



Application form for internships

Photo

A. PERSONAL INFORMATION

Mrs Mr

Last Name:

First Name:

Postal Address:

ZIP / Postal Code:

City:

Country:

Email:

Phone:

Cell Phone:

Date of Birth:

Nationality:

Passport number:

B. EDUCATION

Are you studying working

High School

College

University

Company

Address of
University/High School/
Company:

Which career/
professional field:



Desired length of internship:

weeks from until or from until

Have you already been worked/studied abroad? Yes No

Which country?

Which university/
company/institution?

Occupation

E. ACCOMODATION

Do you want us to arrange accommodation for you ? Yes No

Single Room Double Room

Family Students Apartment Residence

Breakfast Half Board Full Board Without Meals

Do you have any special diet or health problems, or any other special requirements?

I want to apply for an

Internship Internship & language course

Preferred language course destination:

Internship destination:

Preferred country / countries

Preferred city / cities

Declaration: I certify all the information given is correct

Signed

Date



APPLICATION PROCESS FOR INTERNSHIPS

Please complete this application form and send / fax it to us with the following enclosures:

1. Two passport size photos
2. Curriculum Vitae (CV / Resume)
3. Previous language course certificates (if available)
4. Previous internship certificates (if available)
5. Other qualification certificates (e.g. pre-diploma, etc.)

If you do not want / need to take a Spanish / Portuguese language course before starting the internship, please send us the CV in Spanish / Portuguese and a

6. ~ 200 words written statement (covering letter) in Spanish / Portuguese, outlining the reasons for wanting to enrol in the internship program. Indicate in your statement preferences regarding an internship placement and why do you think this qualification will assist you in your future career interests.

Send the application form along with a **deposit* of EUR 100,00** no later than **2-3 months in advance** before the desired starting date of the internship or language course and proof of payment to ELG. Note that the student must pay all bank charges.

Bank Account:

Account Name: ELG
Bank Name: Deutsche Bank Hamburg
Bank Code: 200 700 24
Account Number: 488 77 66
IBAN: DE 05 2007 0024 0488 7766 00
Swift/BIC Code: DEUTDEDBHAM

* **Note:** The deposit will be credited towards the program fee when you arrive to the program. In the unlikely event that we are unable to find an internship that meets your specifications the deposit will be refunded minus an administration charge of EUR 40,00. If you withdraw your application before accepting an internship placement the deposit cannot be refunded.

ELG - Language courses & Internships

Golfparkallee 7a, D-24576 Bad Bramstedt-Hamburg
Germany

Tel. ++49-(0)40/3250970

Fax ++49-(0)40/30509710

Email: info@elg-online.de · Internet: www.elg-online.de