

## FAQ Sheet

### Securing an International Internship with SAP World Headquarters in Germany

#### 1. Where can I find detailed information about interning at SAP World Headquarters?

- Detailed information provided by SAP World Headquarters is included in the PowerPoint (Getting Started at SAP). Topics include:
  - General Information
  - Organizing your stay in Germany
  - Spending your free time in Germany
  - Transportation & finding housing in Germany
  - Quick facts about SAP

#### 2. Where do I apply for an international internship at SAP World headquarters in Germany?

You apply on line through the SAP Portal at:

<http://www.sap.com/careers/index.epx>

- Scroll down to “Europe”
- Click on “Germany” (Goes to the German SAP website)
- Search for Karriere bei SAP Starten on the right hand side (Click on English under the word “Stellensuche”)
- Select Functional Area (Just Highlight Select, but don’t pick a special area)
- In career status select “Student”
- In country select “Germany”
- In employment type select “Limited Full Time”
- Click on “Start Search”
- Once you have followed these steps every available internship for English speaking interns at SAP Germany will appear. These positions are updated weekly and they fill quickly. YOU CAN APPLY ONLINE FOR A MAXIMUM OF 3 INTERNSHIPS.

### 3. What types of majors can apply for SAP Internships?

- Almost any type of academic field can be incorporated at SAP World Headquarters into an academic internship or coop. See the link (<http://www.sap.com/careers/index.epx>)

### 4. How many internships can you apply for at SAP on line at one time?

- You can apply for 3 internships on line through the SAP Portal.

### 5. What kind of VISA and what documents do I need to submit to the German Embassy in New York in order to be eligible for the Internship at SAP in Germany?

- You will apply for an employment VISA which is actually called an Application for Residence Permit  
[http://www.germany.info/Vertretung/usa/en/04\\_Legal/02\\_Directory\\_Services/01\\_Visa/\\_Employment\\_Visa.html](http://www.germany.info/Vertretung/usa/en/04_Legal/02_Directory_Services/01_Visa/_Employment_Visa.html)
- Before you make an appointment at the German Embassy in New York, the HR from SAP will send you a work contract. (You cannot apply for the VISA without the work contract from SAP Germany)
- Appointments at the German Embassy in New York can ONLY be made online. Please refer to link below.

[http://www.germany.info/Vertretung/usa/en/03\\_Consulates/New\\_York/01/\\_Data.html](http://www.germany.info/Vertretung/usa/en/03_Consulates/New_York/01/_Data.html)

- **Required Documents for the German work visa**
- Two fully completed application forms (pdf file) and required declaration in duplicate.
- [Visa Application Form \[pdf, 268.53k\]](#)
- Visa Declaration [pdf, 16.57k]
- Employment contract (2 copies) or letter of intent from your future employer in Germany.
- Two passport photographs (strict requirements, see details)
- [Visa Photo Examples \[pdf, 550.79k\]](#)
  - Valid national passport and two copies of the data page (Please note these important regulations concerning your travel document/passport:
    - (a) its validity has to extend the duration of the visa you are applying for by at least 3 months
    - (b) it has to contain at least two blank pages;
    - (c) it must have been issued within the previous 10 years. If it has been issued

before that, your passport can not be accepted. That even applies in cases where the validity has been extended by the authorities of your home country.

- US police certificate of good conduct (available from your local police precinct)
- Additional for non-US citizens: original of valid US alien registration card or valid US resident visa (type A, E, F, G, H, I, J, L, O, R) and two copies thereof

In order for SAP International to process your work permit papers for Germany, you will need to send scanned and hard copies of the following to SAP World Headquarters:

- a. Scanned & hard copies of your passport.
  - b. Internship letter from Career Service Office signed by Ms. Karen Carli
  - c. Fill out the "Certificate of Enrollment" letter provided by the HR recruiter in Germany and have it signed by the Dean
- After making an on-line appointment and appearing in person at the German Embassy in New York to submit all the required documentation, the German Work VISA will be stamped into your passport and your passport will be mailed to your home address. This process can take 6-8 weeks; however, if you contact your SAP recruiter in Germany and ask him/her to contact the Aliens Office in Germany, the process can be expedited. You will receive your VISA (in your passport) in a few days rather than waiting 6-8 weeks. The process needs to be approved by the Aliens Office in Germany in order for your visa to be expedited.

#### **7. Is the internship paid?**

- Yes, SAP pays it interns 800Euros per month for living expenses. Monday through Friday a free hot lunch is provided at the SAP cafeteria.
- Other benefits include: Free use of recreational facilities (gym, sauna, tennis,) 24 hours
- Buddy provided by SAP helping during on boarding process
- Working time: 40 hours per week – no time recording – flexible work time.

#### **8. Where would be an ideal location to live in Germany?**

- It will be easy to reach SAP in Walldorf from places such as Heidelberg, Mannheim, Ludwigshafen, Wiesloch, Leimen, Sandhausen, Hockenheim or Schwetzingen.
- For temporary housing while you look for permanent housing one recommended hostel is "Steffi's Hostel." <http://www.hostelheidelberg.de/en/>

The most convenient way to locate housing in Germany from the US is to search these websites.

\*\*\* RECOMMENDED BY SAP\*\*\*For short-term housing have a look at <http://www.bedbox.de>

SAP recommends bedbox because most of the interns have found housing through this organization.

The person to contact for bedbox in Heidelberg is:

Contact info: Mr. Becker

Telephone: 011-49-6221720906

Emailaddress: [becker@novostel.de](mailto:becker@novostel.de)

The person to contact for bedbox in Walldorf is:

Contact info: Mrs. Barron

Telephone: 011-49-622763061

Email: [mdbarron@web.de](mailto:mdbarron@web.de)

Bedbox housing cost from 220 Euros for room to 400+ for apartment.

Also recommended by SAP for short-term housing at a local university

The **University of Applied Sciences in Heidelberg** of the SRH group also offers **furnished rooms** to students (usually, they do not need to study in Heidelberg): <http://web.fh-heidelberg.de/en/fh-heidelberg-en/12345.html> or <http://www.fh-heidelberg.de>

Contact Person : Andres Hippel

SRH Holding

Bonhoefferstrasse 1

Telephone: 011-49-62218223133

Email: [Andres.hippel@srh.de](mailto:Andres.hippel@srh.de)

Other housing websites in Germany are:

- <http://www.wg-gesucht.de>
- <http://www.wg-welt.de>
- <http://www.studenten-wg.de>
- <http://www.wggruendung.de>

- <http://www.wg-klick.de>
- [http://graduateacademy.uni-heidelberg.de/sliffe\\_housing.html](http://graduateacademy.uni-heidelberg.de/sliffe_housing.html)
- <http://www.wohnheim-heidelberg.de>
- <http://www.zimmer69.de>
- <http://www.vierwaen.de>
- <http://www.keller-thoma.de/wohnen.html>
- <http://mannheim.homecompany.de>
- <http://www.immobilienscout.de>
- <http://www.quoka.de>
- <http://www.alles.quoka.de/>
- <http://www.rnz.de>
- <http://www.wochen-kurier-online.de/>
- <http://www.morgenweb.de/>

#### **10. How do I get from the Frankfurt Airport in Germany to my housing?**

- Your SAP manager might be able to pick you up. You would have to check with Kai Hucker.
- You can also book a shuttle, it takes about an hour and 20 euros one way and will drop you off at the centre of Heidelberg. <http://www.ics-logistik.de/Lufthansaengl.html> Book your ticket in advance.

#### **11. What other requirements are necessary to participate in an international internship through Penn State University?**

- Students traveling on a PSU Sponsored student internship are required by PSU Risk Management to purchase the HTH Worldwide Education Abroad Insurance. The premium rate will be \$0.95/day through June 30. As of July 1 every year the rate increases. If you sign up before June 30<sup>th</sup>, you will pay the lower rate for the duration of your insurance. This premium increase includes the annual renewal increase plus a premium increase due to the addition of Insured Security and Political Evacuation Coverage.

<http://www.hthstudents.com/ge.cfm?ac=DYI-7719>.

- Students must register with the US Department of State if not a US citizen with their home country's Department of State for the period of the internship. <http://www.state.gov/>