








## 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?	<b>Homepage International Office:</b> <a href="https://www.haw-landshut.de/en/international/current-students/international-mobility/internship-abroad.html">https://www.haw-landshut.de/en/international/current-students/international-mobility/internship-abroad.html</a>	<input type="checkbox"/>
2.	Appointment for counselling 	Schedule an appointment for <b>individual counseling online</b> with Lea Zirngibl of the <b>International Office</b> (N003) → Search for internship position? → Application? → Financial support? → Visa etc.?	<b>Online application form for Counselling:</b> <a href="https://www.haw-landshut.de/en/international/service-department-for-students/international-office/appointment-for-counselling.html">https://www.haw-landshut.de/en/international/service-department-for-students/international-office/appointment-for-counselling.html</a>	<input type="checkbox"/>
3.	Application process 	Start your application process: → Contact companies → Send in your application → Interviews	<b>Selected job portals for internships abroad:</b> <a href="https://www.haw-landshut.de/fileadmin/Hochschule_Landshut_NEU/Un_geschuetzt/International-Office/Auslandspraktikum/21.12.2021_Links_zu_Jobportalen_Praktika_im_Ausland.pdf">https://www.haw-landshut.de/fileadmin/Hochschule_Landshut_NEU/Un_geschuetzt/International-Office/Auslandspraktikum/21.12.2021_Links_zu_Jobportalen_Praktika_im_Ausland.pdf</a>	<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.	<b>Overview funding opportunities:</b> <a href="https://www.haw-landshut.de/en/international/current-students/international-mobility/internship-abroad/funding-opportunities.html">https://www.haw-landshut.de/en/international/current-students/international-mobility/internship-abroad/funding-opportunities.html</a>  <b>Application via our mobility system Mobility Online</b>	<input type="checkbox"/>
5.	Internship coordinators 	Having received your internship confirmation, you must obtain the approval of the internship coordinator of your faculty.	<b>Overview internship coordinators:</b> <a href="https://www.haw-landshut.de/en/international/current-students/international-mobility/internship-abroad/recognition-internship-coordinators.html">https://www.haw-landshut.de/en/international/current-students/international-mobility/internship-abroad/recognition-internship-coordinators.html</a>	<input type="checkbox"/>
6.	Internship contract 	Submit your internship contract at the SSZ (Studierenden Service Zentrum) and send a scan to the International Office.	<b>E-Mail to:</b> <a href="mailto:outgoing@haw-landshut.de">outgoing@haw-landshut.de</a>	<input type="checkbox"/>
7.	Other 	Organise your visa, insurance, accommodation, travel etc.	<b>Travel-App of the Federal Foreign Office Germany:</b> <a href="https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/app-sicher-reisen/350382">https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/app-sicher-reisen/350382</a>	<input type="checkbox"/>