



# Irish Education Partners

## 6+ Weeks Before Arrival

- Intern details and requirements provided to IE Partners
  - Detailed CV (Europass preferred)
  - Letter of Motivation
  - IE Partners application form (placement preferences, arrival and departure dates, accommodation requirements)

## Before Arrival

- Skype Interview with IEP – full support throughout application process
- IE Partners matches candidate to internship
- Skype/Telephone Interview with host company, where requested
- Accommodation organised to suit confirmed internship
- Internship and accommodation details provided to agent

## Arrival

- Airport 'Meet and Greet' and transfer to accommodation (optional)
- Orientation session on living and working in Ireland
- Public transport pass, maps and tourism information provided

## In Ireland

- Mentoring and monitoring for the duration of the Internship
- Social activities organized
- Cultural Trips

## Departure

- Certification of Completion awarded to each intern
- Certificate of Attendance from Host Company
- Host Company and Participant Evaluation Form
- Completion of other required documentation