**Information Leaflet: Testimonial on Internship Abroad**

Dear students,

Since you spent time abroad as part of an internship, we would like to ask you to write a personal testimonial for us about your internship abroad. We would then like to make this report available for orientation to future students who are also interested in an internship abroad. You can take this template and use the suggested headings as a rough guideline or keep them exactly as they are. Please write your report (from *II) Topics*) in continuous text form and try not to exceed approximately three to five pages.

**Please delete this first page and the bullet points from the template before submitting the testimonial.**

Thank you very much!

Elisabeth Borsdorf

*Internships worldwide*

*International Office*

*University of Potsdam*

1. **Personal Information**

|  |  |
| --- | --- |
| Family name |       |
| Given name |       |
| Degree program(s) |       |
| Host country/city |       |
| Internship provider |       |
| Internship duration (month/year – month/year) |       /      –       /       |
| **Declaration of consent** | I agree to have my testimonial forwarded to interested students.[ ] yes [ ] noI agree to have my testimonial published anonymously on the websites of the International Office.[ ] yes [ ] no |
| **Date** |       |

1. **Topics**

**1) Preparation of your internship abroad**

• Searching for your internship provider and host country

*(Where/how did you find your internship? Why did you want to go to this country for the internship?)*

• Application process

*(Which documents did you submit? Did you need to apply for a visa?)*

• Communication with the internship provider

*(What language did you communicate in? How quick were they to reply? How useful was the preliminary information you received?)*

• Did you have an internship agreement? If so, what did it cover?

 *(Job description, working hours, remuneration, etc.)*

**2) Financing your internship abroad**

• Did you take advantage of a scholarship? If so, what was the application process for this scholarship?

• Did you receive remuneration for your internship and, if so, how much was it or was it sufficient to finance your stay?

• Other tips regarding funding

**3) Your stay abroad**

• Looking for accommodation

• Cost of living

• Public transport

• Banking transactions

• Leisure time activities

**4) Satisfaction with the internship abroad**

• Range of tasks

 *(What tasks did you perform and to what extent?)*

• Support during your internship

• Working environment/work climate

• Problems

*(Were there any language/cultural/personal problems during the internship? How were you able to solve them?)*

**5) Personal benefits**

• Gains in expertise, new insights

• Preparation for future jobs

• Improvement of language proficiency

• Intercultural competence for host culture

*(What cultural particularities did you notice during the time of your internship [at work/ in your free time]? What did you learn?*

• Recognition as part of your degree program

**6) Summary, final tips and helpful links**