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## Step-by-step plan

AVEC operates in a fixed manner. The process is divided into four different steps. Through this method it is easy to keep track of what is left to do and what has been done already.

The basic principle for us is to find a suitable company that best meets your needs.

To prepare as good as possible, all matters should be arranged before you actually catch a plane towards your internship destination. During your internship AVEC will be there for you if necessary. We encourage you to read through the step-by-step plan on the website, so you are well informed about our practices.

We provide internships in a few destinations. If you have doubts about the choice of your country, then please call us or send an email about this.

To ensure that everything is clear and the desired result is achieved, we make use of a step-by-step plan. The plan that we use is divided into four separate steps. Read all steps carefully. Through this method you will know exactly what to expect. The four steps are:

- Application
- Deposit
- Internship request
- Closing



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## Application

Once you're ready to embark on your adventure abroad, you can reach us via this website. To take the first steps of your journey, go to the contact section on our website. Fill in the required fields on the form and once you're finished, just click on "Send". At this moment, you have not made any commitments and therefore you don't need to worry about any type of payment obligations.

We will get in touch and follow up with you about how to continue the rest of the registration process.

You'll receive an email with the following documents:

- Registration form
- Step-by-step guide
- Template of cover letter
- Template of résumé
- Sample résumé

Once you've finished filling out all the components necessary, just send all of it back to: [avec.np@gmail.com](mailto:avec.np@gmail.com)

Do note:

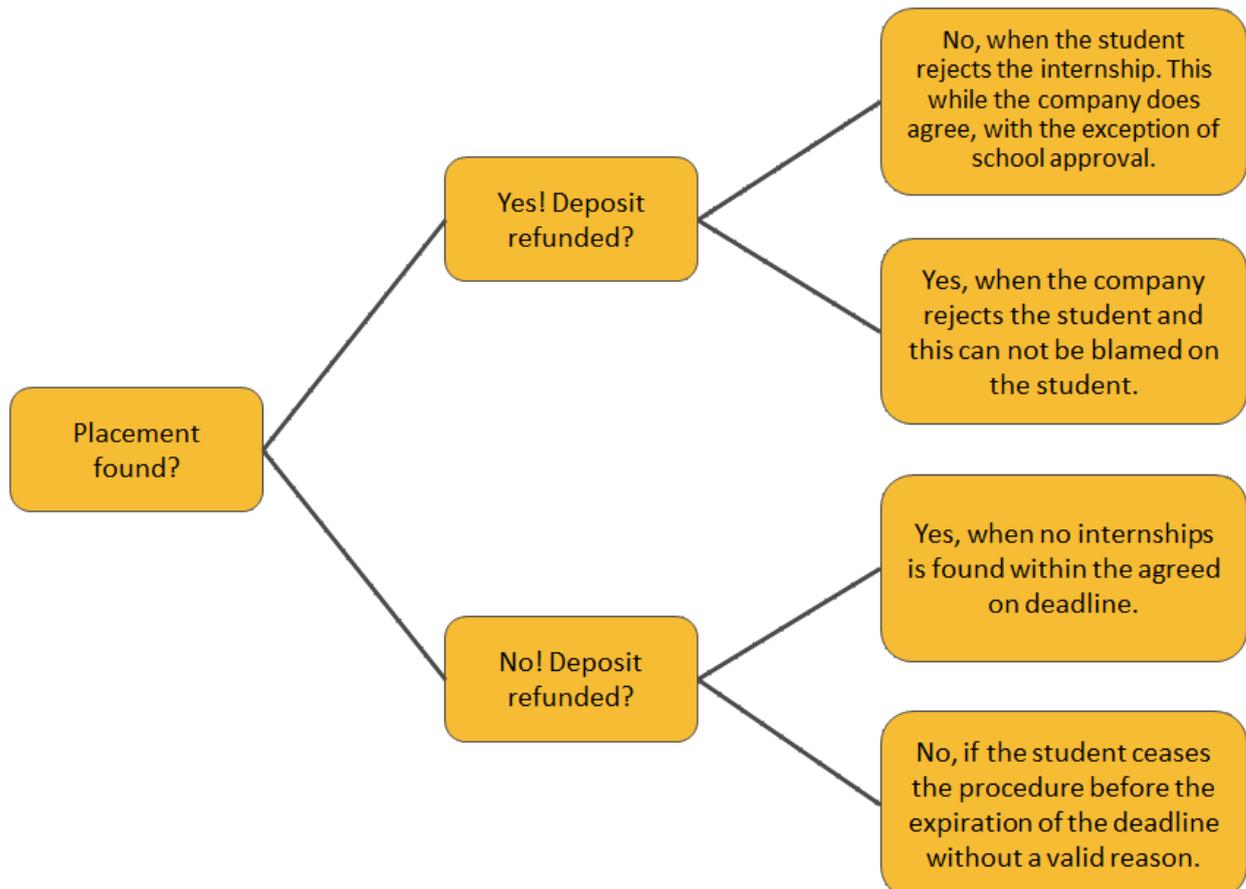
- Put your résumé and letter of motivation in one document
- Fill out everything in English
- Save the document as follows: "First name, Last name-Profile" in Word
- Send email to: [avec.np@gmail.com](mailto:avec.np@gmail.com)

Once everything has been received, we will then look at the information and make small adjustments, where needed. If any changes are made, we will get in direct contact with you to make sure that everything is acceptable. Once the process has been completed, you'll receive a confirmation via email and be appointed your personal consultant who will help you with the rest of the process. Your personal consultant will contact you by email to arrange a telephone or Skype call to further discuss the details with you and answer your questions. Once this is done, you'll receive an information package relating to your city of interest.



## Deposit

Because a lot of time and energy is put into finding an internship abroad, AVEC asks for a deposit. How this works can be seen below.



The deposit is a form of collateral and is proof that you're ready to be matched to your internship. With the official confirmation, we will send you your invoice, including deposit. The deposit must first be paid, before we can provide you with internship placement. After we receive your deposit, we will mail you to confirm that you have paid and we will officially begin the search. In the unlikely event that no placement is found within the given deadline, you will receive your deposit back, minus administration fee.

Upon confirmation of the deposit you will be assigned a consultant.

The assigned consultant will contact you by e-mail to plan a contact moment. This can be via Skype or via the telephone. During the conversation with your consultant you can discuss your internship preferences with your consultant.



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## Internship request

After we receive all of your information, we will begin searching the possibilities for you in your fields of interest, within a given deadline. Your personal consultant will be there to organize a placement in your desired location. The communications will be done in English only.

Once your consultant has found a company, they will contact you via email relaying the company's information and a summary of the internship. At this point, we will ask that you discuss the potential internship with your school.

When you're given a positive response, your personal consultant will schedule a telephone interview between you and the company.

Once the above details have been arranged, keep the following in mind:

- The company usually expects the student to call
- If you're located in a different time zone, try to keep this in mind
- Should there be any problems with you not being able to call, please let us know as soon as possible, so that we can reschedule with the company.

Our experience has shown us that every interview is different.

This partly has to do with the country, city, culture and industry the company is based in. To better prepare yourself for the interview, here are a few basic tips to keep in mind, when you prepare for the telephone interview:

- Visit the company website and try to get a good grasp of exactly what they do
- Go through your résumé and try to adjust their 'Experience' section to fit their profile
- Try your best to actively think of what you expect of them, and vice-versa
- The company will probably want to know why you've chosen them for your internship
- If they're concerned for your arrangements (finances, visa, accommodation, etc.), you can let them know that we are assisting you with those aspects of your journey
- Make a few questions that you'd like to know about your potential internship. This is a good way to show that you're genuinely interested and it of course will be handy information, come day one of your internship

After your telephone interview, you can get back in touch via email to your personal consultant to give them your assessment of the conversation. Once this has been done, they will be in touch with the company to discuss the outcome. When the company and student agree with the internship and related matters, your personal consultant will help you get final approval from your school.

If the student or company decides not to go through with the internship opportunity, then your personal consultant will continue the search for your next potential internship. Please keep in mind that it is not possible to continue looking for another internship once you have agreed to become an intern at a company.



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## Closing

Once the right internship has been found for you, the final paperwork for your school is approved and you'll receive an invoice. This is the rate that is specified on the website, minus the deposit.

After you've submitted the payment, you will receive a receipt of payment followed by a signed internship contract.

Finally, the remaining communication is focused at preparing you for your internship abroad.

This could include details about your visa process, accommodation, insurances etc. Do note that your personal consultant will be there for you, should you have any questions about the aforementioned topics. Keep in mind that there might be certain cases where you'll need to take your own responsibility! However, feel free to ask the advice of your personal consultant should you feel the need.