

Internship in Germany





Internship in Germany



Your university degree may contain plenty of lab-based sessions to give you a sense of job-oriented skills, but nothing won't equal then an experience in a real job environment. This is why potential employers, scope for those candidates who have a relevant experience in their study fields to be guaranteed that these individuals are able to put their knowledge in practice.



Germany is an excellent place to get started in the global economy and gain work experience. All job markets look for candidates that stand out, and there's no better way to show this than by doing an internship in Germany.



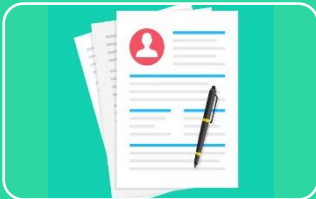
Internship in Germany



All GJU Bachelor students are to spend their fourth year in Germany. They study for one semester in one of GJU's partner Universities, while spending the second semester doing an obligatory internship ("Studentisches Pflichtpraktikum") of at least 20 weeks full time with a German company.



Students have to take part in the internship training seminars offered by the International affairs department at GJU to receive all necessary information in order to be prepared for their stay in Germany.



Students should prepare the application documents (CV, cover letter and required certificates) before leaving to Germany.



Students are responsible to find an internship opportunity on their own. However, the International Affairs Department and the GJU Project Office in Magdeburg provide students with assistance and support in all issues related to their practical training.



Internship in Germany



The internship search

Do not waste time! Start with your applications for an internship right after your arrival in Germany.

Make a list of all your applications

Research is one of the most important steps. Start researching offers and make a list!

After you forwarded your application you should wait approx. two weeks for a reply or an acknowledgment from the company. If you have no answer by then you should contact the company.

Internship report

According to the GJU guidelines you have to write an internship report. Already start working on that during your internship.

The Internship

The company that accepted you for an internship needs to send you an internship contract which you need to sign.
Please upload your contract on your MYGJU account for getting our Official approval.
Kindly check this link : [Adding contract on MYGJU account](#)

Internship acceptance

If you got accepted for an internship you should inform your Exchange Coordinator and the IAD or the Project Office of the GJU in Magdeburg immediately.

Internship Certificate

The company should provide the student with an official signed and stamped certificate (Praktikumszeugnis) that includes: **a.** The logo and name of the company and the name of the supervisor **b.** Personal information on the intern, internship duration, description of internship tasks, and the evaluation of the intern's performance.

The language of the certificate could be either German or English.



Application Documents for Internship in Germany



**A German Cover Letter
(Anschreiben)**



A German CV (Lebenslauf)



Certificates (Anlagen)



Persistence and patience 😊

Please merge all of the following documents into one PDF:

- A Scan of your Visa (this is also your working permit!)
- Copy of your enrolment confirmation from your German Host University and from GJU
- Copy of “Bestätigung Pflichtpraktikum“ from the International Office at GJU
- Copy of your current transcript from GJU (not unofficial download)
- Copy of Tawjihi certificate (or equivalent)
- Copies of your internship certificate in Jordan
- Copies of other certificates, e.g. for training courses (optional)
- Copy of letters of recommendation (optional)
- GJU internship guidelines (“GJU-Praktikumsrichtlinien”)
www.gju.edu.jo/sites/default/files/Office%20for%20Industrial%20Links/gju_praktikumsrichtlinien.pdf
you need the documents as hardcopies as well



How to search for internship in Germany

There are a number of ways of finding internship opportunities in Germany.

1. Ask your host university about internship programs

If you are applying for an internship while still a student, then a good place to start is your host university.

You can either **contact the Career service at your host university** to ask about what programs are available to you or **check the website of your host university** to search for any posted internship offers .

Check the website of your host university and search for “career service”; internship offers might be posted there.



Make an appointment with the career service at your host university to ask for assistance with the internship search.



Be prepared, have your documents ready and stick to appointments



How to search for internship in Germany

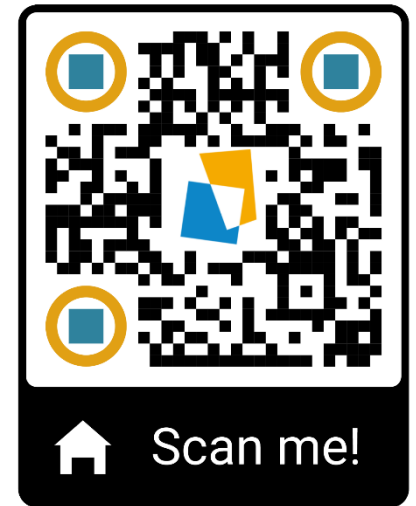


2. Find internships online

If you can't find anything through your university, then the internet is your friend. There are numerous websites dedicated to internship listings that can make the process of finding an internship much easier.



Scan the code to view a list of websites (search engines) that may help you to search for an internship in germany



Find the German translation of your major and search in German!



You can use Google to search for an internship (**Praktikum +City +Your major**)
e.g. „Praktikum Hamburg Medizintechnik“ „Pharmazie Praktikum“
Hint: don't just google „Praktikum“; google in German .



How to search for internship in Germany

3. Internship at a company: go straight to the source

If you have an idea in mind of what company you'd like to intern for, go straight to their website and see what information it provides.

Based on your major, International office will provide you with lists of German companies who have previously taken GJU students as interns so you can check their websites .

The website of each company usually has some kind of career section where you can look up internships.

You can scan the codes shown on next slides to view a list of German companies who have previously taken GJU students as interns in addition to their websites .

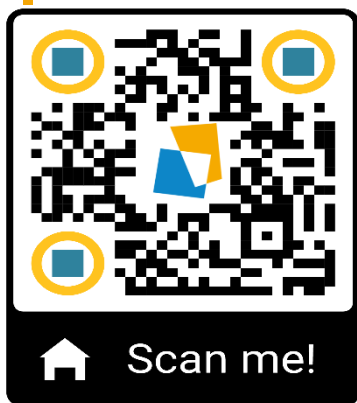




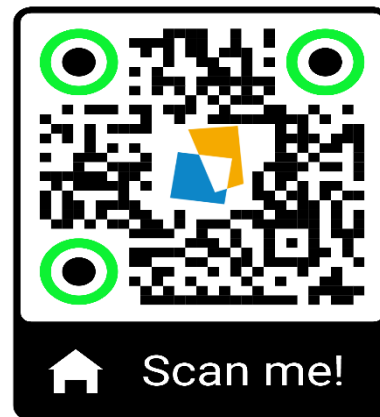
Company list in Germany



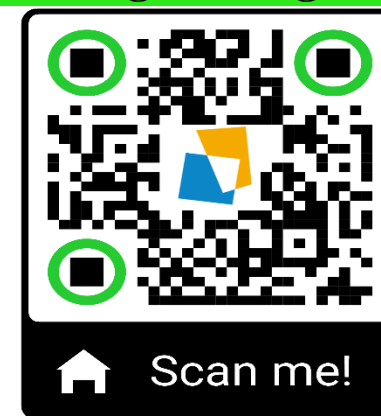
Architecture



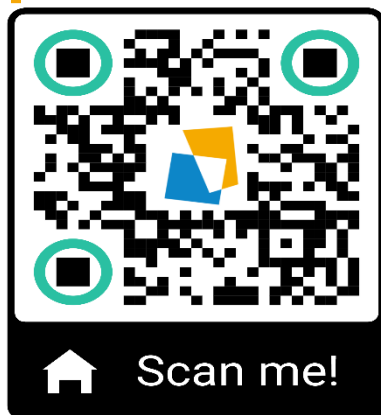
Biomedical engineering



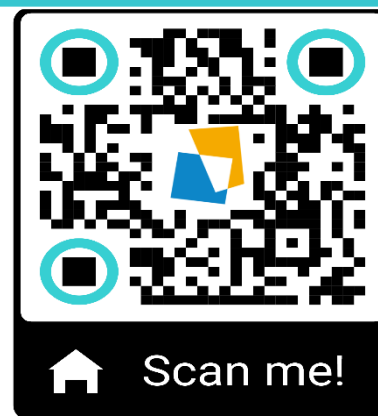
Chemical & pharmaceutical engineering



Civil & environmental engineering



Communication engineering



Computer engineering

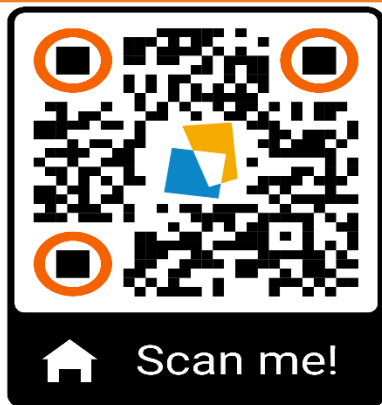




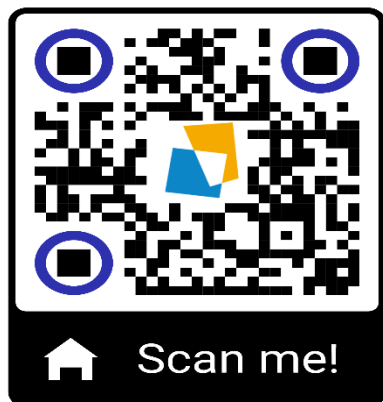
Company list in Germany



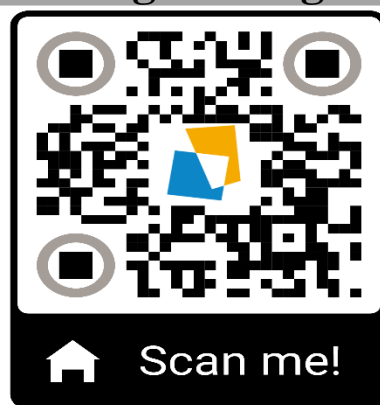
Design & Visual Communication



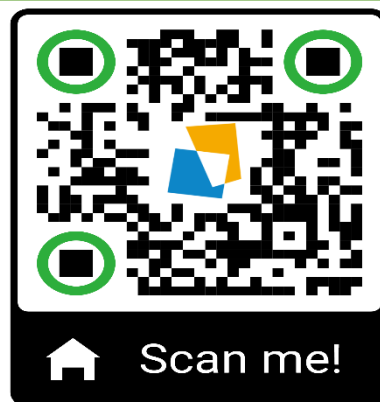
German/English for Business and Communication



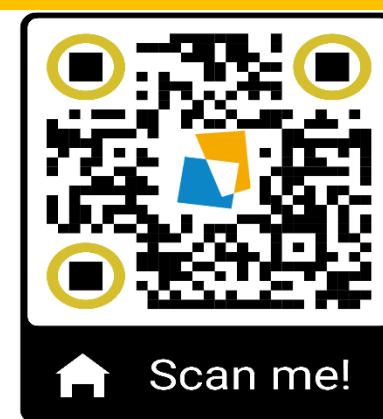
Electrical & Communications Engineering



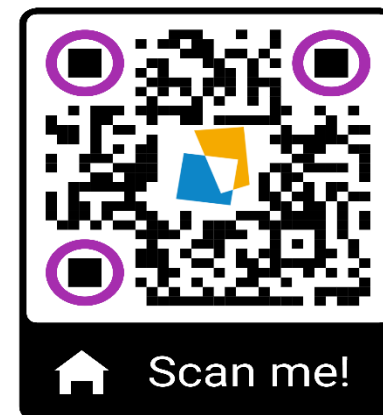
Industrial Engineering



Energy Engineering



International Accounting

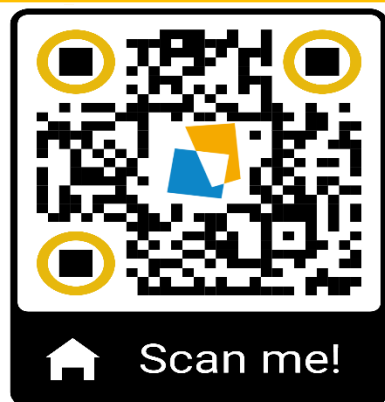




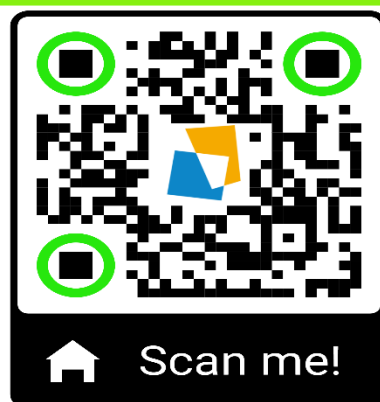
Company list in Germany



Logistics Sciences



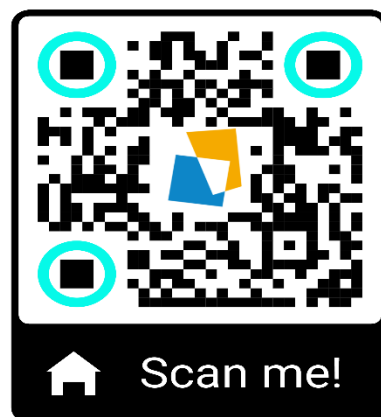
Management Science



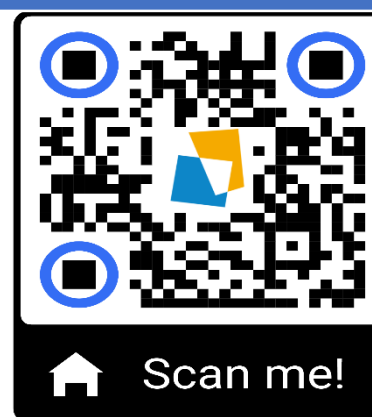
Mechanical & Maintenance Engineering



Mechatronics Engineering



Translation





How to search for internship in Germany

4. Job Fairs

Another option when searching for an internship or looking to simply equip yourself with more knowledge about what your chosen professional field requires is to attend a job fair.

Job fairs often don't just cater to prospective employees, but also to prospective interns. You can talk directly to recruitment consultants about what they are looking for and make some important contacts.

Of course, there isn't a job fair happening every weekend, so sometime it is a matter of getting lucky and finding one happening in your area at the right time.

A big one to keep an eye on is the Connecticum Job Fair that happens annually in Berlin.

Check : www.connecticum.de/

Calendar about future job fairs :
www.absolventa.de/jobmessen

Fachmessen

Prepare yourself, read about the companies, check for offers and dress well.

Be prepared to give a 60-second introduction that describes how you can be of value to an employer. Be sure to follow up with any recruiters you meet at a fair.





How to search for internship in Germany

5. Informations provided by international office at GJU / Project Office

Internship team of the international office help the students during their internship semester by :

- Answer all questions related to their internship in Germany.
 - Offer CV and Cover Letter checks.
 - Check if the internship meets the GJU requirements.
 - Provide lists with all German companies who have previously taken GJU students as interns.
 - Accept internship documents (report and certificate) after the students finish their internships.
- Your contract needs to be signed by you and your company .
 - It needs to state the working hours (at least 35 hours/week).
 - Start and end date (at least 20 weeks).
 - If you are not sure whether your tasks are major-related, please contact your Exchange Coordinator.
 - Make sure it is not a “voluntary internship” contract.

Internship offers and information about the study and internship year in Germany can also be found on the [GJU Outgoing Index Facebook group](#) and on the [International Office Facebook page](#) .

GJU Industry partners can be founded on the official website of GJU
<http://www.gju.edu.jo/content/official-industry-partners-3915>

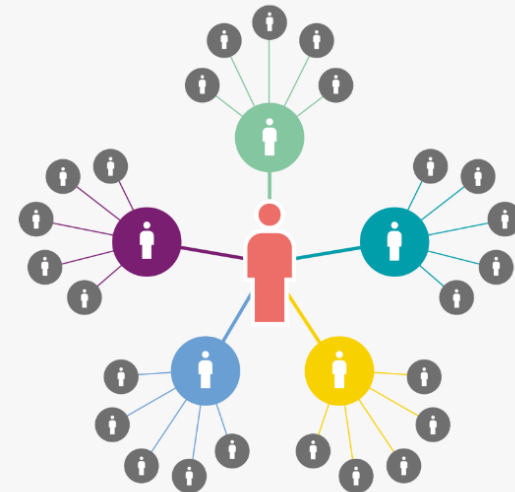


How to search for internship in Germany

6. Network

Everyone knows someone who knows someone, and sometimes that someone is the key to helping you make an all-important connection. Don't be afraid to ask people, your professors, your family friends, your parents.

Fellow students can also be a wealth of information. Perhaps they have already done an internship, or are in the same boat as you and are searching for one.





How to search for internship in Germany

7. Find an internship through an organization

There are organizations dedicated to landing students internships in Germany.





Keep in mind



No company will give you a second chance to improve a bad application , so :

- ✓ Properly adjust your documents!
- ✓ Be careful with online translation tools (e.g. Google Translate)!
- ✓ Ask a German native speaker for help
- ✓ Use www.deepl.de OR Wikipedia for technical terms
- ✓ Be careful with copy & paste!

Don't send ONE Anschreiben (Cover Letter) to different companies

- ✓ German companies will NOT be amused, please adapt your application documents to every internship offer
- ✓ Chances of getting an internship are NOT higher
- ✓ Quality before quantity

Don't start looking at the VERY END of your first semester in Germany

- ✓ You will be stressed, you will be in panic and you risk NOT getting an internship
- ✓ Always start looking as early as possible!

Don't give up

- ✓ The internship search in a foreign country can be challenging, but please note that only very few of our students did not manage to find an internship in Germany
- ✓ Be smart: If you are having trouble finding an internship, please get help as soon as possible (not when time is already running out)



Don't!

Keep in mind



Analyzing offers is one of the most important steps!

- ✓ Pay attention to a good fit between your profile and the offer!

Please **do not** believe and spread the “400-applications myth” without questioning the quality of these applications!

- ✓ Always ask your colleagues for a record of applications (we do!) and maintain one yourself.
- ✓ We will ask you for this if you wish to have an application check!

- ✓ Be available all the time.
- ✓ If a company calls you, confirm details via e-mail.
- ✓ Always reply to emails, it does not matter whether they are positive or negative.

Don't!

Good
Advice



Best of luck

