

PROMOS: Internships abroad (except EU+): 10 weeks to 6 months**Checklist for the printed application documents:**

Please hand in your curriculum vitae and your letter of motivation **in duplicate** and all other application documents as **single copies (no originals, no certified copies)**. Please hand in all documents in German or English.

- Signed printout** of the **online application form** (available per email upon completion of the online application).
- Certificate(s) of enrollment (with information about fields of studies and number of semesters) (“Studienbescheinigung”)** for the current semester at the time when you are applying and for the entire period of your stay abroad. This means that, depending on the duration of your stay, you might have to hand in several certificates (winter semester: October 1st to March 31st; summer semester: April 1st to September 30th). If a certificate is not available, because you could not re-register for this semester, yet, you can hand it in per email as soon as it is available. If this is the case, please inform us when handing in your application. Please hand in your “Studienbescheinigung” and not the “Immatrikulationsbescheinigung” or “Studienverlaufsbescheinigung”.
- In duplicate: Complete curriculum vitae (CV) in tabular form**
 - Issue curriculum vitae that is clearly structured and contains your course of study, work experience (formations, jobs, internships etc.) and extracurricular activities (voluntary work, work in associations, student initiatives and other initiatives, awards, as well as stays abroad, intercultural experience etc.).
 - Distinguish between paid and voluntary work (f. ex. not ‘voluntary work and sideline activities’).
 - Please indicate the starting and end date of each aspect and describe what you did there (e.g. not ‘stay abroad in the countries X, Y and Z, but indicate what you did there and from when to when).
 - Only mention aspects in your CV that you can prove. We make spot checks after submission, so you do not have to hand in proofs for the experience you indicate in your CV when applying, but should be able to do so within 4 weeks, in case your application is part of the spot check.
 - Also include your nationality, as stays in countries of your nationality or in countries where you lived during the past five years, cannot be funded.
 - Include your name on every page.
 - Suitable line spacing, font size 11
 - **Please do not exceed the maximum number of 2 pages!**
- In duplicate: Letter of motivation**

Please explain the first two aspects in detail and also the other aspects mentioned below:

- Contents and goals of your stay abroad
- Why is it important for you studies, what does it have to do with aspects you learned during your studies or you will learn in the future?
- Reasons why you chose the employer abroad and the destination
- How and why is it important for your future career?
- Personal suitability

- What you did in preparation of the stay
 - Reasons why you are applying for a DAAD scholarship. (This is not about why you need the money but why you want to be funded particularly by DAAD.)
 - Please include your name and a page number on every page.
 - 1.5 line spacing, font size 11
 - **Please do not exceed the maximum number of 2.5 pages!**
- Confirmation** on DAAD-form of departmental recognition or recommendation for the internship (see homepage, section “application documents”).
- Letter of recommendation**
- Please use the downloadable form in the section “application documents”. You should complete the page containing information on you and your stay abroad. Your professor should only complete the last page. He or she should not write an individual letter.
 - The letter of recommendation can be issued by a professor or a teacher with a PhD at the University of Freiburg or at another university you graduated from before (e.g. where you earned your bachelor’s degree or abroad).
 - Please hand in the letter of recommendation in a sealed envelope when handing in your application or ask your professor/teacher to send it directly to the International Office in the **Service Center Studium, Sedanstr. 6** (not to the International Office in the rectorate at Fahrenbergplatz!)
- Uncertified copy of your **latest degree(s) with GPA** or alternatively with transcript(s) of records (Master’s students: bachelor’s degree; bachelor’s students: school-leaving certificate; state exam students or ‘old’ courses of study (such as diploma or magister degrees): intermediate examination certificate; medicine and pharmacy students: first and if available second ‘Abschnitt der ärztlichen bzw. pharmazeutischen Prüfung’, otherwise school-leaving certificate). In case you completed two bachelor degrees, please hand in both degrees. In case you studied at a non-German university, please also include official details on the grade system.
- Computer generated **transcript of records** of all minors and majors currently studied. Alternatively, you can hand in a list of all courses attended and the grades you obtained on the respective DAAD form, which is available upon request. If you have not taken any courses in one of your majors or minors, please hand in an empty transcript for this major/minor. This list only needs to be verified by the examination office if it was not created automatically by the university.
- Language test**
- Language test on DAAD form ‘Language certificate for German applicants’. (The test is conducted by the Language Teaching Centre: www.sli.uni-freiburg.de. The form can also be used by non-German applicants and can be found on the PROMOS-Website in the section “Application Regulations” under “Application documents”.) All pages of the SLI form must be stamped or signed by the examiner!
 - **Accepted alternatives for English-speaking countries:** TOEFL, IELTS, PTE Academic or UCLES tests.
 - **For Spanish-speaking countries:** Results of the DELE test, if you can provide us with valid login data.
 - **For China:** HSK, please note that you have to submit the additional page regarding your oral exam.
 - **Other language tests:** They must include the four categories of listening and reading comprehension as well as spoken and written language. In case you want to hand in another language test, please send us a scan of it by email, so that we can check whether it can be accepted.
 - **Language certificates must not be older than two years!**

- Official confirmation of the host institution** or internship contract (copy), on letter head and signed by the host institution. The confirmation has to contain information on the **exact start and end date of the internship** (both dates must include the exact **day, month and year**), the **institution's address** and the **working language**.

The documents should be turned in in the order shown above and please, if possible (e.g. for documents such as the tabular curriculum or the letter of motivation), on two-sided pages.