

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	☐
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	☐
3.	Application process 	Start your application process : → Contact companies → Send in your application → Interviews	Selected job portals for internships abroad: Application process	☐
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	☐
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	☐
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	☐
7.	Other 	Organise your visa, insurance, accommodation, travel etc.	Travel-App of the Federal Foreign Office Germany: Travel-App	☐