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## PROMOS: Theses abroad: 10 weeks to 6 months

### Checklist for the printed application documents:

Please hand in your CV, letter of motivation and the exposé in duplicate and all other documents as **single copies (no originals, no certified copies)** and 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 you might have to hand in several certificates depending on the duration of your stay (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.
  
- In duplicate: Complete **curriculum vitae (CV)** in tabular form as described in the FAQs.
  
- In duplicate: **Letter of motivation** as described in the FAQs.
  
- In duplicate: **Exposé of your thesis** (max. 2.5 pages), including:  
Theoretical background / description of preparatory work, description of content and methodology, schedule for the implementation of the project abroad, and bibliography. The bibliography can be an addition to the 2,5 pages.
  
- Signed **letter of acceptance from your supervisor abroad** on letterhead and with the address containing information on the exact starting and end dates (both dates must include the exact day, month and year) and the working language. If you do not have a supervisor abroad, please hand in a letter of confirmation issued by your supervisor at home and please hand in an official document stating the duration of your stay abroad, such as flight tickets or hotel bookings.
  
- Confirmation of the awarding of the thesis on the respective DAAD-form** (see homepage, section “application documents”).
  
- Letter of recommendation**: Further information on the requirements for the letter of recommendation can be found in the FAQs.

- 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 for the working language** on DAAD form 'Language certificate for German applicants'. The form can also be used by non-German applicants; it can be found on the PROMOS-Website in the section "Application Regulations" under "Application documents". The test can be conducted by the Language Teaching Centre: [www.sli.uni-freiburg.de](http://www.sli.uni-freiburg.de). Accepted alternatives for English-speaking countries are: TOEFL, IELTS or UCLES tests. For Spanish-speaking countries: results of the DELE test, if you can provide us with valid login data. Language certificates must not be older than two years!

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. Please hand in your application documents in person at the date fixed for your submission.