



IAESTE Nepal: Step-by-Step Student Nomination Process

This guideline outlines the **IAESTE Nepal nomination process for Exchange Year 2025** for students applying for **international internships**. Follow these steps carefully to ensure a **smooth and transparent application experience**.

Step 1: Initial Application Fee & Profile Completion

- Students pay the **initial application fee** to access the **IAESTE Exchange Platform**.
- Complete the profile by **uploading all required documents** (CV, academic transcripts, etc.)

Step 2: Identifying Relevant Internship Offers

For Open Internship Offers:

- Browse **available internships** on the **IAESTE Exchange Platform**.
- Identify **multiple relevant offers** and create a shortlist.
- Email **IAESTE Nepal** with the **reference numbers** of the offers of interest.

For Exclusive Internship Offers:

- IAESTE Nepal **announces application deadlines** for exclusive offers.
- Applicants are **categorized** based on available exclusive offers.
- If **no matching applicant** is found for an exclusive offer, IAESTE Nepal will **individually promote it on social media** even after the regular deadline expires.

Step 3: Interview & Nomination Decision

For Open Offers:

- IAESTE Nepal **interviews students** to assess suitability for the selected offers.
- If **promising**, IAESTE Nepal **nominates the student** for an **Open Internship Offer**.
- The nominated student **must complete** the nomination process **within the given timeframe**.

For Exclusive Offers:

- IAESTE Nepal **shortlists applicants** for each offer available.
- Shortlisted students are **interviewed** to assess suitability.
- The nominated student **must complete** the nomination process **within the given timeframe**.
- If the nominated student **fails to complete the nomination**, the **next student on the waiting list** or another relevant applicant **will be given the offer**.

Step 4: Preparing Nomination Documents

- IAESTE Nepal provides **guidelines** for preparing nomination documents.
- The student **compiles the required documents** as per **IAESTE Nepal's guidelines** and the **host country's requirements**.
- If a nominated student **fails to complete the process** in time, the **offer is given to the next candidate**.

Step 5: Verification & Nomination Submission

- IAESTE Nepal **verifies** the completed file to ensure all required documents are in order.
- Once verified by the IAESTE Nepal team, the selected student needs to **submit the nomination** to the **host IAESTE Member Country** via IAESTE Exchange Platform.

Step 6: Waiting for Nomination Results

- After submission, IAESTE Nepal and the student await the response from the host country, which the applicant can track on the IAESTE Exchange Platform.
- The **host IAESTE Member Country reviews** the nomination and provides a **decision**.
- If **accepted**, the student receives **further instructions** to proceed with the internship.

Contact

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