








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 on the internet and on our website → Which countries are of interested to me? (own language level!) → What are potential companies that cover my field of studies?	Homepage International Office: https://www.haw-landshut.de/en/international/current-students/international-mobility/internship-abroad.html	<input type="checkbox"/>
2.	Appointment for counselling 	Schedule an appointment for individual counseling online with Kristin Rochelmeyer of the International Office (N003) → Search for internship position? → Application? → Financial support? → Visa etc.?	Online application form for Counselling: https://www.haw-landshut.de/en/international/service-department-for-students/international-office/appointment-for-counselling.html	<input type="checkbox"/>
3.	Application process 	Start your application process: → Contact companies → Send in your application → Interviews	Selected job portals for internships abroad: https://www.haw-landshut.de/fileadmin/Hochschule_Landshut_NEU/Un_geschuetzt/International-Office/Auslandspraktikum/21.12.2021_Links_zu_Jobportalen_Praktika_im_Ausland.pdf	<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: https://www.haw-landshut.de/en/international/current-students/international-mobility/internship-abroad/funding-opportunities.html Application via our mobility 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: https://www.haw-landshut.de/en/international/current-students/international-mobility/internship-abroad/recognition-internship-coordinators.html	<input type="checkbox"/>
6.	Internship contract 	Submit your internship contract at the SSZ (Studierenden Service Zentrum) and send a scan to the International Office.	E-Mail 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: https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/app-sicher-reisen/350382	<input type="checkbox"/>