



# Call for Applications

## Professional Experience Program in New York 2024

The program will take place in spring/summer 2024.

**Call for Applications:** June 12, 2023 (publication date)

**Application Deadline:** August 13, 2023

**Duration of Program:** 1 week + 3 months (end of April to end of July 2024)

*The internship is expected to start after the skills seminar on April 29, 2024. Internships can also be shorter or longer, depending on the needs of the internship provider.*

### About PEP in NY

The Professional Experience Program (PEP in NY) is managed by the Campus OWL liaison office in New York and intended for students from the five Campus OWL universities (Bielefeld University, Paderborn University, Hochschule Bielefeld – Bielefeld University of Applied Sciences and Arts, OWL University of Applied Sciences and Arts, Detmold University of Music). PEP in NY offers students the chance to gain intercultural skills and professional experience in the United States.

The program includes a leadership skills seminar week in NYC, an internship in a company/organization in the New York metropolitan area (or other locations), and a virtual workshop to reflect on the experience.

### Requirements

- Enrolled at one of the **universities in OWL** (Bielefeld University, Paderborn University, Hochschule Bielefeld – University of Applied Sciences and Arts, OWL University of Applied Sciences and Arts, and Detmold University of Music) for the summer semester 2024
- At time of application (summer semester 2023), enrolled in a **Master's** program or at least in **3<sup>rd</sup> semester Bachelor** program
- Excellent communications skills (oral, written, interpersonal)
- Very good command of spoken and written English (B2 at a minimum)

### Application Documents

- **Letter of motivation** including how the program helps you to achieve your goals and how it relates to your studies (in English, 1 page). Please refer to the letter of motivation template provided on the website (<https://www.campus-owl.org/owl-students/>).
- **Resume** including education, work experience, skills, previous scholarships/awards, and other relevant experiences such as volunteer experience (no photo necessary; in English)
- **Copy of your transcript of records** (providing an overview of your previous academic achievements with grade average; copy of bachelor's degree, if applicable)

- **Letter of recommendation** written by a professor/lecturer of your faculty (this recommendation letter can also be used for the internship application and J-1 visa application; preferably in English). Please use the letter of recommendation template provided on the website.
- (<https://www.campus-owl.org/owl-students/>)
- **Confirmation of enrollment as a student**

## Before the Program

### Outline of Application Process

1. Students must submit their application in a single PDF file to [simons@campus-owl.org](mailto:simons@campus-owl.org) by the **deadline on August 13, 2023**.
2. Candidates who are considered for the program will be asked at the end of August to submit the “Career Field Profile” document by **September 10, 2023**. You will find the “Career Field Profile” template on the website (<https://www.campus-owl.org/owl-students/>).
3. Candidates will be notified by mid-September if they are invited for an interview. The interview will be conducted in English only. **Interview** date is **end of September/early October** by video call.
4. Shortlisted candidates will be matched with internship providers in October – December. Be aware that you might need to go through additional application processes at prospective internship providers as well!
5. Candidates who secure an internship placement will apply for a J-1 visa in cooperation with the German American Chamber of Commerce in New York and the internship provider (December-February).

### Internship placement

Once accepted to the program (after the interview), candidates get placement support from Campus OWL New York. It is important that every candidate shows initiative in this process, either by sharing their own ideas for internships or by securing their own internship independently. There is no guarantee that an internship placement will be successful.

### Visa Regulations

Students who are accepted by the internship provider need to apply for a J-1 visa (J-1 exchange visitor visa for interns). The internship must have a clear relation to the candidate's academic education and must be highly relevant to the future career development and existing background of the candidate.

The German American Chamber of Commerce in New York (GACCNY) is the cooperating and supporting partner in the PEP program. GACCNY can sponsor the J-1 visa for internships in a variety of sectors. However, GACCNY **cannot** sponsor visas in activities such as teaching, health/medical/social work, in the arts (music, design, theater, etc.), and the government sector.

Campus OWL will support the application process for the J-1 visa by covering the \$700 fee for issuance of the DS-2019 (certificate of eligibility for the J-1 visa). See below under “Funding and Expenses” about additional fees.

To learn about the previous program cohorts and potential internship possibilities, please see the PEP22 and PEP23 brochure at [Exchange & Internships - Campus OWL Germany \(campus-owl.org\)](https://www.campus-owl.org/exchange-internships).

## During the program

An intensive 5-day interactive skills seminar will take place in New York City from April 22-26, 2024, and will cover the following key areas:

- Understanding American & German business cultures and navigating differences
- Workplace skills and development with practical exercises
- Exposure to New York City through cultural events and sightseeing

Campus OWL will cover accommodation in a hotel in New York City, a MetroCard & cultural program during the skills seminar week.

The internship will start after the skills seminar, on April 29, 2024, and usually lasts 3 months until end of July. Shorter or longer internships are possible according to the host company's/organization's needs.

## After the program

After finishing the internship and returning to Germany, the PEP group will meet virtually with the Campus OWL New York office to evaluate the experience and discuss ways on how to make use of the internship for future career planning. Participants are also required to write a report about their internship and what they learned during this time.

## Funding and Expenses

Participants will be considered for a scholarship under the DAAD PROMOS funding scheme (around 350€ per month up to three months plus one-time travel allowance of 1.075€, subject to availability) or other funding tools for travel and stay by their university. For further information regarding PROMOS and the application process, contact the International Office at your university. Please be aware that living in New York is expensive, and that these funding tools will only cover parts of the expenses abroad.

Participants will bear the costs for the international health insurance (*DAAD Gruppenversicherung*, ca. €40/month) as well as the \$220 SEVIS fee and the U.S. Consulate fee of €160 for the J-1 visa at the Consulate in Frankfurt, Munich, or Berlin. Be prepared to travel to one of these consulates to apply for and obtain your visa in person.

Participants will be responsible for finding accommodation during their internships. For an overview of the expected expenses abroad and resources to find accommodation please see the FAQs on the website: <https://www.campus-owl.org/owl-students/>

*Campus OWL is a network of five higher education institutions in OstWestfalenLippe (OWL), Germany – Bielefeld University, Paderborn University, Hochschule Bielefeld – University of Applied Sciences and Arts, OWL University of Applied Sciences and Arts, and Detmold University of Music. The Campus OWL New York Office was founded in 2019 and represents these five higher education institutions in North America. For further information please visit [www.campus-owl.org](http://www.campus-owl.org)*