", and the task of each participant is to carefully study description of each internship type and make a choice in accordance with studied subjects (Field of Study), i.e. the choice of an offer depends on you. In case of your refusal to the offered place, it is necessary for you to make a comment about the reason for the refusal, which will ease our task of searching another offer for you. No more than 3 offers could be sent to you.
3. Each participant must individually receive materials for participation and also formalize nominations, by contacting IAESTE Kazakhstan, i.e. disclosure to third persons is unacceptable because there is a formed archive of correspondence made by us, and distribution of materials is conducted to personal email.

### **What does a student have during an internship abroad?**

1. A working space and a supervisor of your internship, at the end of which you receive a feedback from your curator (employer's report);
2. Financial support (stipend), which will cover your expenses for accommodation and food in the country of internship, and in some countries it is higher than this minimum;
3. Accommodation, mainly in student dormitories or an apartment, which is chosen for you by IAESTE committee of the receiving country. You pay for accommodation from funds offered to you by an employer as a financial support (stipend);

4. Meetings with interning IAESTE students and an excursion programme to become introduced with the host country;
5. Good practice of English and many new friends.

#### **Exchange calendar for the 2018-2019 academic year:**

1. Accepting applications; **October 8 – November 15, 2018** including (you ask for an internship during wintertime, then it is necessary to submit Application **as soon as possible**);
2. Distribution of offers (Work offers) received on the Annual Conference (AC) in January is made in February 2019, in accordance with the date of submitting applications;
3. Formalizing nominations to offers received on the AC in **February-March**, and also throughout the year, when you receive COPE WO – offers, i.e. with the Exchange Platform;
4. Receiving confirmations (acceptance notes: 5s forms): **April – June and ...**
5. Visa support and departure for internship: **April and further ...**
6. After the end of internship (usually in September), each intern receives access to the electronic system, Exchange Platform (EP) for filling out the Trainee Report in online regime or a report form sent out to your email;
7. After filling out the TR report, IAESTE Kazakhstan receives your personalized certificates, which are formalized in the EP system based on your reports.

#### **What does a student pay for?**

Together with the programme participation fee, a student pays for transportation expenses to the place of internship and back, obtainment of an insurance polis (**1 euro per day**) for the period of internship, and consular fees to obtain visa (60 euros for Europe, 100 dollars and more for USA and Australia) on their own. In some cases, the student pays consular fees for the permission to work (Work Permit), and in this case, the cost of visa reaches approximately **60-100 euros** for Spain, Norway, Sweden, while for Canada and Netherlands, **Work permit is 800 euro**.

The amount of fee depends on university of study, as well as the period of internship, which is paid in several stages (the table of student fees is appended).

Minimal amount of fee (85 000 tenge) are paid by students of the following universities:

- D. Serikbayev East Kazakhstan Technical University
- S. Amanzholov East Kazakhstan State University
- International IT University
- Rudny Industrial Institute
- Ilyas Zhansugurov Zhetysu State University
- Innovative Eurasian University
- Al-Farabi Kazakh National University
- S. Toraigyrov Pavlodar State University
- M. Auezov South-Kazakhstan State University

#### **REMEMBER! The student is personally responsible for visa formalities.**

IAESTE Kazakhstan provides an invitation or permission to work (internship) depending on country of departure. The application to obtain visa is filled by you on your own, and you **personally** contact the country embassy. In case of absence of an embassy of the country of departure in Kazakhstan (to obtain permission to work), it is necessary to contact Moscow.

For exact information, it is necessary to obtain full information from the official embassy site on your own or call the necessary embassy. To avoid mistakes in visa type, you **must not contact any intermediaries when submitting documents to obtain VISA** because depending on where you want to go, each country has its own visa procedure for student programme exchange.

Counties-members of IAESTE:

Argentina	Colombia	F.Y.R.Macedonia	Kenya	Norway	Sweden
Australia	Croatia	Germany	Latvia	Oman	Switzerland
Austria	Cyprus	Greece	Lebanon	Qatar	Tunisia
Belgium	Czech Rep	Hungary	Lithuania	Pakistan	Turkey
Belarus	Denmark	Iceland	Liberia	Portugal	Ukraine
Bosnia & Herzegovina	Ecuador	Ireland	Luxembourg	Russia	United Kingdom
Brazil	Estonia	Izrael	Malta	Serbia	USA
Bulgaria	Egypt	Italy	Malaysia	Slovakia	Uzbekistan
Canada	India	Japan	Mexico	Slovenia	United Arab Emirates
Chile	Jamaica	Jordan	Mongolia	South Korea	West Bank
China	Finland	Kazakhstan	Kenya	Spain	Vietnam

## **Conditions for paying student fee to obtain a place of internship abroad in accordance with the IAESTE line**

According to the IAESTE Charter, financial resources of the national committee are formed from membership and sponsor contributions. Thus, the committee budget is composed of contributions of programme participants: students, universities and enterprises receiving foreign interns for internships, and also sponsors who want to support the student movement.

Because this programme is directed towards **exchange**, IAESTE Kazakhstan accepts foreign interns and sends students on the same conditions, i.e. on conditions of guaranteeing accommodation, food, and stipend, and also organizes visa support and excursion programs to study countries of an intern's location. Thus, students of universities that do not accept foreign interns, participate in the program on commercial basis, i.e. pay a higher fee, which goes to organization of admission of a foreign intern.

To expand IAESTE programme, each exchange participant can attract different companies to accept foreign interns, who often demonstrate wonderful knowledge and skills, and it would be wonderful to make employers interested in participating in international exchange programme.

One of the important articles of expenses is participation of IAESTE Kazakhstan in the **Annual Conference** on internship exchange. This conference (Annual Meeting) of the member countries of the association works for one week and is dedicated to summing up results and developing policies and movement of the student internship exchange process, and most importantly, the sessions are held to exchange working places (Work offered) "from hand to hand". This article of expenses comprises a significant portion of expenses. In January 2019, the general conference was held in Cyprus (Limassol).

Each participating country pays a significant membership fee, the sum of which is comprised from the indicator of GDP of each country (according to the international table) plus 25 euro for each exchange participant. On average, the annual fee of IAESTE Kazakhstan constitutes around 2500 euro depending on number of program participants.

Thus, **the funds received from contributions and students and universities go to:**

1. payment of the yearly membership fee to the general association;
2. participation in the general conference in January of each year to receive contracts for internships and in the seminar to develop international internship exchange (SID);
3. correspondence with member-countries to organize internship exchange (email, mobile, courier and regular postal service);
4. consultative assistance for applicants to prepare documents (order of nomination), as well as check competition documents (specialists are invited);
5. work to obtain visa documents, i.e. organization of visa support for foreign interns;
6. organizational work in receiving foreign interns (searching employment positions for internships, meetings and send-offs to airports, recreational activities for students).
7. Administrative expenses (office, clerical, and other)

**Procedure for paying membership fee** (example for paying the fee of 85 000 tenge):

Deposit for searching an employment position for all participants	15 000 tenge	This collection is charged for researching, processing the <b>Application</b> , and looking for a work position (WO) for an	Nonrefundable
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		applicant	
Competition of nominations	15 000 tenge	The first stage in participating in the competition of documents is paid for consideration of documents by the sending side (IAESTE Kazakhstan). The student participates in the competition of documents, formalizing nomination from 8 to 10 documents. The applicant signs the Agreement to participate in the programme.	Nonrefundable
Sending nominations	30 000 tenge	This collection is for sending nominations for consideration of receiving sides (IAESTE committees of receiving countries and companies) Sometimes the inviting side assigns interview.	If for some reasons the student refuses to participate in the competition. i.e. withdraws nomination before receiving notification about his or her confirmation, the student returns 50% from the sum of contribution (30 000 tenge).
Nomination confirmation	25 000 tenge	This collection is paid after the nominee receives <b>notification about confirmation</b> about changing the nominee's status to the intern status. Original documents (5s notes) arrive later.	Financial funds <b>are not</b> refunded at this point, if the student, after receiving notification about accepting the intern status and paying the last part of collection refuses to participate in the internship.
Repeated nomination		If the accepting side refuses the nominee because his or her nomination does not correspond to requirements of the offer (WO), i.e. the nominee receives a refusal to accept him as an intern, then the student has the right	In case of repeated nomination and if there are changes in the period of internship, there will be corrections to the Agreement.

		to nominate to a new offered place (Work Offer), while taking into account the collections paid earlier, but no more than 2 times, and only for the academic period of 2018-2019 years.	
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Students of universities that have IAESTE branches (please see conditions of participation) pay the minimal amount of **85 000 tenge**, but the amount can be increased depending on internship period and category of programme participants.

1. Period: up to 3 months (**up to 12 weeks**):
  - For universities-branches 85 000 tenge
  - On commercial basis 110 000 tenge

This sum includes the student fee of 25 euro.

2. Period: over 3 months (**from 13 weeks to 26 weeks**):
  - for universities-branches 110 000 tenge
  - on commercial basis 140 000 tenge

This sum includes the student fee of 25 euro.

3. Period: over 6 months (**from 27 weeks to 52 weeks**):

The contribution fee is established depending on salary of an intern, country of internship, as well as individual approach to each intern (approximately 140 000 – 170 000 tenge).

Students who want to participate in the programme **one more time**, pays the fee on commercial basis, independently from country of education.

Because universities of participants on the commercial basis do not accept foreign interns, i.e. do not participate in the exchange, but only send students abroad, then financial resources received from programme participants go to covering accommodation for foreign interns.

### **Our requisites:**

All contributions are transferred to the name of the National Committee IAESTE Kazakhstan through the system of fast transfers: ИИК: **KZ728560000000009173**, БИН: **960940002522**, БИК **КСЖБКЗКХ**, JSC “Bank”, Almaty, КБЕ 18, purpose of the payment (КНП 859): contribution to student internship from (full name and “ИИН” of the sender).