Zoran Djindjic
Internship Programme
of German Business
FOR THE COUNTRIES OF THE WESTERN BALKANS

How to apply for the Programme

The application process is the following:

STEP ①

Online application process
(early October – mid November 2023)

- **Letter of motivation** in English or German (as one PDF file) answering 4 questions from our website.
- **CV** in English or German (mandatory use of the provided template on our website); uploaded as PDF
- **Portrait photo** (business casual) in a common graphics format, e.g. JPG (as a separate document)
- **Scanned transcript of records:** overview of the courses and marks, issued by the faculty (as one PDF file)
- **Translation of transcript of records** in English or German (as one PDF file) – translated by the applicant himself/herself
- **Two letters of recommendation** by professors, supervisors or other relevant references (as one PDF file). One of the letter needs to be by a professor, issued in 2023
- If you have applied in 2023, before, make sure that your application documents are updated.

- **Optional**: other scanned documents available, combined as one PDF file (e.g. language certificates for German or English, references, diplomas)

STEP ②

interviews: end of
November – February

- All candidates will be informed about the outcome of the first selection round. Candidates will be notified by email one week before the interview whether they are invited to the interview or not.
- Interviews in Croatia will take place in early December
- The interviews will be held in the capitals of the respective country.

STEP ③

matching with companies, preparation and start of internship : March – July 2024

- Shortlisted candidates will be recommended to German companies.
- Interviews with the companies will take place online from March until May.
- Companies will make their decisions according to their requirements and internship specifications.
- Mandatory participation in the introductory week in Berlin, starting 23rd June 2024

www.stipendienprogramm.org