

## Your checklist for an internship abroad

Dear students,

Are you planning to do an internship abroad? Then you've come to the right site! You are surely looking forward to an enriching time and many interesting experiences abroad. Before you can really get started, however, you should consider a few important points. Have a look at this short checklist provided by the International Office.

Before the internship	<i>done</i>
<p><b>Start planning</b></p> <p>Think about what exactly you want to learn during your internship and check if an internship is included in your degree program. If so, how long is the internship? In which semester would you have time for an internship?</p>	<input type="checkbox"/>
<p><b>Looking for a scholarship</b></p> <p>Get an overview of potential <a href="#">Scholarship and Placement Programs</a> and closing dates for applications, e.g. DAAD scholarship programs.</p> <ul style="list-style-type: none"> <li>▪ Gather all the necessary documents (this may take time)</li> </ul>	<input type="checkbox"/>
<p><b>Language course</b></p> <p>Brush up on your language skills before going abroad and take a <a href="#">language course</a> if language certificates are necessary!</p>	<input type="checkbox"/>
<p><b>Start looking for internship postings:</b> You may go to our <a href="#">internship databases</a>.</p>	<input type="checkbox"/>
<p><b>Writing your application</b> (tips and tricks → <a href="#">Career Service</a>)</p>	<input type="checkbox"/>
<p>Check the <b>recognition of the internship</b> with the respective department.</p>	<input type="checkbox"/>
<p><b>Choosing funding options</b></p> <ul style="list-style-type: none"> <li>- <b>Europe:</b> <a href="#">Erasmus+</a></li> <li>- <b>Outside Europe:</b> <a href="#">PROMOS</a></li> <li>- <b>Auslands-BAfÖG</b> (Federal financial aid for periods abroad) Are you eligible for BAföG funding? Apply early for BAföG abroad at the BAföG office responsible for your host country. You can find more information on our website: <a href="http://www.uni-potsdam.de/international/outgoing/finanzen.html">www.uni-potsdam.de/international/outgoing/finanzen.html</a></li> <li>- Other funding opportunities: e.g. by <a href="#">DAAD</a></li> </ul>	<input type="checkbox"/>
<p>Apply for a <a href="#">Semester on leave</a>, if applicable</p>	<input type="checkbox"/>
<p>Confirmation of the internship and agreement on the content with the internship provider (<a href="#">Internship contract</a>)</p>	<input type="checkbox"/>
<p><b>Organizational matters:</b></p> <ul style="list-style-type: none"> <li>- Look for accommodation (also ask your internship provider)</li> <li>- Organize your travel there and back (book the flights, buy train tickets, etc.)</li> <li>- Apply for a visa and passport if necessary</li> <li>- Take out travel and health insurance</li> <li>- Organize move/subtenant</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**Please contact:**

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**Telephone office hours:**  
 Mon & Thu: 10:00 am – 12:00 pm  
 Mon & Thu: 1:00 pm – 3:00 pm

[www.uni-potsdam.de/international/outgoing/studium.html](http://www.uni-potsdam.de/international/outgoing/studium.html)  
 Facebook group: „Ab ins Ausland“ Instagram: followyourfernweh.up

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During the internship	done
Check whether the tasks correspond to your ideas and the contract agreement	<input type="checkbox"/>
Ask for an interim evaluation	<input type="checkbox"/>
Have fun and learn new things ;-)	<input type="checkbox"/>

After the internship	done
Write an internship report	<input type="checkbox"/>
Have your internship recognized by your department, if applicable	<input type="checkbox"/>
Request an internship evaluation	<input type="checkbox"/>

If you have any questions, please contact the International Office! You can call us during our office hours or ask for a Zoom consultation – you can always count on us!

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