

Hello,

The first thing which I would like to mention is that views presented are personal. They should not be generalized. I will try and make the file as comprehensive as possible but there are always many points which slip off the mind while writing. All the queries after reading the files can be discussed on the group. The information given is according to my experience of applying for internship in the year 2005.

INTRODUCTION

Everyone of us have fantasies of visiting a foreign country sometime. Internship is one of the best means to have that experience. And also for a good work.

Getting an internship abroad heavily depends upon luck and your power to convince. It's neither that easy nor that difficult. But the key to it is 'KEEP TRYING'.

Even if you don't get an internship abroad then also it's an excellent learning experience during the applying process. You have to learn the art of selling your skills. No one can make you learn this, but you will yourself learn after sometime. Searching also makes you aware of the work going on, knowing about universities, and also enhances your googling power to search anything, there are many benefits. It's a good exposure and will help you when you apply for MS/PhD next year too. Applying is an exciting experience. You always have the thrill of opening your mailbox hoping to see a RE: message with a foreigner's email id :-)

You may get a positive response in your 1st fifty applications, or you may even not get anything in 1500. As somebody said, applying process is a roller coaster ride. You have to take pains, especially when you go through websites whose English page is not available.

So, now what you have to do is to start working. You have to spend hours on internet.

Don't have TOO MUCH of hopes and don't loose your hope too.
Good Luck

WHERE TO APPLY?

The whole world is open for you. You can apply anywhere. I know that people even go to South Africa for internship.

The best option would be Europe.

As trend says... internships are not offered 'much' in US/Canada as compared to Europe. There is a LARGE number of students from India going for summer internships to Europe every year. You should try in US, Canada too. Jugaad always is an option. If you know somebody abroad who can help you, then you obviously must try.

Countries where you can try:

Europe: Germany, UK, Switzerland, France, Italy, Netherlands, Austria, Portugal, Spain almost all countries. First 5-6 are highest probability places.

US, Canada, Australia

East: Singapore, Japan, Korea.

So many places, right? But if you want me to shorten the list, then you can go for Germany, Switzerland, Singapore, Netherlands, France, UK, US, Canada..

Some Universities, Institutes and research labs have their official internship programs every year. You have to find such programs from the websites.

WHEN TO APPLY?

Applying too early, according to me is not much of use because they themselves don't know their situation is going to be at the time when you want to start your internship. They have to look for available projects, research work required at that time, and most importantly their financial situation. But for people aspiring for internship during summers, the peak time for applying is during September, October of the previous year.

So the best time to start emailing would be august end, or September start. And keep on trying till you start with any internship next year.... because even if there is a late offer, you can make it. And if you get an offer in time, then also don't stop trying because you may get a better offer, or you never know when can there be some problems with the offer you already have.

FUNDING:

Getting an internship abroad without financial support is easy (obviously because everyone likes to get the work done for free, so they can offer you easily). But it's generally very clear that we cannot go without any assistance from their side, as many of us don't have very strong financial background.

You never ask for financial support in you first email to anybody. In general, they themselves ask whether you need financial assistance or you can afford or you get some support from govt. etc... And if not, those discussions can be made later. You have to negotiate with them to pay you more, depending upon the offer.

APPLICATION PROCEDURE:

Choose the field:

Before doing anything, you have to decide the fields in which you want to work. It is very important because you cannot work well in just any field. You should choose the fields in which you can show them good work. So first you have to explore the fields in which you can work. You can do this by looking at the profiles of the faculty members of your department at IITR or any institute. Then choose the fields, they can obviously be more than one.

Build a resume:

Make a good looking resume, not more than 2 pages, in PDF format, don't fake your skills too much, you can write a little more than you actually know. But not too much, it can create problems afterwards.

Make a standard kind of application for emails:

You should email the letters of similar kind to all, just changing the email address, receiver's name, some more contents related to research work. This is just to save time. The details are given in the format of application.

Searching for email address:

Well, according to me, you can use 3 methods for searching the email ids to send the applications:

1. Go to www.science-direct.com look for the journals of your field of interest, look for interesting papers in them, try and look for the latest papers so that probability that the person has been retired is less, click on "summary" tab of the paper, read the abstract of paper (I'll tell you the use afterwards in the file where there is information about drafting a letter), get email address of the author(s) from the link just after their names on that page.

OR you can search for papers by googling or any other methods you discover.

2. Search for conference papers on google, for this just type the field of interest, "conference" and year on the search bar, and you can find emails from the conference pages and papers in that.

3. through website:

First choose a country, then search for universities, institutes, research labs using google or numerous websites available. Then you have to search for people working in the fields in which you want to work through the websites of the institutes.

You can go to the pages of the particular department and then find the contact of persons working in those fields...

Sometimes there are problems in finding the contacts, in that case, you can try for 'sitemap' tab on the homepage of the institute. (Most of the homepages have this). There also you can find the links for 'Professors' or 'faculty' or 'departments'..... etc. actually this gives all the contents of the websites.

For non English websites, generally they have link to turn the page in English. This link you will find somewhere on the homepage. But sometimes, some internal pages are not available in English. Then you can use the following internet tools to change the language in English:

A. google, click 'language tools' tab on right hand side, there you can put the URL of the page you want to convert and then generally the following pages come automatically translated.

B. Use www.altavista.com>home>tools>babelfish translation.... similar to google tool.

C. You can find other tools from the internet by googling.

THERE IS NO LIMIT TO SEARCHING.....

Of course you may know more methods of finding internet. You will learn everything after trying for sometime.

Sending emails:

First thing, no mass mails, don't use Cc or Bcc, just use 'to' and send all the mails personally, so that the person feel that you are genuinely interested in working with him/her.

Send the emails using your IITR (telnet) email id, because that is the only thing which can prove that you are really a student or this institute.

Don't expect replies for all your sent emails, replies would be very less. Keep a track of information about the people you have mailed, like his/her email address, name, university, designation, his paper from which you got his email address, etc.... Because this will help afterwards when you send reminders to the people whose reply you never got.

APPLICATION FORMAT:

Tips:

1. You should address the letter directly to the receiving person. No general Sir/Madam.
2. Ask for internship of 3 months. Don't tell specific dates or that you would work for less than 3 months.
3. C.G.P.A. doesn't matter much. If you think you have a good C.G.P.A. then mention it otherwise no need.
4. If you have a good rank in class then only mention it. You can also fake it a little, but take care that a Prof. may get application from different students of same class claiming same ranks. So it's upon you whether you mention it or not. It doesn't matter much actually.
5. It's also a kind of lick letter to the person to show that you are genuinely interested in his research work. This is where reading the abstracts of his/her papers work. That you can mention that you have gone through a bit through that paper and interested in working in his/her field of research.
6. According to me, one should attach the resume, in PDF format with this letter. Don't expect anyone to go through your resume. So you should give enough information in the letter so that even if the recipient just goes through the letter, he/she can take a decision.
7. Don't expect replies from all. Very few even open your email. Fewer no. of them replies to you and then you have to be lucky enough to get a positive reply.
8. Use your official IITR email id for sending letters and other communication. Don't use 'Cc' or 'Bcc'

9. Take care that you send the letter to the same person whom you have addressed in the letter. Because due to handling so much of data and email addresses, sometimes such mistakes are made.

10. Take care you don't make any spelling mistakes.

Following is a **sample** application format.

Subject bar: Application for internship from May to July, 2006
OR otherwise if you can frame it a better way

(Name of the recipient with designation),

(Small introduction)

Sample:

I am a student of 3rd year (pre-final year) pursuing my degree of Bachelor of Technology (B.Tech.) at Indian Institute of Technology (IIT) Roorkee, INDIA. I am majoring in Mechanical Engineering. Presently, my C.G.P.A. (Cumulative Grade Point Average) is on a scale of 10.

(Academic Interests, one or more areas)

Sample:

My academic interest lies in following areas:

(Something about his/her work, simply liking)

(Asking about what you want)

Sample:

I am very keen to carry out research and contribute to the research going on in my fields of interest. So, I would like to do a Research project under your guidance or be a part of your ongoing research work in the period of May to July, (year). I am also interested in further studies in these fields after my graduation.

(Mention about the projects you have done, very short and sweet, don't exaggerate or make the letter too long with this, you can mention the projects point wise)

(Mention about some extra skills you have, like experience of working on some software, presently working on some software, etc.)

(End with a sweet note)

Sample:

For your consideration I have attached my resume, but should you require any more information I would be glad to provide you.
Expecting a positive response from your side. I apologize if this mail of mine was considered as spam by you.

Yours Sincerely

.....

(Just name, nothing more because you have already written about yourself)

Letter can be framed in many ways, this is just a sample. So it's totally upon you.....just don't make it too long to read....
Of course you may also ask others for the format...

SOME PLACES:

The following list gives some of the universities, research institutes, companies in Europe and Singapore where you can try for internships. These are **few** of the places where people have been to for internship in 2005. All are not necessarily related to engineering.

SINGAPORE: NTU, NUS

SWEDEN: KTH Stockholm

SWIZERLAND:

EPFL, Lausanne
ETH, Zurich
University of Zurich
Amadeus Software, Lausanne
University Of Basel, Basel
..... Davos

GERMANY:

Fraunhofer Institutes, Germany
Max Planck Society Institutes
RWTH-Aachen
Kiel University, Kiel
University of Saarland, Saarbruecken
Universitat Wuppertal, Düsseldorf
Degussa, Hanau
TU (Technische Universitaet) Dresden
TU Cottbus
TU Munich
TU Berlin
TU Chemnitz
TU Darmstadt
TU Braunschweig
University of Karlsruhe
University of Duisburg
University of Leipzig
University of Goettingen
..... Tuebingen
..... Erlangen
..... Nuremberg
..... Stuttgart
..... Koblenz
..... Bochum
..... Dortmund

..... Rostock
..... Stade
..... Cologne (Köln)
University of Hannover
University of Applied Sciences, Augsburg
LMU, Munich
University of Regensburg
Degussa, Trostberg

FINLAND:

..... Helsinki
University of Joensuu, Joensuu
University of Turku, salo, Turku

AUSTRIA:

TU Graz
Joanneum research labs, Graz
Boku University, Vienna
University of Klagenfurt
CARINTHIA TECHNICAL UNIVERSITY, Klagenfurt
Salzburg Research Institute, Salzburg
Pharma Novartis Institute, Linz

NORWAY: Agder University, Grimstad

ITALY:

..... Rome
..... Milan
University of Trieste, Trieste
CNR, Pisa
University of Trento, Trento
Universitaet di Firenze, Prato [Florence]
Univ. of catholica, Rome
Politecnico di Torino, Torino
SISSA, TRIESTE
Istituto Giannina Gaslini, Genova

FRANCE:

..... Paris
..... Bordeaux
..... Nantes
..... Toulouse
INP Grenoble
Ecole Centrale de Nantes, Nantes
INLN, CNRS, Nice
University of Rennes, Rennes
Universite d'orleans, Orleans
INRIA, Paris
INRIA, Nancy, Lorraine
INSA, Lyon (Inria)

INRIA Rennes
University of Limoges, Limoges
Ecoles Des Mines, Albi
CORIA Laboratory, Rouen
INRIA, Roquencourt
Hewlett-Packard (HP), Grenoble
LPMCN, Lyon
LaBRI Bordeaux
Curie, Paris
ENST Bretagne, Brest

IRELAND: Dublin, UCC Cork

NETHERLANDS:

NIKHEF Amsterdam
..... Goes, Zeeland
Delft University, Delft

SPAIN:

Universitat de autonoums, Barcelona
Universitat Jaume-I, Castello
CNIO, Madrid

ENGLAND:

University of Sheffield
Kent University
..... Birmingham
University of Strathclyde, Glasgow

GREECE: AUTH, Thessaloniki

SCOTLAND: University of Edinburgh, University of LEEDS

BELGIUM:

Catholic University of Leuven, Leuven
VUB, Brussels

OTHER IMPORTANT INFORMATION:

1. Many of Fraunhofer and Max Planck institutes have internship programs. For each specialty, they have a different institute located in different city. So these institutes are spread all over Germany. You can find them from their websites. Their internship programs are well structured and they also pay pretty well. So you just pick the institutes where work of your interest goes on, and apply.
2. EPFL offers internships every year for IITians. They generally take those having GPA 9 or above. The last date of applying there is somewhere in October or November.

3. While going through the websites of the institutes, also take the contacts of the secretary. Sometimes, the applications are handled by the secretaries as the professor doesn't have time. Specially, at the places where there are official internship programs, this matter is handled by secretary. So, you should also contact the secretary of that division/institute asking about internships or to find any opportunity to work under a faculty member working in your field of interest. Most of the times, they forward your application to the concerned faculty/person. In the application to the secretary, you should give all the details as you gave in the application to the faculty member. Also attach the resume.
4. You should send reminders to all those who never replied to your email, also to those who did not say straight NO to your application. It sounds a bit weird but it is important and it works many times. Reminder email should be sent around a month after the last communication with the person.
5. You should never send emails on weekends. They never check their emails on weekends, it is very much possible that your email is neglected on Monday when he/she looks at so many emails in the inbox. It is best to send emails from Monday night (Indian time) to Thursday night. On weekends you can do work of collecting the emails.
6. I don't have much idea about the industries offering internships but yes, people go to industries too. Most of the companies have online applications for that. But the problem which I found was many of them ask for language skills if you applying to a company in a non English speaking country. But you can always try. You can also contact the research labs of those companies. I think there you don't need to have language skills.

I hope you find this information helpful. Your suggestions are welcome.

With Best Regards

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