**IAESTE TRINIDAD AND TOBAGO**

**WORK OFFER**

Ref. No. TT-2018-00001

<table>
<thead>
<tr>
<th>Employer Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer: ABC limited</td>
</tr>
<tr>
<td>Main Street 25</td>
</tr>
<tr>
<td>Port-of-Spain Trinidad and Tobago</td>
</tr>
<tr>
<td>Business or products: IT solutions</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Student Required**

| General Discipline: 11-COMPUTER AND INFORMATION SCIENCES AND SUPPORT SERVICES |
| Field of Study: 11.0101-Computer and Information Sciences, General 11.0201-Computer Programming/Programmer, General 11.0401-Information Science/Studies |
| Study level: Middle (4-6 Semesters); End (7 Semesters and over) |
| Language required: English Excellent And Spanish Fair Or Italian Fair |

**Other requirements:**


**Work Offered**


**Number of weeks offered:** 8 - 12

**Working environment:** Office work

**Within the months:** 01-AUG-2018 - 30-SEP-2018

**Gross pay:** 700 EUR / Month

**Or within:** 01-NOV-2018 - 31-JAN-2019

**Deduction to be expected:** 10%

**Holidays:** 01-OCT-2018 - 31-OCT-2018

**Accomodation**

| Lodging will be arranged by: IAESTE |
| Estimated cost of lodging: 300 EUR / Month |
| Estimated cost of living incl. lodging: 500 EUR / Month |

**Additional Information**

**Nomination Information**

**Deadline for nomination:** 31-MAR-2018

Please send nominations by Exchange Platform

**Date:** 14-NOV-2017

On behalf of receiving country: Anthony Rawley

_O-form will be send by local centre. Attach only first site of o-form. (Do not attach additional information about visa)_
STUDENT NOMINATION

Ref. No. TT-2018-00001

Personal information

Family name: Novak
First and/or other names: Karel
Date of birth: 01.01.1994
Place of birth: Prague
Gender: male
Nationality: Czech
Passport no.: 012345
Place of issue: Prague
Valid until: 01/01/2020

Home address:
Ulice 123
Prague 100 00

Address during terms:
Na koleji 3
Prague 100 00

Phone no: +420712345678
Alternative phone no: +420300100200
Email: karel.novak@email.cz

Are you medically fit?
Yes

If you do not need passport to enter the country, you can use ID card number. In the end of the document, you have to scan ID instead of passport. Place of issue - only name of city, not name of office. Passport has to be valid during the whole period of internship.

Study information

General discipline:
Computer and Information Sciences
Languages:
English excellent
German ---
French ---
Spanish fair
Field of study:
Computer Programming

Completed years of study: 0 MSc
Total years required: 2 MSc

University/College: University of Prague
English name of the university

Working related information

Desired period of training:
from 01 August 2018 to 01 September 2018

Do you wish lodging to be found for you?
Yes

Disclaimer

- I agree that the personal data, which has been provided to IAESTE, may be passed to IAESTE member countries (full members, associate members and cooperating institutions) and potential employers for the purpose of arranging my traineeship. Also my personal data may be provided to government authorities for the issuance of visa/work permit purpose.
- I am aware that I am not allowed to contact the company or the Receiving Country before being accepted. (You are accepted for this training offer only after receipt of the IAESTE acceptance form.)
- I confirm that all the data I provide is correct.

Date: 15/02/2018
Student’s signature: Signature

Do not forget to sign it!

For internal use

Date: Do not fill in!

International Association for the Exchange of Students for Technical Experience - IAESTE a.s.b.l.
51, rue Albert 1er, L-1117 Luxembourg / R.C.S. Luxembourg F1180
Dear Name of person in charge if known OR Sir or Madam (NB. be careful to use both unless you are certain that the person is male or female)

- **Paragraph 1**: Introduce self, and what you study, e.g. I am a fourth year student at the University of Edinburgh, studying Mechanical Engineering Msc.
- **Paragraph 2**: Say why you are interested in this position, show that you have done some research into the employer's background and work; highlight things that interested you in the work offered and anything else that you would be particularly interested in working on whilst you are on placement. Show a genuine interest and enthusiasm for the position for which you are applying.
- **Paragraph 3**: Why are you perfect for this position? Give examples of your specific experience which prove that you are qualified to do the work offered. What relevant courses have you studied? Have you worked on any projects that are relevant? Describe any relevant work experience and link the skills gained from this to the placement you are interested in.
- **Paragraph 4**: If there are any other requirements or languages necessary, make sure that you mention what you can offer in relation to these things and clearly state the level you are at in each requirement. Also state your level/experience of technical English. NB. If there is a requirement on the Offer form that you cannot fulfill, tell the employer what you can offer instead or tell them what you are willing to learn in advance of the placement.
- **Paragraph 5**: Tell the employer how this relates to future plans for study or work and/or your interests.
- **Paragraph 6**: Give any other examples of experience or skills that you feel are important to mention or that also prove that you are qualified for the work offered. Describe extra-curricular activities e.g. sports or awards. Always explain what you have developed from each activity e.g. time management skills, teamwork, initiative, commitment, independence.
- **Paragraph 8**: Finish the letter with a paragraph saying that you are looking forward to hearing from the employer soon and would like to thank them for reading the letter.

Yours sincerely /Yours faithfully,

NB. If you started with the person’s name, you should use "Yours sincerely" and if you started with "Sir or Madam", you should use "Yours faithfully".

Student’s name, Student’s signature and date

This is the only personalised part of your application, so, make it specific to the employer you are applying to. Remember that this is your opportunity to convince your supervisor that you are able to do the work and that you will be the best candidate - really sell yourself by highlighting your best experience/qualifications.

Always check your spelling and grammar when you finish!
KAREL NOVAK
Chemistry Student

WORKING EXPERIENCE

**Employee info** (the name of the organization, the city/country)
**Dates** (months and years)
**Responsibilities**: Describe your daily tasks and responsibilities. Include details such as devices you used.
**Achievements**: This should cover your added value or any quantified work such as projects completed, articles published.

Start with your most recent post and go back. Indicate your internships and the jobs you held during your studies or college. You can include volunteering in the university laboratories as well.

EDUCATION

**University, City**
**Dates** (months and years)
Master studies:
Field of Study

Bachelor studies:
Field of Study

Include topics of your theses. If you have a lot of practical seminars, describe them. Add the same details for any relevant certifications you have obtained or for additional training opportunities you have done since you graduated from university.

LANGUAGES

List each language you speak and your level of proficiency (for example, basic, proficient, native speaker)

<table>
<thead>
<tr>
<th>Language</th>
<th>Native speaker</th>
<th>Basic</th>
<th>Proficient</th>
<th>Fluent</th>
</tr>
</thead>
<tbody>
<tr>
<td>CZECH</td>
<td>Native speaker</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGLISH</td>
<td>Intermediate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COMPUTER SKILLS

Make a list of softwares that are relevant to the internship. Anything from programming languages (Java and Python) to softwares (AutoCAD, Solid Works, Photoshop, MS Office).

INTERESTS

Mention current hobbies and interests. Choose a hobby that will make you standout. Don't lie.

Signature

Sign your CV and add the date
# Transcript of Academic Record

**Student Name:** Karel Novák  
**Faculty:** Faculty of Information Technology  
**Programme Title:** Computer Programming  
**Course:** Master course  
**Start Date:** 01 September 2017  
**Date of expected graduation:** 30 June 2019  
**Date issued:** 15 February 2018

### Year 1 Results (2017/18)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credits Awarded</th>
<th>Attempt</th>
<th>Grade</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB10000</td>
<td>Subject 1</td>
<td>6</td>
<td>1</td>
<td>A</td>
<td>Pass</td>
</tr>
<tr>
<td>AB10001</td>
<td>Subject 2</td>
<td>6</td>
<td>2</td>
<td>B</td>
<td>Pass after supplementary assessment</td>
</tr>
<tr>
<td>AB10002</td>
<td>Subject 3</td>
<td>3</td>
<td>1</td>
<td>C</td>
<td>Pass</td>
</tr>
<tr>
<td>AB10003</td>
<td>Subject 4</td>
<td>3</td>
<td>1</td>
<td>D</td>
<td>Pass</td>
</tr>
<tr>
<td>AB10004</td>
<td>Subject 5</td>
<td>6</td>
<td>1</td>
<td>A</td>
<td>Pass</td>
</tr>
<tr>
<td>AB10005</td>
<td>Subject 6</td>
<td>6</td>
<td>1</td>
<td>C</td>
<td>Pass</td>
</tr>
<tr>
<td>AB10006</td>
<td>Subject 7</td>
<td>6</td>
<td>1</td>
<td>E</td>
<td>Pass</td>
</tr>
<tr>
<td>AB10007</td>
<td>Subject 8</td>
<td>3</td>
<td>1</td>
<td>A</td>
<td>Pass</td>
</tr>
<tr>
<td>AB10008</td>
<td>Subject 9</td>
<td>3</td>
<td>1</td>
<td>C</td>
<td>Pass</td>
</tr>
<tr>
<td>AB10009</td>
<td>Subject 10</td>
<td>6</td>
<td>1</td>
<td>B</td>
<td>Pass</td>
</tr>
<tr>
<td>AB10010</td>
<td>Subject 11</td>
<td>3</td>
<td>1</td>
<td>C</td>
<td>Pass</td>
</tr>
<tr>
<td>AB10011</td>
<td>Subject 12</td>
<td>3</td>
<td>1</td>
<td>A</td>
<td>Pass</td>
</tr>
<tr>
<td>AB10012</td>
<td>Subject 13</td>
<td>3</td>
<td>1</td>
<td>D</td>
<td>Pass</td>
</tr>
<tr>
<td>AB10013</td>
<td>Subject 14</td>
<td>3</td>
<td>1</td>
<td>C</td>
<td>Pass</td>
</tr>
</tbody>
</table>

Grading scale: A - excellent; B - very good; C - good; D - satisfactory; E - sufficient; F - failed

**Do not forget explanation of grading system.**

If you are Master student, attach Diploma supplement in English.

**Signature**  
Dean of the Faculty  
University of Prague
APPENDIX 22

IAESTE - Language Certificate
This sheet must be completed and sent with the O Form if required.

Tick Language to be tested
- English ☒
- French ☐
- German ☐
- Spanish ☐
- Other ☐
- Please specify __________

<table>
<thead>
<tr>
<th>Surname: Novák</th>
<th>First name: Karel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationality: Czech</td>
<td>Study Course: Professional English Language II</td>
</tr>
<tr>
<td>How long have you studied this Language? 11 years</td>
<td>Last Class: 2014</td>
</tr>
<tr>
<td>Examinations Achieved and Grade: Please provide additional Certificates if available Grade A</td>
<td>Dates of Examinations: 30 June 2014</td>
</tr>
</tbody>
</table>

To be completed by the Examiner

Knowledge of Required Language
(Please tick one box for each of the four language sections)

1. Comprehension
- Understands conversation and reads without difficulty ☒
- Understands almost everything spoken slowly and clearly ☐
- Understands with difficulty ☐
- Cannot follow conversation and written word ☐

2. Speaking
- Speaks fluently, correctly and is easily understood ☒
- Is understood but is not completely correct and fluent ☐
- Speaks haltingly with many mistakes ☐
- Cannot speak this language ☐

3. Writing
- Writes accurately with ease ☒
- Writes slowly with occasional errors ☐
- Writes with difficulty and makes many errors ☐
- Has no written ability in this Language ☐

4. Reading
- Reads quickly with understanding ☒
- Reads slowly, understanding only some of the text ☐
- Has difficulty understanding and must look up many words ☐
- Cannot understand simple texts ☐

Overall Conclusion
- Excellent ☒
- Good ☐
- Fair ☐
- Poor ☐

Additional Comments:

Examiner: Jana Nová
Position: English teacher
Place and Date: 15 February 2018
Signature: [Signature]

Certificate has to be maximally two years old (including Cambridge English certificates)
If there is another language required, attach second language certificate.

**IAESTE - Language Certificate**

This sheet must be completed and sent with the O Form if required.

Tick Language to be tested

- English □
- French □
- German □
- Spanish ☑
- Other □
- Please specify _______

<table>
<thead>
<tr>
<th>Surname: Novák</th>
<th>First name: Karel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationality: Czech</td>
<td>Study Course: Spanish for beginners</td>
</tr>
<tr>
<td>How long have you studied this Language?</td>
<td>Last Class: 2017</td>
</tr>
<tr>
<td>1 year</td>
<td></td>
</tr>
<tr>
<td>Examinations Achieved and Grade:</td>
<td>Dates of Examinations: 15 June 2017</td>
</tr>
<tr>
<td>Please provide additional Certificates if available</td>
<td></td>
</tr>
<tr>
<td>Grade B</td>
<td></td>
</tr>
</tbody>
</table>

To be completed by the Examiner

**Knowledge of Required Language**

*(Please tick one box for each of the four language sections)*

1. **Comprehension**
   - Understands conversation and reads without difficulty ☐
   - Understands almost everything spoken slowly and clearly ☒
   - Understands with difficulty ☒
   - Cannot follow conversation and written word ☐

2. **Speaking**
   - Speaks fluently, correctly and is easily understood ☐
   - Is understood but is not completely correct and fluent ☒
   - Speaks haltingly with many mistakes ☒
   - Cannot speak this language ☐

3. **Writing**
   - Writes accurately with ease ☐
   - Writes slowly with occasional errors ☐
   - Writes with difficulty and makes many errors ☒
   - Has no written ability in this Language ☐

4. **Reading**
   - Reads quickly with understanding ☐
   - Reads slowly, understanding only some of the text ☒
   - Has difficulty understanding and must look up many words ☒
   - Cannot understand simple texts ☒

**Overall Conclusion**

- Excellent ☐
- Good ☒
- Fair ☒
- Poor ☐

**Additional Comments:**

Examiner: Pavel Suchý

Position: Spanish teacher

Place and Date: 15 February 2018

Signature: [Signature]
University of Prague
Hlavni ulice 123, Prague, Czech Republic

CERTIFICATE OF ENROLLMENT

Date Issued : February 15, 2018
Issue Number : 0123456

Name in Full : Karel Novak
Date of Birth : January 01, 1994
Date of Admission : September 01, 2017
Department/Major : Computer Programming
Course : Master Course
Date of Expected Graduation : June 30, 2019

This is to certify that the above mentioned has been a full-time student of the Faculty of Information Technology at the University of Prague.

[Signature]
Dean of the Faculty
University of Prague
Scan only first site of passport. It has to be in the upper left corner of A4 white paper (do not use small page with scan).
Us the same ID as described in student nomination form.
Passport photo should be in the upper left corner - size 3x4 cm.