

GAIAS

EUROPA

by  USFQ

DO YOUR
INTERNSHIP IN
SPAIN!

INTERNSHIP PROGRAM



ABOUT UNIVERSIDAD SAN FRANCISCO DE QUITO

The Universidad San Francisco de Quito (USFQ) is a private, non-profit institution of higher education located in Quito. It is considered the number 1 university in Ecuador according to some rankings such as QS or Times Higher Education.

History and foundation:

Founded on September 1, 1988, USFQ has stood out for its focus on Liberal Arts, which implies that it offers a comprehensive education, that fosters the critical thinking, creativity, and multidisciplinary training following the educational model of some of the most prestigious universities in the United States.

Mission and values:

USFQ's mission is to offer a high quality education that promotes the integral development of its students, training them not only in their specific fields of study, but also as global citizens with a strong sense of ethics and social responsibility.

Academic fields:

USFQ offers a wide range of undergraduate and graduate programs in different fields, including:

- Engineering
- Business Administration and Economics
- Natural and Environmental Sciences
- Health Sciences
- Arts and Humanities
- Social Sciences

Research and transfer:

USFQ is recognized for its strong emphasis on biodiversity and sustainability research. The university has developed different research centers, including the Galapagos Science Center and Tiputini Research Station in the Amazon, which allows students and faculty to participate in cutting-edge research programs.



56
undergraduate
degrees



+10.000
students



+30.000
alumni



+800
professors



+150
international teachers
from 32 different
countries



+500
administration and
personnel services



+7.500
scientific contribution



+200
agreements with
universities around
the world



Scientific Station in
Galapagos



Scientific Station in
the Amazon



Best university in the
country according to
Times Higher
Education



+1.000
international students
per year

ABOUT GAIAS EUROPA



WHAT DOES GAIAS EUROPA REPRESENT?

GAIAS Europa - Global Academic Institute for the Arts and Sciences and Sciences, was founded in 2023 in Valencia, Spain, as a reference center based on transfer of knowledge through education, business education, business relations and research.



GAIAS Europa is the academic HUB of the Universidad San Francisco de Quito in Valencia. It represents a knowledge transfer bridge between Europe, Latin America, and the US.

GAIAS Europa focuses on the development of projects based on:

Higher education:

- Development of academic programs for national and international students in collaboration with local universities, contributing to their internationalization.

Innovation and entrepreneurship:

- Development of projects with companies in Latin America and the United States linked to the business network of the Valencian Community.
- Support for strengthening the resources and capabilities of companies to improve their competitiveness through innovation.

Technology and sustainability:

- Development of sustainability-based projects with universities and research centers in Europe.

OUR MODEL BASED ON EXPERIENCES



+7

Nationalities in GAIAS Europa community



+650

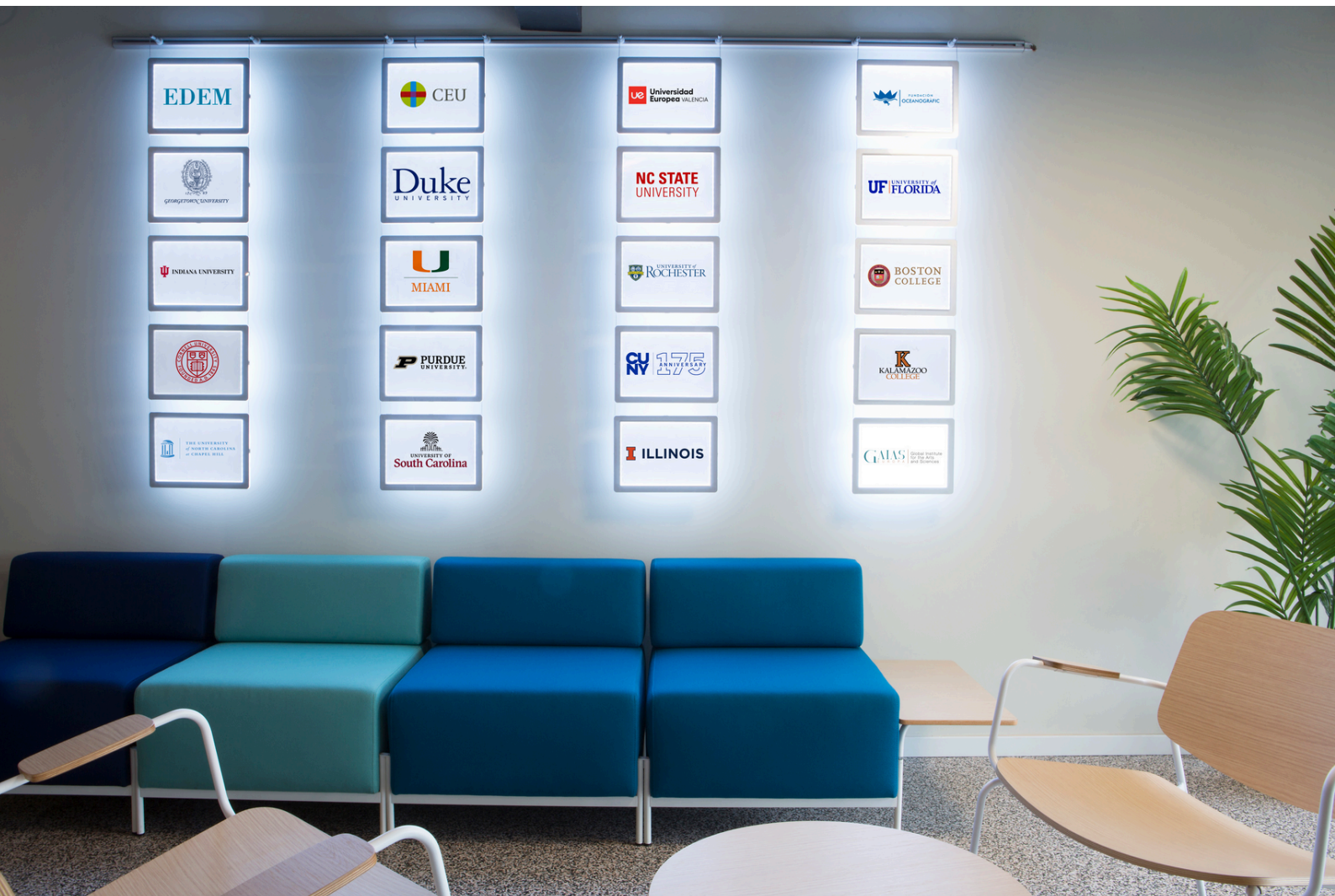
Students have lived the GAIAS Europa experience



Various integration and recreation activities

SOME OF OUR GLOBAL STRATEGIC ALLIES

The Universidad San Francisco de Quito has collaboration agreements with more than 200 universities worldwide.



Every year, the USFQ receives around 1000 international students at its campuses in Ecuador, most of them coming from North American and European universities.

DISCOVER VALENCIA!



WHY VALENCIA?

Studying a GAIAS Europa program in Valencia offers a unique and enriching experience that goes beyond academics. Choosing this city as a destination not only guarantees a quality education, but also an opportunity for personal development in a multicultural environment full of possibilities.

- **Privileged location:**

Valencia is a vibrant city with a Mediterranean climate, beaches, and a rich cultural history that provides an ideal environment to live and study.

- **Multicultural environment:**

Studying at GAIAS Europa offers an international experience with students from all over the world, promoting cultural exchange and global connections.

- **Academic Excellence:**

Our programs are designed with an innovative and practical approach, with access to an expert faculty and high-quality academic resources.

- **Networking opportunities:**

Located in one of the most important cities in Spain, GAIAS Europa provides students with access to professional networks and career opportunities both locally and internationally.

- **Student support:**

We offer a strong focus on student welfare, with academic and personal support services that ensure a complete and rewarding educational experience.

STUDENT SERVICES

GAIAS Europa has a dedicated department focused on supporting students. The Student Services team offers cultural, social, emotional and administrative support promoting the well-being of our student community.

Our GAIAS team is committed to assisting international students, ensuring that their adaptation process is smooth and welcoming by providing support before, during and after the program.

We daily promote our values of Freedom, Truth, Goodness and Beauty with our community.





MEET OUR TEAM

At GAIAS Europa we carefully select our national and international tutors and teachers ensuring the best international experience both academically and culturally.

Rafael Jordà



GAIAS Europa Director

Andrea Peñaherrera



Director of Academic and Student Services

Marta Mayordomo



Academic programs Specialist

Elena Martínez



Student Services

Estefanía Guerrero



GAIAS Europa team - Quito

Camila Estrella



GAIAS Europa team - Quito

INTERNSHIP PROGRAM





WHAT IS THE INTERNSHIP ABOUT?

GAIAS Europa creates the **Internship Program** with the aim of offering students the opportunity to develop their curricular internships in a European context, strengthening their professional profile, international networking and global vision.

This is your internship program in Spain for a maximum period of one year.

Benefits from joining the Internship program:

- International experience on your CV
- New competencies and skills
- International networking
- Personal development
- Get to know and learn from a different culture

Application requirements

- Be an active student and **be in your sixth semester or higher.**



Personal competencies

- Initiative
- Positive attitude
- Achievement orientation
- Adaptability skills
- Learning orientation
- Communication and being decisive

The program includes:

- Search for an **unpaid pre-professional internship**.
- Internship offer according to the student's profile.
- **Personalized advice** for the application of internships.
- **Mentoring** for the application process to the practice offer according to Spanish standards.
- Advice for visa application (specifically the necessary documentation for **study visa**).
- Signing of agreements and acceptance documents.
- **Follow-up** during practice.
- **Health Insurance in Spain with DKV. Includes repatriation.**
- **Civil liability and accident insurance.**
- **Social Security affiliation in Spain.**



Non-paid Internship

Most internships offered by companies are unpaid.

In the case of financial support from the company, it will be disclosed to the student.

The conditions of the internship are defined by the institution, not the student.

The Program does not include:

- Processing of documents and apostilles
- Visa management
- Visa application fees
- Accommodation
- Transport
- Airline tickets



Registration periods

It is important **to apply 6-8 months before the date you want to start your internship.**

E.g. If you wish to do your internship at the beginning of the year, you must submit your application during the first term.



Internship application process:

STAGE 1: REGISTRATION



- Make the payment of 500 euros registration fee.
- Sign the program disclaimer.
- Complete the initial form.

STAGE 2: MENTORING

- Professional guidance mentoring.
- Review CV and cover letter.



STAGE 3:

JOB OPPORTUNITIES IN SPAIN



- Make payment for the program based on internship time.
 - **3 months - 1,350 euros**
 - **6 months - 1,800 euros**
 - **9 months - 2,700 euros**
 - **12 months - 3,150 euros**
- Payment link sent by GAIAS Europa.
- Application offered in Spain.
- Interview: Presentation of the student to the organization.

STAGE 4:

AGREEMENTS AND APPLICATION VISA

- Development of agreements.
- Visa counseling.
- Submission of documents for application for a student visa.



STAGE 5: TRAVEL TO SPAIN



- Visa confirmation.
- Payment of a 200 euro deposit (refundable).
- Complete information on arrival in Spain.
- Send the visa photo.
- Delivery of international insurance policy.
- We begin to manage the appointment of the census, TIE, NUSS, if required.

STAGE 6: FOLLOW UP:

- Follow-up during practice.
- Provide testimony of the practice..



APPLICATION PROCESS

STEP 1.

- Read and sign the “**Internship Disclaimer**”.

[Internship Disclaimer](#)



STEP 2.

- Payment of the registration fee of **500 Euros (non-refundable)** and the **guarantee of 200 Euros**.

* When making the payment, enter the amount of 500 euros with the concept/description “**INTERSHIP REGISTRATION**”.

* In the same link you can pay the guarantee.

[Complete payment](#)



STEP 3.

Enter your data in the “**Internship initial form**”.

[Initial form](#)



Data:

- Updated CV
- Motivation Letter
- Reference Letter
- Signed disclaimer
- Updated passport
- DKV form completed and signed
- Presentation video

Program investment

Detail	1-3 months	4-6 months	7-9 months	10-12 months
Registration (non-refundable)	500€	500€	500€	500€
Program	1.350€	1.800€	2.700€	3.150€
Deposit (refundable)	200€	200€	200€	200€

**Reimbursement of the guarantee is made 15 - 30 days after completion of the internship, as long as the dates established in the internship agreement have been met.*

[Payment link](#)



- All costs related to the paperwork required for visa procedures and administrative processing are **not included** in the program fees. Each student is responsible for providing **GAIAS Europa** with the specific documentation required for their individual case.
- All documents submitted for the visa application must be **translated by an official (certified) translator and authenticated with an Apostille (Hague) stamp**.

Reimbursement policies

Detail	Percentage
Visa refusal	70%
Applicant not accepted by the organization or company	70%
Duly justified and documented reasons of major cause (e.g. pandemic, natural disasters, serious illness, among others), assessed by the GAIAS committee.	Up to 70%
Applicant withdraws from the program before and/or after interview with employer and acceptance by the organization.	0%

How to have a successful CV: **Sections to include**



Personal information:

- First and last name.
- Contact information: best to include the university email address to give a professional impression.



Academic background

- Name of the institution and years of study.
- Honorable mentions and grade point average if outstanding.



Work experience

- **Name of the place of work.**
- Job role.
- Years active.
- Between 2-4 points explaining the functions performed.
- Example:



Teaching and research assistant, Universidad San Francisco de Quito, Quito, Ecuador.

2022 - Present

- Support Sabrina Guerra, history teacher, with spelling and grammar review of the third edition of the book Enigmas of the Americas.
- Manage the organization and grading system for 5 history subjects on the D2L digital platform and a total of 120 students.



Special skills

- In this section include things like hobbies, interests, passion projects, business endeavors, etc. You can also include volunteering or create another section for these.
- Whatever you include, make it clear how that skill relates to the position you are interested in.



Languages

- Indicate language and level of proficiency (from A1 to C2)



References

- Include at least one personal reference.

Watch video:



Juan Gutiérrez

Marketing Manager

About me:

Passionate about marketing, I define myself as a person eager to learn and a great leader of multidisciplinary teams.

Contact

+34-91-1234-567

hola@unsitiogenial.es

Street 123,

Further information

- Driver's license.
- Own vehicle.
- Complete availability.

Work experience

Marketing Manager Inmobiliaria, S.L. | January 2017 - April 2019

- Creation of a marketing plan.
- Definition of strategies to follow.
- Controlling the results of the actions.
- Leading a team of professionals.

Marketing Manager Insurance Company, S.L. | January 2017 - April 2019

- Marketing strategy planning.
- Marketing plan evaluation.
- Elaboration of commercial proposals.

Academic data

Universidad del Mar

Studies in Marketing and Advertising | Actual

San Juan Study Center

Studies in Marketing | September 2018 - July 2021

Business School

Studies in Advertising | September 2015 - July 2017

Skills

Good communication skills
Management of large teams
Problem solving
Proficiency in the Office package
Commercial spirit
Agility with results

Languages

Spanish and Catalan:
Native.

English:
High level.

Write a cover letter that will help you stand out

A cover letter has two functions:

- 1 Give the hiring team a clear idea of who you are.
- 2 Persuade them to interview/hire you.

Use this opportunity to show that you are the right person for the job.



Keep in mind

- Personalize the cover letter: research what the company/institution does and explain why you want to work there and not somewhere else.
- Demonstrate how you are compatible with the job.
- Use keywords that were included in the job description. Many companies use software that filters the applications they receive and looks for matches.

This also applies to the CV



Examples of CV and cover letter:



WARNING!

- In both the CV and the cover letter, less is more: include only necessary information that highlights your achievements and strengths.
- A CV must have a minimum of 1 page and a maximum of 2 pages.
 - Employers and human resources see a lot of applications on a daily basis and do not have the capacity to read long documents.
 - There are exceptions such as scientific or research CVs.
- Include only the years (at this stage of their jobs they have probably been temporary and it looks strange when you notice that they are experiences of a few months).
- Everyone writes their own destiny and that is why we must be careful with spelling mistakes.



The following costs are referential since they will depend on the city of the practice and the time of the year.

Concept:	Valencia
Monthly price of student residences	750-1500€
Monthly room rental price per person in a shared apartment	650-800€
Menu of the day in restaurant	10-15€
Monthly price of metro/bus pass (depending on distance)	30€
Average monthly gastro and meals out	300-450€
Average monthly price of wellness and fitness centers	30-60€
Average movie ticket price	8-12€
Average museum admission price	6€
Private medical insurance	55-90€
Average monthly expenses	1.589-2.713€

USFQ internship partner organizations in Spain:

CABYCAL



LASARTE
·RESTAURANT·

LA
FONDA
RESTAURANT



KIMPTON
VIVIDORA
BARCELONA



ORIA
RESTAURANT



GRUPO
YORGA

VOLOTEA

RICARD CAMARENA
RESTAURANT

azul limón

Types of internships offered

- Gastronomy
- Psychology
- Education
- Industrial Engineering
- Mechanical Engineering
- Administration
- Finance
- Marketing
- Advertising
- Dentistry
- Veterinary
- Communication
- Marketing Customer Service



Get to know the companies
with which we have signed
an agreement!



List of companies



In case there is no company that
fits your profile or what you are
looking for, we will find the
internship for you.

Testimonial



Manuela Córdoba B.S.
in Marketing USFQ

Bluestone Metals&Chemicals SL
2022

“Without a doubt, it was one of the best things that ever happened to me. I was very happy and proud of the professional level I achieved these I reached during these months”.

Testimonial video



Spanish Health Insurance with DKV



As part of the visa process it is necessary for students to have health insurance that is valid in Spain. The internship program includes health insurance with DKV. Neither USFQ nor GAIAS Europe is responsible for the issuance of the insurance, but assists in the process to facilitate communication with Spain.



Process for applying for DKV Insurance, send all documents to:

gaiaseuropa@usfq.edu.ec



Coverage



Insurance form



Example form



DKV Customer Service

+34 900 810 072



How much remuneration will I receive for my internship?

The program includes **unpaid internships**. In the case of financial support from the company, the remuneration is defined by the organization, not the student.



How long can my internship last?

You can carry out your internship in Spain for a **maximum duration of one year**.



How do I arrange accommodation for my internship?

The program does not include **accommodation, food, transportation, airfare, medical insurance, document processing, apostilles, visa processing and costs**. Although USFQ and GAIAS Europa can provide options, each student must manage these processes and the final decision is made by the student.



What happens if I want to stay longer in Spain?

If after your internship you wish to stay longer in Spain, USFQ and GAIAS Europa **are not responsible** for your stay or visa arrangements.



What happens if I have already paid the 500€ registration fee and I want to postpone my internship for a year?

The **registration fee is valid for one academic year**. If you do not apply during this period, you will have to pay the registration fee again.



How long does the process take?

The student should be aware that the **acceptance and visa process is lengthy** and depends on several external factors. USFQ and GAIAS Europa cannot assure an exact time frame as it depends on the major being studied, the type of internship and the visa application. For this reason, we encourage students and alumni to **start the process 6-8 months before** the expected start date of the internship.

It is also important to keep in mind that **international companies can decide your acceptance up to two days before the start of your internship**. Therefore, there should be the flexibility to travel on short notice.



How is the visa application process?

The program includes **visa counseling**, in which the documents to be submitted are indicated, however, **the student is responsible for arranging the visa**.



How is the process if I want to do my internship in the summer?

The process is the same. However, if during the summer you have to take career courses, do projects or clinics depending on your career, **it is important to first discuss it with your career coordinator or dean to confirm that it is possible to do the internship during the summer**.

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