

ESPA

**The Next Generation of
International Talent**



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PART I – THE RECRUITMENT PROCESS



Who are we?

- We are a United Kingdom based company established in 2012
- **Free** of charge service to students
- We offer **supported** internships
- Accommodation & utility bills sourced for you & **paid** for by the company & if necessary, commuting costs paid for too. No salary is provided.
- A €200 refundable deposit needs to be lodged with ESPA if you are selected for an internship

Internships in the UK

The UK is still open for students!

- Improve your language skills
- Develop your professional network
- Travel
- Gain practical skills & experience



Application Process

1. Register on our website and upload your CV in English
2. Answer our eligibility questions
3. Apply to the vacancies that match your skills
4. Our recruiter will contact you for an interview if your application meets our eligibility level
5. You will be given more information to research the company and provide a cover letter

Are you eligible?

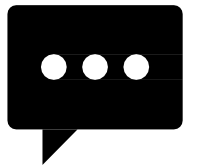
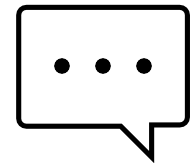
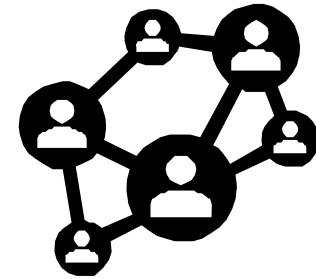
To be eligible for our internships you need to:

- Be a registered student for the entire duration of your internship
- Have a valid passport
- If you are a graduate student, you need to have an Erasmus+ status or postpone your graduation date

Recruitment Process

1. You are selected to the shortlist
2. Get interviewed by the host company
3. If selected, accept the offer
4. Apply for a CoS and VISA with us
5. We sort out the accommodation
6. You'll be told when to buy the flight

→ **Come to the UK and start your internship!**



How to Finance Your Internship

Expect to spend around 500€ - 600€ per month in living expenses (food, activities, cultural trips etc.)

How can you pay for these expenses?

- 2021-2027 **Erasmus** funds can still be allocated towards the UK
 - Check if you are eligible with your university and the Erasmus+ funding deadline
- **Research** if you are eligible for regional grants, national grants etc.
- If you or your family can support you, you can still come without a grant

ESPA's Benefits

- Paid accommodation, sourced for you & utility bills paid
- **Single room** in a mixed gender household with other interns or young professionals
- If your commute is >30min walk, the company will pay for a **travel ticket**
- Before your arrival, you will receive a **welcome pack** with all the information you need (commute, supermarkets, fun activities to do...)

PART II – THE DOCUMENTATION PROCESS



Documentation

- Due to new travel regulations students need to get a **Certificate of Sponsorship (CoS)** to obtain a **VISA**
- ESPA takes care of the whole CoS process and guides you through your VISA application
- We recommend to start this process minimum 2 months before the start of your internship.

Certificate of Sponsorship

What documentation we need from you:

- A **valid passport**, it has to be valid at least 6 months after the end of your internship
- Your university **enrolment letter**
- Your signed ESPA **internship agreement**

The Certificate takes up to a week to be issued and once received you can start your VISA application.

Certificate of Sponsorship

Every student coming to the UK for an internship must apply for the sponsorship. The CoS has a fixed cost of 1100€ but we have agreements with the businesses we work with, and they will support you in paying for this cost.

The company will pay 600€ and you will pay 500€.

VISA Process

- You will have to apply for the **Government Authorised Exchange VISA** (Temporary Worker)
- The process is different depending if you have a **biometric passport (EU)** or not
- With this VISA, you have the possibility of working up **to 20 hours/week** outside of your internship

Biometric Passport

If you have a biometric passport, the process is quite simple:

- Fill out an online **application form** on the government website
- Pay approximately **350€** (depends on exchange rate)
- Download an **app** to verify your passport

Expect to receive your VISA within **3 weeks.**

Non-biometric Passport

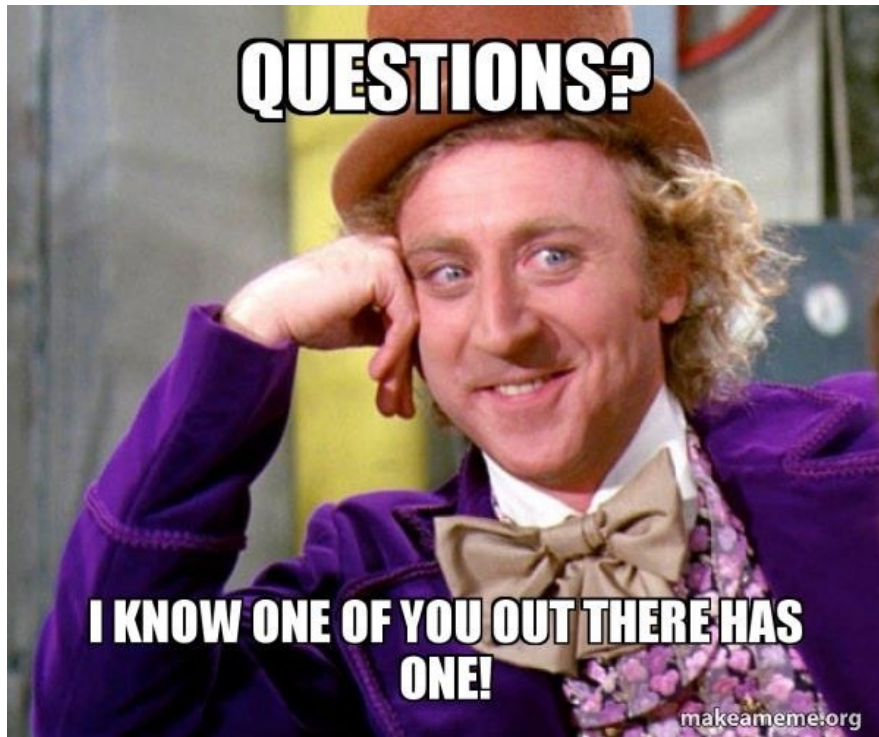
- Fill out the VISA **application form**
- Book an **appointment** at the closest **TLS office, based in a UK embassy or consulate near you** – you may need to **pay** for your appointment
- You will need to surrender your passport and it will be stamped and shipped back to you within **2 weeks**
- Expect this process to take 5 to 6 weeks in total

Summary of the costs

Once you have been selected for the internship and have signed the agreement with the host company:

- The Certificate of Sponsorship cost us £966. You will have to pay **500€** for it and your host company pay 600€.
- Your **VISA** application will cost around **350€**
- **200€** accommodation deposit once you have signed the internship agreement with the company

Do you have any questions?



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