

INFO FOR EMPLOYERS

The services provided by IAESTE - and terms applying.

1. MEMBERSHIP AND FEES

- IAESTE Sweden charge only 8 000 SEK/year for a membership, included in the fee is an unlimited recruitment of incoming trainees and our full administrative services for all.
- For pre-selected students - as they are not part of IAESTE's exchange - we charge 8 000 SEK/incoming student for our services.

Included in the membership fee are the Migration Board's application charges and all administrative work that IAESTE do - see section 5 below. Receiving international students as trainees gives Swedish students possibilities to go for internships abroad within the IAESTE exchange. As an IAESTE employer, you will contribute to valuable exchanges of ideas, knowledge, and culture. IAESTE always look to find flexible solutions based on your requirements and wishes as employer.

2. HOW TO START THE PROCESS - CREATING AN INTERNSHIP OFFER

- Make a thorough description of the work tasks and your required qualifications in the "Offer of training form" that you will find on www.iaeste.se under the "Forms" section.
- Specify study level and study field, previous work experience - if applicable - languages or other required knowledge. It is possible for us to aim at recruiting students from certain countries, or parts of the world, if relevant for your company's connections or business. If not specified, we will search for excellent candidates from all IAESTE member countries.
- Choose duration (2-18 months) - it is possible to extend internships though maximum total duration is 18 months. Also, it is no longer possible to extend internship work permits, so for students from outside the EU extensions are not possible. The internship may start at any time during the year, though for many students starting in January-February or June-September would be the most appropriate.
- Choose a supervisor/main responsible for the internship.
- Specify salary. Minimum salary should be 19.000 SEK/month. (Our partners' internship salaries range from 19.000 - 25.000/month.) Social taxes will be added to these costs, just as in a normal salary payment. The interns are however not considered employees in the legal sense. IAESTE signs an internship contract with the student.
- Universities may sometimes have the possibility to pay salaries as tax free scholarships. In these cases, minimum salary is 15.000 SEK/month.
- If the employer provides other benefits, like housing or lunches, the minimum salary may be lowered with the equivalent amount.



3. RECRUITMENT AND SELECTION PROCESS

- IAESTE recruits and matches interns from our vast student pool based on the employer's requirements as indicated in the internship offer form.
- IAESTE may do a pre-selection if you prefer this - or you can choose to check all available candidates.
- Employers are welcome to do own online interviews or tests with the candidates. IAESTE may do interviews as well, checking for instance language proficiency.
- As employer you always have the final say in which candidate you want to choose.
- IAESTE signs an internship contract with the student - it is also possible to write a separate contract with the intern, for instance concerning secrecy in cases where this is applicable.

4. AFTER THE INTERNSHIP

- The employer fills out an evaluation report for feedback to IAESTE.

5. IAESTE'S SERVICE

- Access to our vast trainee network including qualified students within technology, natural sciences, architecture and economy from more than 80 countries.
- Match-making to find the right student for your requirements - IAESTE offers flexible solutions according to your needs.
- Visa and work permit applications for the Swedish Migration Board. Their service fee is included in the IAESTE membership fee. Thanks to IAESTE being a certified organisation for applying to internship visas, the process is smoother and quicker.
- Tax registration and "samordningsnummer" (temporary ID number).
- Helps the incoming trainee to find accommodation.
- Gives the incoming trainee access to our local student networks, events and social activities. IAESTE has local representation in 7 Swedish university cities: Lund, Göteborg, Linköping, Stockholm, Uppsala, Umeå and Luleå. They are always there for the trainees in case they need assistance or help.
- IAESTE trainees are fully insured when arriving in Sweden.

