Step by step to an internship abroad
Dear students at the University of Tübingen,

an internship abroad is only compulsory in a few courses of study. Nevertheless, it can be a valuable experience for your own career and a plus point in your CV when you apply later. Therefore, the place, time and topic of the internship must be carefully considered.

The Internet is full of tips and experience reports. The possibilities - just like the organizational or bureaucratic hurdles - are as various as the countries and internship providers in this world.

There are, however, a few aids to find your way through the information jungle. Here we have summarized some important tips and various websites for your further research.

In this brochure you will also find some contact persons at the University of Tübingen who can answer your questions. Your already advanced, often widely travelled fellow students are also a good source of information.

We wish you success for your internship!

Your Practice & Career Teams

Contact and further information about „Praxis und Beruf“:

Faculty of Philosophy
www.uni-tuebingen.de/praxis-phil

Faculty of Economics and Social Sciences
www.wiso.uni-tuebingen.de/praxisberuf/ansprechpartner.html
FUNDAMENTAL CONSIDERATIONS:

Before you start planning, you should be clear about a few basic questions:

• What do I expect from the internship?
• Which goal do I want to achieve?
• Why do I want to go abroad?
• What do I want to take with me from the international environment?
• Under which conditions can I imagine leaving my familiar environment for a longer period of time?

This usually results in a quite good imagination of one’s own interests. Once the basic issues have been clarified, you can concretize your plans.

WHEN?

• Find a suitable time in your studies for an internship abroad with the study counseling service.
• In the case of internships during the lecture period, be aware of an official leave of absence; rules on leave of absence: https://www.uni-tuebingen.de/studium/berufssorientierung/berufswege/praktikum.html
• As a general rule, it makes sense to attach an internship abroad to a study abroad. This reduces the bureaucratic effort, the student residence status is used and you are already abroad when you start looking for an internship.

WHERE?

• Some subjects already suggest the direction, e.g. sinology.
• Which language do I speak well enough for working abroad? Which language do I want to improve?
• Your own interest: Which country is particularly exciting / useful for my career aspirations?
• Does one of the programmes, e.g. from the DAAD or other organisations that have a particular country focus, suit me?

WHAT?

• Which internship or professional field makes sense for my studies and professional
career?
• Follow personal interests, consider all possibilities
• Read announcements carefully and find out about the tasks to be fulfilled; decide whether they meet your own requirements or whether you are looking for experience reports.
• How long should the internship last? Please note the announcement

COSTS/FINANCING?
• Is the internship compensated?
• If necessary, scholarships, BAföG abroad or paid part-time work must be organised.
• Consider „hidden costs“ (flight, visa, accommodation, possibly higher cost of living etc.)

CREDITABILITY?
• How many Credit Points can I earn? What exactly must be fulfilled?
• Depending on the subject, internships can also be credited as a key qualification - i.e. ask for advice!
• Even if an internship is not counted as a course of study, it can still be valuable as personal experience!

WHAT PROCEDURE?
(exemplarily)

10-12 months before
• Search for a possible internship (on your own or through an intermediary organisation)
• Application process; note country-specific differences!
• Scholarship, foreign student loan and/or educational loan
• (Attention! Application deadlines for scholarship programmes!)

6-8 months before
• If necessary, contact intermediary organisations and compare costs, services and registration deadlines.
• E.g. for USA/ Canada: DS-2019-document for the application of the J-1 visa; issues the intermediary organisation with costs, or the internship provider, if he is allowed to act as „legal sponsor“ (almost all universities and research institutions and a few large companies), the confirmation of the internship position must be available!
• Preparatory language course
• Some internships require standardized proof of foreign language skills, e.g. TOEFL test (Test of English as a Foreign Language), Cambridge Certificate, DELF (Diplôme d’Etudes en Langue Française), etc.
• consider possible cultural differences, if necessary take a course on intercultural communication

3-4 month before
• Confirmation of the internship position should be available
• contract of employment
• Apply for a visa/work permit at the embassy or consulate of the destination country in a non-EU country; proof of sufficient financial means for a personal visa interview
• Valid passport for the destination country, international driving licence, international student identity card
• Plan your journey
• Bank: clarify online banking, inform about acceptance of means of payment, check validity of EC and credit cards, change money, buy travellers cheques
• Application for leave of absence at the student secretariat

1-2 months before
• Foreign health insurance, liability/accident insurance (take an english translation of the insurance benefits with you)
• Searching for accommodation in the destination (sometimes the internship provider can help)
• Copy important documents or save them on a server, have them certified if necessary and take them with you separately from the originals.
• Note the contact details of the german embassy

1-2 weeks before
• Register/unregister at the residents’ registration office
• Register at the local citizen’s office, if necessary wage tax card
• For USA/Canada: Apply for Social Security Number (SSN), if required; sign DS-2019/I-20 on departure and re-entry

After the internship
• Praktikumszeugnis; Zeugnis übersetzen und beglaubigen lassen
• Praktikumsbericht erstellen
• Erfahrungsbericht mit anderen teilen
• Alumni-Treffen besuchen oder organisieren
Student counselling of the respective department
In each department there is a contact person who is responsible for subject-specific study counselling and who can also advise on the subject of „internships abroad“. Just ask!

Career Service
Advice on career orientation and career entry perspectives, application advice.

Wilhelmstr. 9, Tel.: 07071/29-77078,
E-Mail: career-service@uni-tuebingen.de

Department of International Affairs, Division 1
Folder with internship offers abroad is available for inspection, advice on obtaining a visa for studying abroad (not: internship!), exchange contacts with universities abroad.

Opening hours info counter: mon-fri, 9-12:00, not on wednesdays
Special consultation hours: tue + thu, 9-12:00
Wilhelmstr. 9, 1. OG, E-Mail: international.office@uni-tuebingen.de

Student secretariat
Advice on all administrative matters (e.g. application for a semester’s leave of absence).

Wilhelmstr. 11, Tel.: 07071/29-74444,
E-Mail: studentensekretariat@verwaltung.uni-tuebingen.de

Language centre
Language courses in English, French, Italian, Japanese, Catalan, Russian, Swedish, Spanish.
Wilhelmstr. 22, Tel.: 07071/29-77407, E-Mail: fsz@uni-tuebingen.de

Tübingen School of Education
Advice for student in education: Practical semester at German schools abroad, assistant teacher abroad

Wilhelmstr. 50, Tel.: 07071/29-75402,
E-Mail: studienberatung@tuese.uni-tuebingen.de
Consultant hours: tue – thu 10 – 11:30, mon – wed 13 – 16:00

How do I find an internship?
Practice portal of the University of Tübingen:
The practice portal offers a wide range of internships abroad. These can be easily displayed using the appropriate filter. Students can log in with their ZDV data.
Further internship exchanges:

- There are numerous free internship exchanges online. Many German job portals operate internationally; the desired target country can usually be selected via filters.
- Tip: Think like a local! Use the typical job agencies in your country to get interesting offers and avoid placement fees.

In addition to various internship exchanges and placement organisations, it is particularly worthwhile to use your own network. This usually results in particularly exciting opportunities and it is much easier to get started than via anonymous platforms.

Info brochures:

- DAAD, Internship abroad
- https://www.studieren-weltweit.de/content/uploads/2017/04/DAAD-Brosch_Auslandspraktikum.pdf
- „In die Ferne, fertig, los: Dein Weg ins Auslandspraktikum“ (brochure of the working group Wege ins Ausland, published by the Zentrale Auslands- und Fachvermittlung (ZAV) of the Federal Employment Agency (BA))
- Download or order at https://www.wege-ins-ausland.org/wegweiser/auslandspraktika/

Organizations that arrange internships:

- https://www.kmk-pad.org/ (Educational Exchange Service)
- www.aiesec.de (Marketing, technical, development internships)
- www.iaeste.de (for students of engineering and natural sciences)
- www.asa-programm.de (Work, experience, study stays in Third World countries)
- www.ba-auslandsvermittlung.de (Federal Employment Agency)
- https://step.elsa.org/ (for lawyers)

There are fee-based internship agencies for every region of the world. Using them is a personal decision, depending on time and budget.

Funding

Cooperation with the University of Tübingen:

www.uni-tuebingen.de
International - Studying Abroad - Ways Abroad - Internship
(Leonardo da Vinci, IAESTE)

Foreign-BaföG:
www.auslandsbafoeg.de

Education loan of the Federal Government:
www.bva.bund.de
Topics - Education - Education Loan

German Academic Exchange Service:
www.daad.de
RISE Research Internships
Carlo-Schmid-Programme: internships in international organisations and institutions of the EU, promotion of combined study and practical semesters
ERASMUS: Internships with companies in Europe
LEONARDO: promotes graduates in exchange projects between institutions and companies in Europe
PROMOS: Travel grants

German Society for International Cooperation:
www.giz.de
various programmes and scholarships

KOOR/BEST program:
https://www.hs-karlsruhe.de/erasmus-praktika/
Flexible, independent of curriculum, internships within Europe

Robert Bosch Foundation:
www.boschlektoren.de
Lecturer Program for Eastern Europe

Studienstiftung des Deutschen Volkes:
www.studienstiftung.de
(verschiedene Stipendienprogramme)

Further information:

• www.ahk.de
  (German Chambers of Foreign Trade, information about companies in the respective country) Assign internships in their own organisation and often provide online stock exchanges for partner companies in the respective countries.
• www.bmz.de
  (Federal Ministry for Economic Cooperation and Development)
Knowledge of languages

Some companies require a language certificate. The following providers offer a globally recognized certificate (subject to a fee).

TOEFL:
www.toefl.org

Cambridge Certificate:
http://www.cambridgeenglish.org/exams-and-tests/advanced/

DELF:
https://www.institutfrancais.de/franzoesisch-lernen/delf-dalf
Own notes
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