








CHECKLIST: HOW TO PLAN YOUR INTERNSHIP ABROAD

| | STEPS | WHAT? HOW? WHEN? | LINKS | COMPLETED |
|----|--|--|--|--------------------------|
| 1. | Online -Research  | You can find general information on the topic of " internships abroad " in the internet and on our website → Which countries are of interest to me? (own language level!) → What are potential companies that cover my field of studies? | Homepage International Office: Internship abroad | <input type="checkbox"/> |
| 2. | Appointment for counselling  | Schedule an appointment for individual counseling online with the International Office → Search for internship position? → Application? → Financial support? → Visa etc.? | Online application form for counselling: Individual counseling International Office | <input type="checkbox"/> |
| 3. | Application process  | Start your application process : → Contact companies → Send in your application → Interviews | Selected job portals for internships abroad: Application process | <input type="checkbox"/> |
| 4. | Application for funding  | There are various funding opportunities that can be applied for at the International office: → Deadline for the WS: 15.06. → Deadline for the SS: 15.01. If you are eligible for funding, you must send a progress report to the IO at the end of your internship. | Overview funding opportunities: Funding opportunities Applications via our Mobility Online System Mobility Online | <input type="checkbox"/> |
| 5. | Internship coordinators  | Having received your internship confirmation, you must obtain the approval of the internship coordinator of your faculty. | Overview internship coordinators: Internship coordinator | <input type="checkbox"/> |
| 6. | Internship contract  | Submit the internship contract at the Student Service Center and upload the fully signed contract to Mobility Online | Mobility Online: Mobility Online For questions, write an email to: outgoing@haw-landshut.de | <input type="checkbox"/> |
| 7. | Other  | Organise your visa, insurance, accommodation, travel etc. | Travel-App of the Federal Foreign Office Germany: Travel-App | <input type="checkbox"/> |