

How to prepare for your IAESTE traineeship

IAESTE Committee in your host country

On the international IAESTE webpage you can find contact information about your host committee: www.iaeste.org. The webpages of the different IAESTE member countries often provide useful information for the preparation of your traineeship.

Visa / Work Permit

Each IAESTE Trainee is responsible for obtaining the necessary visa / work permit before he/she leaves the home country. Only for some countries IAESTE will assist you with the visa process (e.g. apply for a visa authorization with the authorities). For all other countries you should contact the embassy and ask about the necessary steps. The official acceptance papers can be helpful to obtain a visa. If you encounter problems you can always contact IAESTE. Don't travel without the necessary papers (visa, work permit) unless you do not need any for your host country. Take copies of your Acceptance Note (N5a) with you when you travel.

Accommodation and cultural / social programme

The accommodation is organized by IAESTE or, in some cases, by the employer. For information about your accommodation or the cultural / social programme during your traineeship, contact the IAESTE Committee in your host country.

Employer

If you have any questions concerning the work, workplace, dress codes, etc. you can contact your host employer directly, as soon as you are accepted for the traineeship. We suggest contacting your host employer (by email) before you leave, to introduce yourself personally and let him know that you are looking forward to your traineeship etc.

Insurance

According to international agreement, all IAESTE trainees have to be insured against illness, accident and death before leaving their country. You can check with your actual health insurance if you need an additional policy. For the case that you are not yet sufficiently insured, IAESTE can suggest a good and cheap insurance company (Swisscare). You can apply for it directly on our homepage.

Immunization, Climate

You should check at the immunization centre or with your general doctor, if you need any special immunization for travelling to your host country. We also suggest to inform yourself about the climate in your host country and to take suitable clothes with you. Tip: Take warm clothes with you even if travelling to a tropical country because laboratories and offices are often air-conditioned.

Language and Culture

Even though the local language often is not required for your work, it is always useful and appreciated to learn some simple sentences. Do inform yourself also about local culture and customs. Be prepared to experience a cultural shock. With openness and friendliness it can be handled best.

Finances

Normally your employer will pay the first salary after one month, so you should bring enough money with you to cover your expenses within the first weeks. Often the accommodation has to be paid in advance. Today you can find cash machines almost all over the world. Only for a few countries traveller checks are still useful. It is always helpful to bring some cash in the local currency – if possible in small change – to pay a taxi or a night in a hotel.

Presents

In a foreign country and in the international context of IAESTE you can please your future colleagues at work or new friends by bringing small presents from your home country with you. Good Swiss presents are e.g. chocolate or a Swiss army knife.

FoIN - Friends of IAESTE Network

By signing up with FoIN (www.iaeste.org "Friends of IAESTE") you can get in touch with other IAESTE trainees and members.

Ombudsman

If – against our hopes – you should encounter serious problems with IAESTE you can contact the ombudsman (Contact information can be found on the international IAESTE webpage <http://www.iaeste.org/exchange/complaints.html>).