

## DAAD-PROMOS scholarships for internships abroad (outside the ERASMUS+ area and Switzerland)

### Checklist for the application documents (to be uploaded in the online application):

Application documents must be submitted as uncertified PDF documents in German or English. It is also possible to submit e.g. the CV in German and the letter of motivation in English.

- Certificate of study** (called 'Studienbescheinigung', including information on the subjects you study in which semester, please do not hand in your 'Immatrikulationsbescheinigung', since it does not contain this information) for the current semester at the time of applying (winter semester: 1 October – 31 March.; summer semester: 1 April - 30 September).

- Complete **curriculum vitae (CV) in tabular form**

- Please write a curriculum vitae that is clearly structured and contains information on your degree program(s), work experience (trainings, 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.).
- Please distinguish between paid and voluntary work (e.g. not 'voluntary work and professional experience' in one section), so that we can see what was done on a voluntary basis and what was done on a paid basis.
- 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 please indicate what you did and from when to when).
- Please only mention aspects in your CV that you can prove. We do checks after submission (some applications will be selected for checks at random), 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 check.
- Please also include your nationality, as stays in countries of your nationality or in countries where you lived permanently during the past five years cannot be funded.
- Please include your name on every page. Suitable line spacing, font size 11
- **Please do not exceed the maximum number of 2 pages!**

- Letter of motivation**

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

- Contents (what will you do as an intern?) and goals of your stay abroad
- Why is it important for your 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 and the destination (country)
- 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!**

- Only required if you have already completed a degree programme: Scan of the **degree certificate with average grade** or alternatively with transcript(s) of records in one file. If you have completed two different degrees, please submit both certificates. If you have studied abroad, please also submit information on the grading system there (what is the best grade that can be achieved and what is the lowest grade with which one still passes?) at the end of the file.
- Current computer generated **transcript of records (Leistungsübersicht)** of all minors and majors currently studied in one file. If you have not yet completed any courses in a subject, please submit the blank transcript of records page for that subject. Medical and pharmacy students: please submit the 1st and, if available, also the 2nd section of the medical or pharmaceutical examination with average grade as well as, if you have only taken the first one so far, also the current Transcript of Records; please all in one file.
- Language certificate(s) for the working language(s)**
- If there are several working languages: please upload both tests in one file here!
  - Language test on DAAD form 'Language certificate for German applicants'. (The test is conducted by the Language Teaching Centre: [www.sli.uni-freiburg.de](http://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" under "Application documents". All pages of the SLI form must be stamped or signed by the examiner!
  - **Accepted alternatives for English**: TOEFL (only TOEFL iBT or PBT with oral examination part, the TOEFL ITP cannot be accepted), IELTS, PTE Academic or UCLES tests.
  - **For Spanish**: Results of the DELE test, if you can provide us with valid login data.
  - **For Chinese**: 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** confirming that you (including your full name) will do an internship there, on letterhead 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(s)**.