



UNIVERSITY HANDBOOK



SPAIN INTERNSHIP GROUP SERVICES

- Spain Internship is a recruitment organization specialized in international internships in Spain and Italy.
- Mainly, we work in:

Spain

- Barcelona
- Sevilla
- Madrid
- Valencia
- Malaga
- Others

Italy

- Milano
- Roma
- Torino
- Pisa



WHAT CAN WE PROVIDE YOU?

- Quality, remunerated, internship programs for your students.
- Housing assistance

Our recruitment services are **completely free for students and universities** generating a win-win solution for all our stakeholders.

Every year we organize more than 900 placements, having long – term partnerships with universities from countries like USA, China, UK, Slovakia, Finland, The Netherlands or France.

Main fields we work

- Marketing
- IT, Engineering & Design
- Tourism & Hospitality
- Education
- Communication
- Other fields under request.

- Every field and country will have different language requirements. A detailed list will be sent.





HOW DO WE WORK? STEPS (I)

You can select which way you prefer to cooperate with us:

- 1) We can post in your career board and promote our vacancies.
- 2) You can provide us your students looking for a placement and we will add them to our recruitment processes.
- 3) We can provide you all our vacancies, updated, and you can inform your students about the opportunities to make an internship through us.



HOW DO WE WORK? STEPS (II)

- 5) Once the candidates have been processed we will support them with preparing the interview, organizing the documentation and arrival to their destination. Housing assistance is also provided, when possible, by our housing european network erasmus.com
- 6) To ensure the conditions on this presentation, we normally draw up a collaboration agreement with no obligations entailed, so your university can be sure about the conditions of our services.
- 7) A link in your website to our website, www.spain-internship.com, in some partners area or internal area is appreciated, though no mandatory.

LEGISLATION AND VISAS

- Placements are ruled by Spanish law [RD 592/2014](#)

In a nutshell:

- The internship has to be part of the studies or made with the support of an officially registered education centre like an university.
- There has to be a training plan for the student making the placement within the company what ensures the quality of the internship.
- All the parties involved have to make a convenio de prácticas or internship agreement, ensuring the quality of it and recognizing the different responsibilities.



VISAS

- EU Students do not need a VISA to make an internship in Spain.

Non EU- Residents:

- It is a legal requirement to have study VISA to make an internship in Spain. This can be made in any spanish embassy/consulate.
- You will need to have training agreement or convenio, a letter of intent and 4 pictures. Health insurance may be required.
- It is recommended to apply at least 8 weeks before the departure, to avoid surprises.
- More information in this [LINK](#) (Los Angeles consulate, check your city)

More about Spain Internship

- Follow us on Facebook to see more activities: www.facebook.com/spaininternship





Interested? Contact us!

Jose Antonio Jiménez
Director
jose@spain-internship.com
Skype: spaininternship1