



# Step by step to your internship abroad

GEFÖRDERT VOM



Bundesministerium  
für Bildung  
und Forschung

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 once you apply for a job later. Therefore, place, time and topic of the internship must be carefully considered.

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

There are a few aids to find your way through the jungle of information. 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. Fellow students who are more experienced and often have travelled widely are also a good source of information.

We wish you success for your internship!

Your Profession & Practice (Praxis & Beruf) Teams

Contact and further information about „Praxis und Beruf“:

**Faculty of Philosophy**

[www.uni-tuebingen.de/praxis-phil](http://www.uni-tuebingen.de/praxis-phil)

**Faculty of Economics and Social Sciences**

[www.uni-tuebingen.de/fakultaeten/wirtschafts-und-sozialwissenschaftliche-fakultaet/studium/praxisberuf/ansprechpartner/](http://www.uni-tuebingen.de/fakultaeten/wirtschafts-und-sozialwissenschaftliche-fakultaet/studium/praxisberuf/ansprechpartner/)

# CHECKLIST

## 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 idea of one's own interests. Once the basic issues have been clarified, you can concretise your plans.

## WHEN?

- Find a suitable time in your studies for an internship abroad with the study counselling service of your respective programme.
- In the case of internships during the lecture period, be aware of an official leave of absence; rules on leave of absence: <https://uni-tuebingen.de/en/71637>
- 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 a destination, e.g. sinology.
- Which language do you speak well enough for working abroad? In which language do you 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 your studies and professional career?
- Follow personal interests, consider all possibilities.

- Read internship offers carefully and find out about the expected requirements; decide whether they meet your own expectation. If available, go through internship reports.
- How long should the internship last? Double check with the internship offer.

### COSTS/FINANCING?

- Is the internship paid for?
- If necessary, scholarships, BAföG abroad or paid side jobs 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!

### SCHEDULE?

(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.
- (Pay attention to 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, read up on 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 at 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

- 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

- Internship certificate; have certificate translated and notarized.
- Create internship report.
- Share experience report with others.
- Attend or organise alumni meetings.

# CONTACT PERSONS AT THE UNIVERSITY

## 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](mailto: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](mailto:international.office@uni-tuebingen.de)

## Student Administration

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

Wilhelmstr. 11, Tel.: 07071/29-74444,  
E-Mail: [studierendensekretariat@zv.uni-tuebingen.de](mailto:studierendensekretariat@zv.uni-tuebingen.de)

## Language Learning Centre

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

## Tübingen School of Education

Advice for students in education: Practical semester at German schools abroad, assistant teacher abroad

Wilhelmstr. 31, room 005, Tel.: 07071/29-75402,  
E-Mail: [studienberatung@tuese.uni-tuebingen.de](mailto:studienberatung@tuese.uni-tuebingen.de)  
Consultant hours: tue – thu 10 – 11:30, mon – wed 13 – 16:00

# FURTHER INFORMATION

## How do I find an internship?

PraxisPortal of the University of Tübingen:

This internship and job platform offers a wide range of internships abroad. These can be easily displayed using the appropriate filter. Students can log in with their ZDV data.

[www.praxisportal.uni-tuebingen.de](http://www.praxisportal.uni-tuebingen.de)

## 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 designated 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](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](http://www.aiesec.de) (Marketing, technical, development internships)
- [www.iaeste.de](http://www.iaeste.de) (for students of engineering and natural sciences)
- [www.asa-programm.de](http://www.asa-programm.de) (Work, experience, study stays in Third World countries)
- [www.ba-auslandsvermittlung.de](http://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](http://www.uni-tuebingen.de)

International - Studying Abroad - Ways Abroad - Internship  
(Leonardo da Vinci, IAESTE)

### Foreign-BaföG:

[www.auslandsbafoeg.de](http://www.auslandsbafoeg.de)

### Education loan of the Federal Government:

[www.bva.bund.de](http://www.bva.bund.de)

Topics - Education - Education Loan

### German Academic Exchange Service:

[www.daad.de](http://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](http://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](http://www.boschlektoren.de)

Lecturer Program for Eastern Europe

### Studienstiftung des Deutschen Volkes:

[www.studienstiftung.de](http://www.studienstiftung.de)

(different scholarships)

## Further information:

- [www.ahk.de](http://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](http://www.bmz.de)  
(Federal Ministry for Economic Cooperation and Development)
- [www.wanderlust-hsh.de](http://www.wanderlust-hsh.de) (DAAD-awarded page of the Hannover University)

## 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](http://www.toefl.org)

### Cambridge Certificate:

<http://www.cambridgeenglish.org/exams-and-tests/advanced/>

### DELFL:

<https://www.institutfrancais.de/franzoesisch-lernen/delf-dalf>

Own notes

# IMPRINT

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