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Overcome borders - Open up perspectives.

Information for your
internship abroad



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Our bonus tips can be found
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Right into the Adventure

If you are thinking about completing an internship abroad during your studies, this booklet will guide you towards your international stay. It contains helpful information to accompany you during the process from the initial idea up to the actual completion of your internship. It includes an overview of the prospects and requirements, as well as organisation and realisation of internships abroad for all students of Ludwig-Maximilians-Universität Munich.

We put special focus on practically relevant tips to help you prepare profoundly for your internship abroad. Make sure to address the topics of this booklet early enough to ensure a smooth arrangement. If you have any questions, feel free to reach out to us via e-mail or arrange an appointment for consultation (in person or digital) on our website.

WEBSITE:  www.lmu.de/career-service/internships-abroad

EMAIL:  praktika.careerservice@lmu.de



The information provided makes no claims to completeness. For subject-specific information, please contact your study coordinator and pay attention to your examination regulations.

Benefits of Internships abroad

An extended stay abroad will provide you with lots more than local candy, postcards and fridge magnets. Internships abroad encourage a multitude of skills that are crucial to your further academic, professional and personal journey.

Amongst other things, an internship abroad will help to complement your academic education with **relevant practical experience**, which will increase your **appeal for employers** and thus broaden your **prospects on the job market**. This will also help you to gain **new perspectives** and **expand your horizon**.

Leaving your own cultural surrounding and learning to appropriately approach the previously unknown **strengthens your intercultural competencies**. You will develop a consciousness for your own role in a (vocational) world operating globally.

The organisation of such a stay abroad will also promote your ability to act structured and **independently** by **leaving your comfort zone**.

A key aspect of an internship abroad is to **extend your language skills**. During your stay you will have to use the regarding language actively in everyday life and thus improve quickly. Overcoming the language barrier and solving problems that may arise does not only strengthen your **communication skills**, but also helps you act **self-assured and solution-focused**.

Additionally, an internship abroad will provide you with insights into different companies' structures and cultures, and you will gain **relevant professional experience** that helps to build your expertise. **Differing methods of operating and their critical reflection** opens up new perspectives and helps you to narrow down your own needs and wants for your career.

These valuable experiences and skills enrich your résumé. Today, **international experience** is an important qualification for many job profiles. It will increase your **attractiveness on the job market**, and you will stand out from other applicants.

Before you embark on the adventure of an internship abroad, there are several important points to consider. In this guide, you will find essential information and helpful tips for planning and carrying out an internship abroad.



Requirements & Useful Information for your Stay

In addition to the many positive effects of an international internship, you should also think ahead about the necessary basics and useful knowledge for its feasibility.



Financing

Transport, rent, deposit, vaccinations, visa, insurance, groceries, hobbies, and travel – the costs for an internship abroad can quickly add up. Therefore, make sure to gather information in advance regarding adequate financing.

Research the travel and living costs in your destination country, for example, through the website of the [German Chambers of Commerce Abroad](#).

In addition to using savings and financial support from your social network, there are other ways to supplement your budget for the internship abroad.

◆ Internship Salary

Whether you will receive a salary for your internship and the amount will depend on factors such as the industry, country-specific conditions, as well as the type and size of the company. While internship providers in the STEM field and economic sciences often provide payment for their interns, this is not always the case in other sectors.

Additionally, it is also a matter of your priorities whether you can or want to accept an unpaid internship. Some fields of work can offer both paid and unpaid internships and it, for example, depends on the size and organisation of the institution. Examples include industry-spanning professions such as human resources, marketing, IT/computer science, accounting/finance, etc.



◆ LMU Scholarship Programs for Internships abroad

The LMU Career Service and the International Office of LMU Munich offer several scholarship opportunities for LMU students completing internships abroad.

Please note that the funding criteria and amounts get updated regularly. Therefore, always check the latest information on the linked websites.

Additionally, take advantage of the opportunity to easily schedule a consultation (in person or digitally) on our [scholarship website](#).

*** Tip:** If receiving a scholarship is crucial for the accomplishment of your planned stay, we recommend applying for an [Erasmus+ internship](#) abroad due to both the likelihood of funding and the amount of support available.

Note: We advise against taking out a loan to finance your internship abroad.



	Internship location	Duration	Placement Type	Study Status	Scholarship Amount	Link
ERASMUS+	Countries of the European Union, as well as Iceland, Liechtenstein, North Macedonia, Norway, Serbia, and Turkey	Min. two full months	Regular, research, teaching, medical, practice-oriented theses or semester projects, mandatory, voluntary, or graduate internships	Enrolled in a bachelor's, master's, state examination, or doctoral program. Additionally, there is the possibility of graduate internships	Depending on the country and additional funding: €690/month to over €1,000/month	Erasmus+ Stipendium
CAREER SERVICE SCHOLARSHIP	Europe	53 to 59 days	Regular, research, teaching, medical, practice-oriented theses or semester projects, mandatory, voluntary internships	Enrolled in a bachelor's, master's, state examination, or doctoral program	A one-time payment of €600 to €800	Career Service-Scholarship
PROMOS	Outside of Europe & in the United Kingdom	Min. 8 weeks	Regular, practice-oriented theses or semester projects, mandatory, voluntary internships	No funding for internships done at universities. Enrolled in a bachelor's, master's, or state examination program. No funding for students of veterinary or human medicine	Individual amount	PROMOS
PROSA	Worldwide	One to twelve months	Research internships done at universities	Enrolled in a bachelor's, master's, or state examination program	Individual amount	PROSA

Further Funding Options

The BAföG-program for stays abroad is assessed independently of the German domestic BAföG. This means that students who are not entitled to BAföG in Germany may still be eligible for funding while staying abroad. In addition to the already mentioned scholarship programs, there are many German foundations and scholarships that offer further opportunities. The Studierendenwerk Munich Oberbayern also has its own advisory service regarding scholarships, [link to the advisory service](#).

International students in Germany can also be eligible for BAföG under certain circumstances. Please get in touch with your responsible BAföG Office.

Language Skills

Make sure that you have a sufficient level of proficiency in your working language. We recommend a level of **at least B1** – the higher, the better. This will help you to be able to integrate well into work processes and team structures.

Language skills are not only important for the internship itself, but also for leisure time. After all, there's much to discover beyond work as well!

Depending on the field, industry, and internship institution, attention should also be paid to specific vocabulary (e.g., technical language in medicine, research, law).

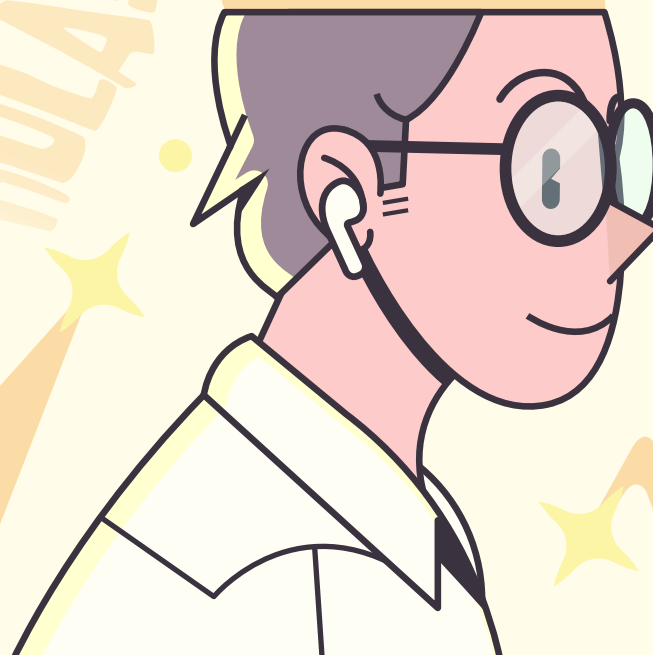


The working language and the national language do not have to be identical. Therefore, do not exclude interesting internship opportunities and locations too quickly. For more information, see „5.2 Which countries capture my interest?“



Your language skills can be improved and refreshed in various ways before your stay:

- ✍ Language courses offered by the language center
- ✍ Language trips, e.g., through the German Association of Language Travel Organizers (Fachverband Deutscher Sprachreise-Veranstalter e.V.)



Career and Application Skills

◆ Work Experience

When applying for an internship abroad, as with any other application, relevant work experience you have gained so far is an advantage. You can acquire this, for example, through a working student position or an internship.

However, there's always a first time. Don't let a lack of practical experience stop you from pursuing a planned internship abroad. If you don't have a lot of practical experience, it is even more important to highlight your interests, strengths, and relevant areas of study in your application.

◆ Further Education

During an internship abroad, you can learn and strengthen a variety of competencies. In addition to technical and methodological knowledge, social skills and so-called "soft skills" are also of great importance.

To prepare well for your time abroad, the LMU Career Service offers a wide range of seminars and workshops. Here is a selection: communication skills, self-management, presentation skills, conflict management, business administration courses, salary negotiations, business etiquette, application training, and business English. Our website provides more information about our [workshops and seminars](#).



A course on intercultural sensitivity is also useful as preparation for your stay. The LMU Career Service offers courses on this topic regularly.

Duration and Timing of your Internship

Now that the requirements for your stay have been clarified, the next question is about the suitable time frame for your planned internship abroad...

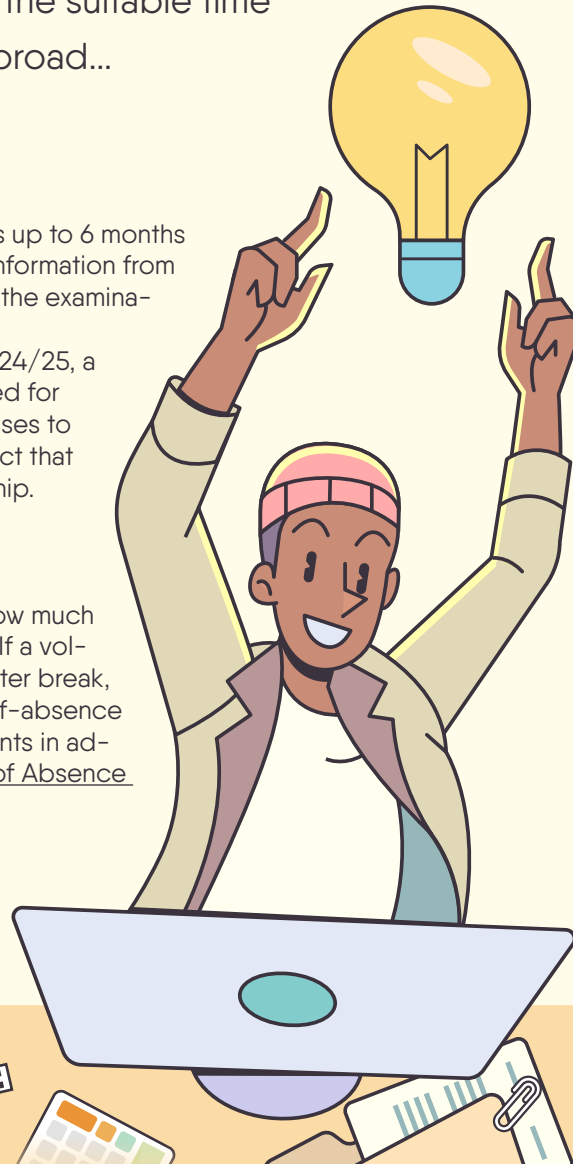
◆ Mandatory Internships

Mandatory internships can last from 6 weeks up to 6 months (e.g., a practical semester). It is best to get information from your respective subject coordination and in the examination regulations of your study program.

At LMU Munich, as of the winter semester 2024/25, a leave-of-absence semester won't be granted for mandatory internships, except for special cases to be reviewed. The reason for this lies in the fact that you will earn ECTS credits during the internship.

◆ Voluntary Internships

For a voluntary internship, you can decide how much time you can and want to invest for yourself. If a voluntary internship extends beyond the semester break, there is the possibility to apply for a leave-of-absence semester. Make sure to check the requirements in advance on the [LMU website](#) under "Leave of Absence from Studies".



◆ Overall

In principle, we recommend an internship duration of three to six months. This time frame gives you enough opportunity to integrate into the team and familiarize yourself with your tasks on-site.

Considering the organizational effort of an international internship, longer internships abroad are often more worthwhile than shorter ones. If your internship lasts longer than six months, we advise you to carefully assess the quality of the internship in advance. This is to ensure that your internship placement won't be exploited as inexpensive labor for a longer period of time.

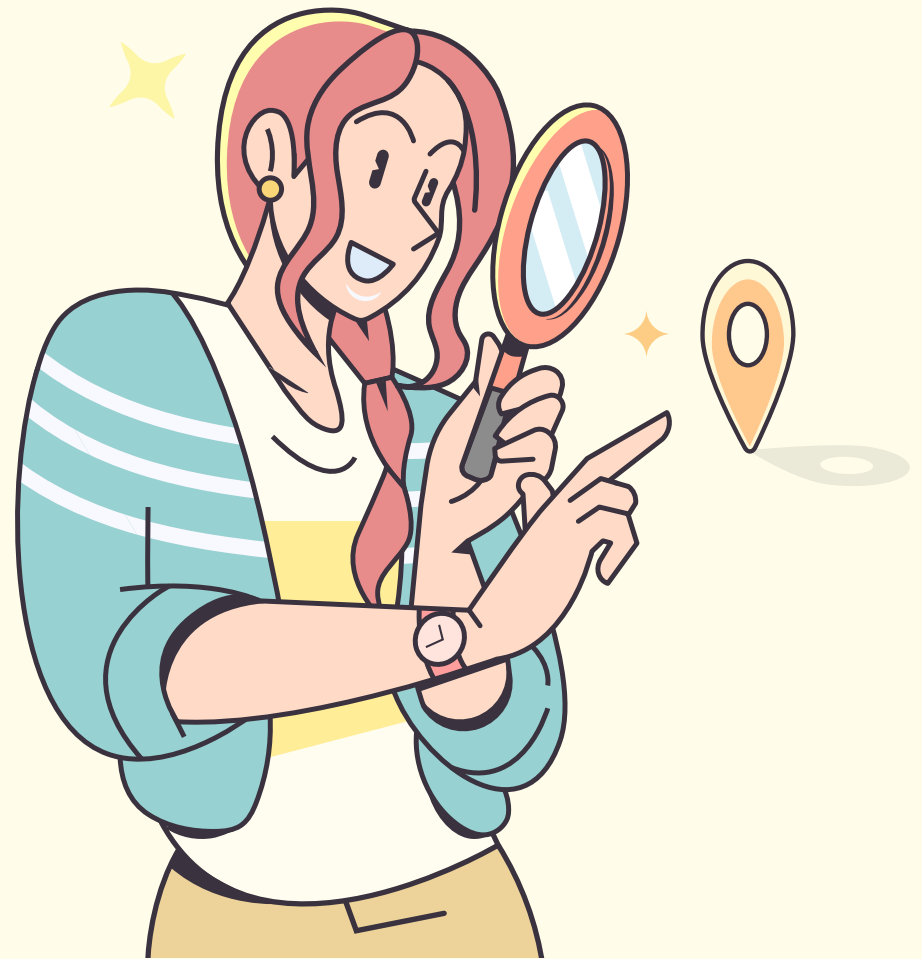
Of course, due to study-related, organizational, personal, and financial factors, not all students have the opportunity to interrupt their studies for an extended period. Therefore, the semester break is also a great time to gain (international) practical experience. Depending on exams, submission deadlines, and the length of the break, an internship duration of six to ten weeks is usually realistic.

However, the general rule is: any internship duration allows you to gain important practical experience that you didn't have before!

It's a match!

Looking for an Internship Position

Start early to engage with the topic of international internships. We recommend starting three to six months before the internship begins. The process starts with identifying your own interests, opportunities, skills, and career goals. After that, the next step is to identify suitable companies and organizations that offer internships in your desired field.

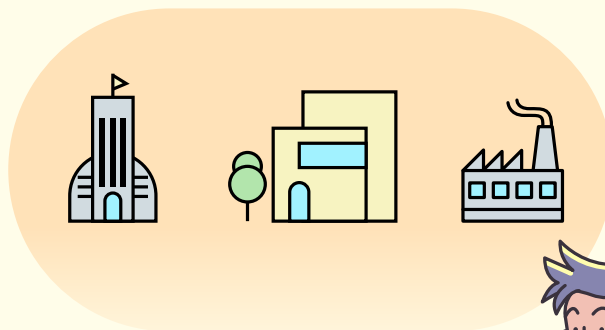


Which Institutions should I focus on?

To find out which institution is the right one for your internship abroad, the following aspects may be helpful:

◆ Company Size

Large, established companies typically offer structured programs and clearly defined areas of responsibility. Smaller institutions and startups, on the other hand, often allow for taking on more responsibility and a wider range of tasks.



◆ Purpose

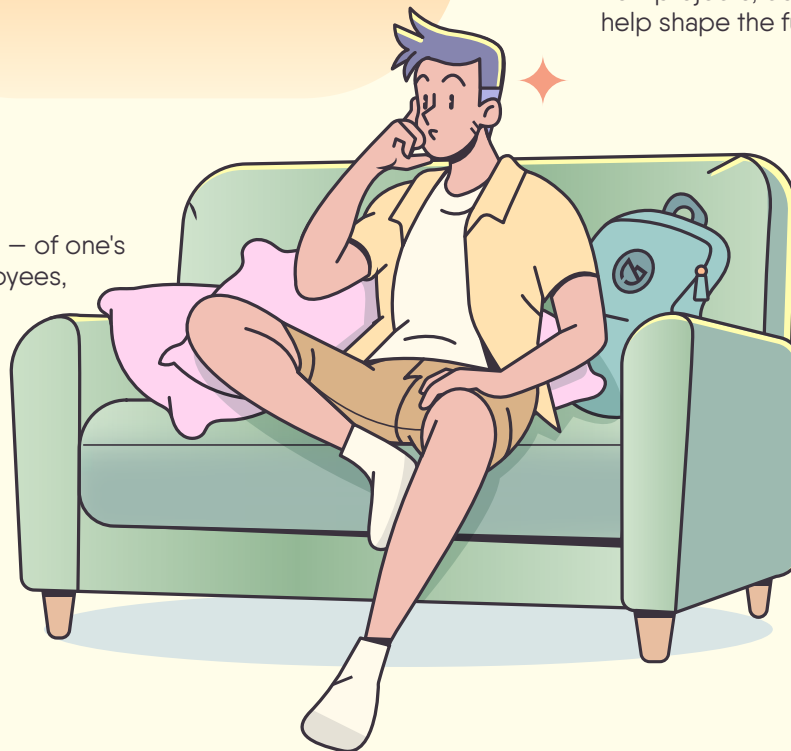
The purpose – in other words, the meaningfulness – of one's work is becoming increasingly important for employees, and therefore also for students.

What added value should your internship create – both for yourself and for others?

Do you want to get involved in social engagement as part of your internship?

How can you use your skills to benefit society?

Which values, perspectives, and topics would you like to support?



◆ Working Environment and Company Culture

Institutions are as diverse as their fields of activity. Therefore, it is important to reflect in advance on the working environment associated with them and your own expectations.

It makes a difference whether you work in creative, social, medical, political, or innovative settings – in a government agency or a corporation, an agency or a foundation, a laboratory or a hospital, a school or a non-profit organization.

It can also be helpful to find out which institutions are well-established in your field of study. At the same time, innovative new projects, concepts, and start-ups offer the opportunity to help shape the future of your discipline.

◆ Learning Opportunities

Make sure that the internship offers the opportunity to learn new skills and gain practical experience. These tasks should go beyond simple administrative duties.

It is important to clarify your areas of responsibility and workload with the organization in advance. This way, you can ideally avoid being over- or underchallenged during your internship.

Especially when applying at institutions that have little experience in working with interns, an open communication about expectations and tasks from both sides is essential.

◆ Overlap of Topics and Interests

Research thoroughly which institutions offer a suitable overlap of topics and areas of responsibility that match your goals, field of study, and skills.

You may be surprised during your search by how diverse the opportunities are in many professional fields!

Additionally, there are various ways to gain insight into the working methods, culture, and values of an institution:

◆ Online Resources and Networks

An organization's online presence often already reveals a lot about its profile.

Whether through its website, social media profile, or job-related platforms:

How is it designed?
Which people and topics are featured?
How does the organization present and define itself?
What are its current posts or contributions?

In addition, there are several online review platforms where former and current employees rate organizations and share their experiences.



◆ Career Events

Especially when it comes to globally operating companies and organizations, you often have the opportunity to get to know them personally while you are still in Germany.

Career events provide a great opportunity to connect directly with current employees and exchange ideas.

The LMU Career Service organizes numerous career events and fairs every year. You can find information about current formats and dates on [our website](#).



* Experience Reports

On the [LMU Career Service website](#), you will find a comprehensive collection of detailed internship reports and a list of institutions that have hosted internships with students of LMU before.

These reports are organized by subject area, country, and institution.

They not only provide insights into the respective organization but also offer helpful information about the application process, finding accommodation, building a network, and much more.

Which Countries capture my Interest?



When it comes to choosing the country and location for your internship, there are almost no limits. Many factors can influence your final decision – for example: language skills, industry-specific requirements, family or personal circumstances, as well as financial resources. Cultural aspects and travel opportunities may also play a role.

Don't let the local language limit your choice of country too quickly. In today's globalized world, the national language and the working language do not necessarily have to be the same. Many companies operate internationally and use English or other languages as their business language – even if the country's official language is different.

This opens up numerous opportunities to work in various countries without needing to speak the local language fluently. Nevertheless, having basic knowledge of the local language is always helpful.

Many countries have official languages that you may already speak. For example, English is not only spoken in the UK and the USA, but also in Ireland, Canada, Australia, New Zealand, Singapore, Malta, and large parts of Africa. The same applies to French – not only spoken in France, but also in parts of Canada and several African countries.

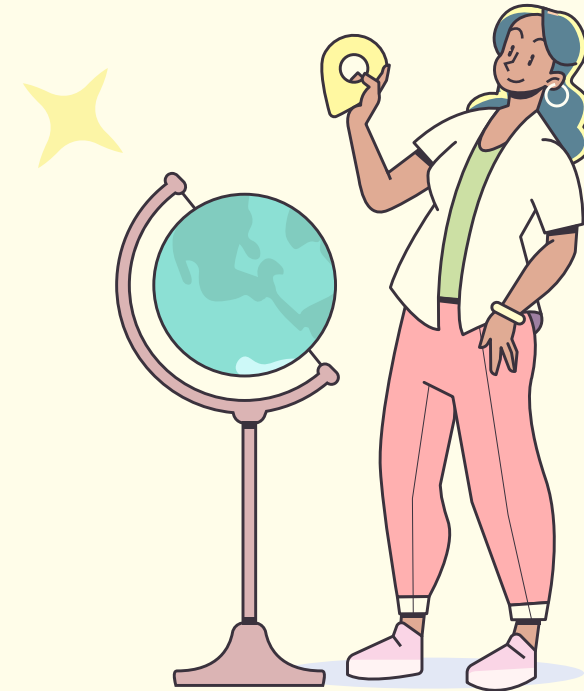
Spanish is widely spoken in Central and South America as well.

Financial resources are another important factor, as living costs can vary greatly depending on the country, region, or city. Personal preferences should also be considered: while some people prefer the wide range of opportunities in a big city, others may enjoy the peace and quiet of rural areas.

When thinking about your desired country, be sure to consider visa requirements, insurance, and vaccinations early in the planning process, and allow enough time to arrange them.

If you hold a passport from a European Union country, traveling and working within the EU is generally uncomplicated. You usually won't need to worry about border controls, work permits, or visas.

If you are a Non-EU-resident, please get in touch with your embassy regarding the relevant process and regulations. However, besides the exciting destinations within Europe, the whole world is open to you. It is entirely up to you how far you would like to travel for your international internship.



We are happy to advise you on your options and considerations in a personal consultation. You can easily book an appointment via the link on our [☞ internship abroad website](#).



Also consider the attractive overseas territories of European countries, where – as an EU citizen – you can often enter for an internship without a visa or work permit.

Here are some examples:

- France: La Réunion, Martinique, Guadeloupe
- The Netherlands: Aruba, Curaçao, and Sint Maarten
- Portugal: Madeira and the Azores

Don't be afraid to look beyond the usual, well-known destinations. Choosing a less frequently selected country for your internship not only helps you stand out from the crowd, but you may also face less competition on the job and housing market.

Where can I find open Positions?

We have deliberately not placed this chapter at the beginning of your internship search. An international internship is a very special time in your academic journey. And it's not only about you being the right fit for the internship – the internship should also match your goals, interests, and expectations. That's why we encourage you not to focus solely on advertised positions, but to reflect on the personal value that an international internship can bring to your academic, professional, and personal development.



◆ Internet

There are numerous internship search engines as well as job and internship platforms on the internet where international companies publish their internship offers.

In many cases, internship providers also post their open positions directly on their own websites.

Additionally, national chambers of commerce and professional associations often provide relevant information and contact addresses.



Have a look at these websites:

- ✦ [EURES \(EUROpean Employment Services\)](#)
- ✦ [LMU Career Services: Job board](#)
- ✦ [ERASMUSINTERNSHIP internship portal](#)
- ✦ [The German Chambers of Commerce Abroad \(AHKs\)](#)
- ✦ [Central Placement Service for Jobs and Skilled Workers of the Federal Employment Agency](#)



Tip: Initiative job applications can open many doors – don't miss out on this opportunity!

Helpful advice is available in [📖 the booklet here.](#)



◆ Personal Contacts & Networks

Make use of your academic and personal network. Ask your lecturers or professors whether they can recommend institutions for a stay abroad, know relevant contacts, or might even be able to introduce you to someone directly. A letter of recommendation can also be a valuable door opener.

Chairs and institutes often have a physical or digital notice board where current internship or job offers are posted.

In addition, take advantage of professional online platforms relevant to your field and start building your own network online.

◆ Placement

In addition to the options mentioned above, you can also arrange an internship abroad through a placement agency. However, this option usually involves costs.

We recommend that you first explore the previously mentioned possibilities before commissioning a placement agency.

Nevertheless, if your search is very short-term or tied to specific requirements (e.g., internships for students with disabilities, internships for parents, or part-time internships), using a placement service may be a practical and effective solution.

How do I apply?

Once you have identified potential institutions, companies or organizations for your internship abroad, you can start the application process. It makes a difference whether you are applying for an advertised position or submitting through an initiative application to an organization.

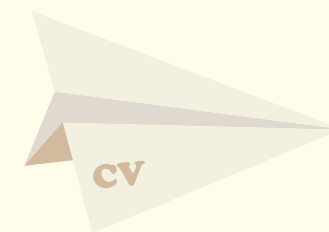
◆ Application for an Advertised Position

As with applications on the German job market, an application in an international context generally consists of a cover letter, a CV (curriculum vitae or résumé), and copies of your certificates, degrees, or proof of additional qualifications.

When preparing your application documents for an internship abroad, please keep in mind that there are country- and industry-specific differences. For example, the structure of a CV, whether or not to use a photo, and the type and amount of personal information provided can vary significantly from country to country.

As with any application, make sure that your documents are tailored to the specific job advertisement. Employers can quickly tell whether your application reflects genuine interest or whether it is a generic "copy-paste" application.

To support you in this process, the LMU Career Service offers [individual application advice and CV checks](#). When making an appointment, it is best to mention that your application is intended for a specific country.



◆ Initiative Application

Often, during your research, you will come across an institution that truly inspires you – even though they may not currently have any (suitable) job postings. However, this does not mean that you cannot start your dream internship there!

Before making initial contact, make sure to thoroughly research how you could contribute as an intern:

In which department would you like to work?

What tasks or responsibilities could you potentially take on?

What relevant skills and previous experience do you bring?

How could you support the organization's processes and create added value?

Who is the appropriate contact person for your initial inquiry?



Initial Contact

- Since you are applying without a published job advertisement, you first need to find out who the right contact person is. In most cases, you can find the relevant department contacts on the institution's website. If this is not possible, depending on the size and structure of the organization, you should contact either the HR department or the executive assistant. They will review your request and forward it to the appropriate person.
- For your initial contact, we recommend sending an email to the respective contact person, including your CV.

Make sure to:

- Structure your message like a short cover letter – clearly expressing your interest, motivation, and ideas for the internship.
- Provide all key information right at the beginning so the recipient can easily assess your request: Possible period and duration of the internship, desired weekly working hours, your interests, skills, and previous experience, and preferred tasks and department.
- Offer to submit a full application with a cover letter, certificates, and other documents if there is interest (see [👉 Application for an Advertised Position section](#)).
- Offer to be available for a video call or phone call at short notice to get to know each other and discuss possible tasks and placement options.

✱ Just like with your written application, there are country-specific differences you should be aware of when it comes to job interviews. To prepare for this, it can be helpful to take part in interview training. For example, the [LMU Language Center](#) offers interview training in English.

[back to Where can I find open Positions?](#)

Beyond the Internship

While the main focus of your internship abroad is of course to gain valuable professional experience, your time outside of work is also important.

Complement your practical work experience with memorable moments in your free time.

Settling into everyday life in a new environment can feel challenging at first. A great way to meet people outside of work is to live in shared apartments, take language courses, or join leisure groups like dance or sports classes.

Weekends are also the perfect opportunity to explore your surroundings – whether it's hiking in nature, visiting local museums and exhibitions, or discovering regional markets and food culture.

Make the most of your internship abroad – not only for your career but also for enriching experiences outside of work!



* On the following pages, you will find a checklist to help you prepare for your internship abroad.

If you have any questions, feel free to contact us via email or easily book a consultation appointment online.

Appointments can take place either digitally or in person.

WEBSITE: www.lmu.de/career-service/internships-abroad

EMAIL: praktika.careerservice@lmu.de

We wish you all the best for planning your internship abroad!
Your LMU Internship Abroad Team

Checklist for Your Internship Abroad

Phase 1: Securing Your Internship Placement

- ☐ Plan 3 to 6 months in advance
- ☐ Conduct thorough research on potential institutions and locations
- ☐ Reach out to useful contacts and to your preferred institutions
- ☐ Application Process
 - Carefully prepare your application documents
 - Submit your application
 - Attend the interview
 - Agree on the terms and conditions of the internship
- ☐ Confirmation

Phase 2: After Receiving the Offer

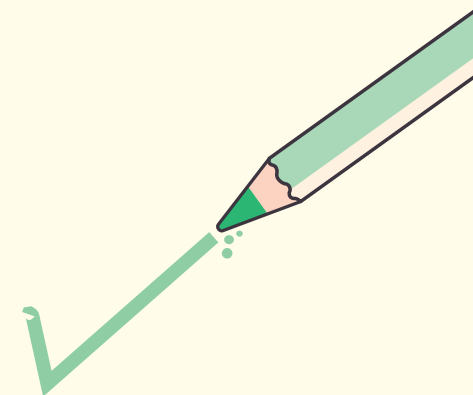
- ☐ Sign the internship contract
- ☐ Apply for a visa and work permit (if required)
- ☐ Apply for a scholarship (if applicable)
- ☐ Check the validity of your passport
- ☐ Take out health, liability, and accident insurance
- ☐ Get any necessary vaccinations
- ☐ Look for accommodation at your internship location
- ☐ Sublet your apartment or room at home (if needed)
- ☐ Book your travel (flight, bus, or train tickets)
- ☐ Apply for an international student ID card (useful for discounts)
- ☐ Refresh your language skills
- ☐ Verify your intercultural competence
- ☐ Gather information about the destination country and city

Phase 3: During Your Internship Abroad

- ☐ Register at the local registration office
- ☐ Apply for a tax card (if applicable)
- ☐ Open a bank account (if necessary)
- ☐ Adjust your mobile phone contract or buy a prepaid SIM card
- ☐ Purchase a ticket for public transportation

Phase 4: After Your Internship

- ☐ Request an internship certificate or letter of reference
- ☐ If funded through one of our scholarships: submit all required final documents



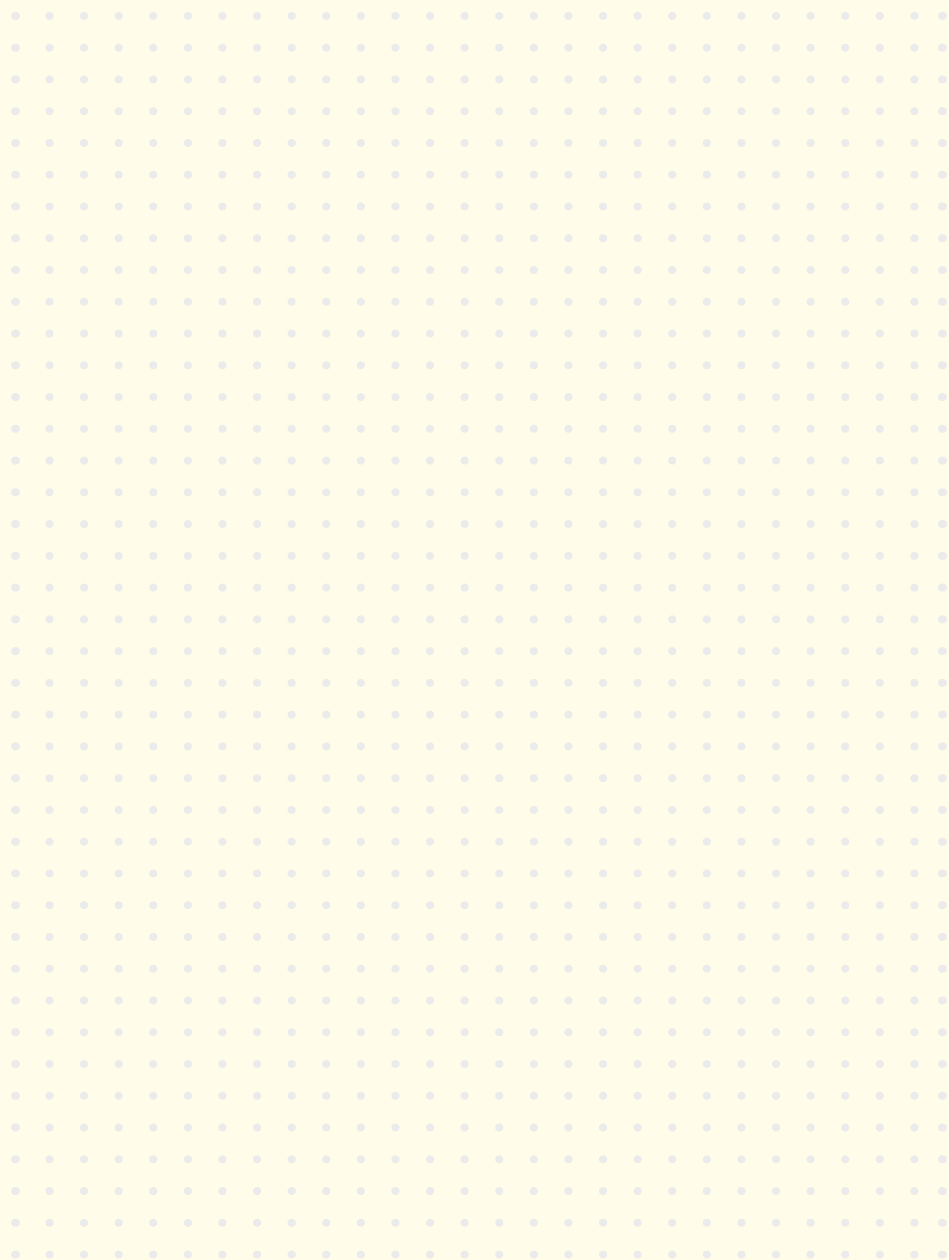
My questions for my consultation with LMU
Career Service:

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My research on positions and institutions:

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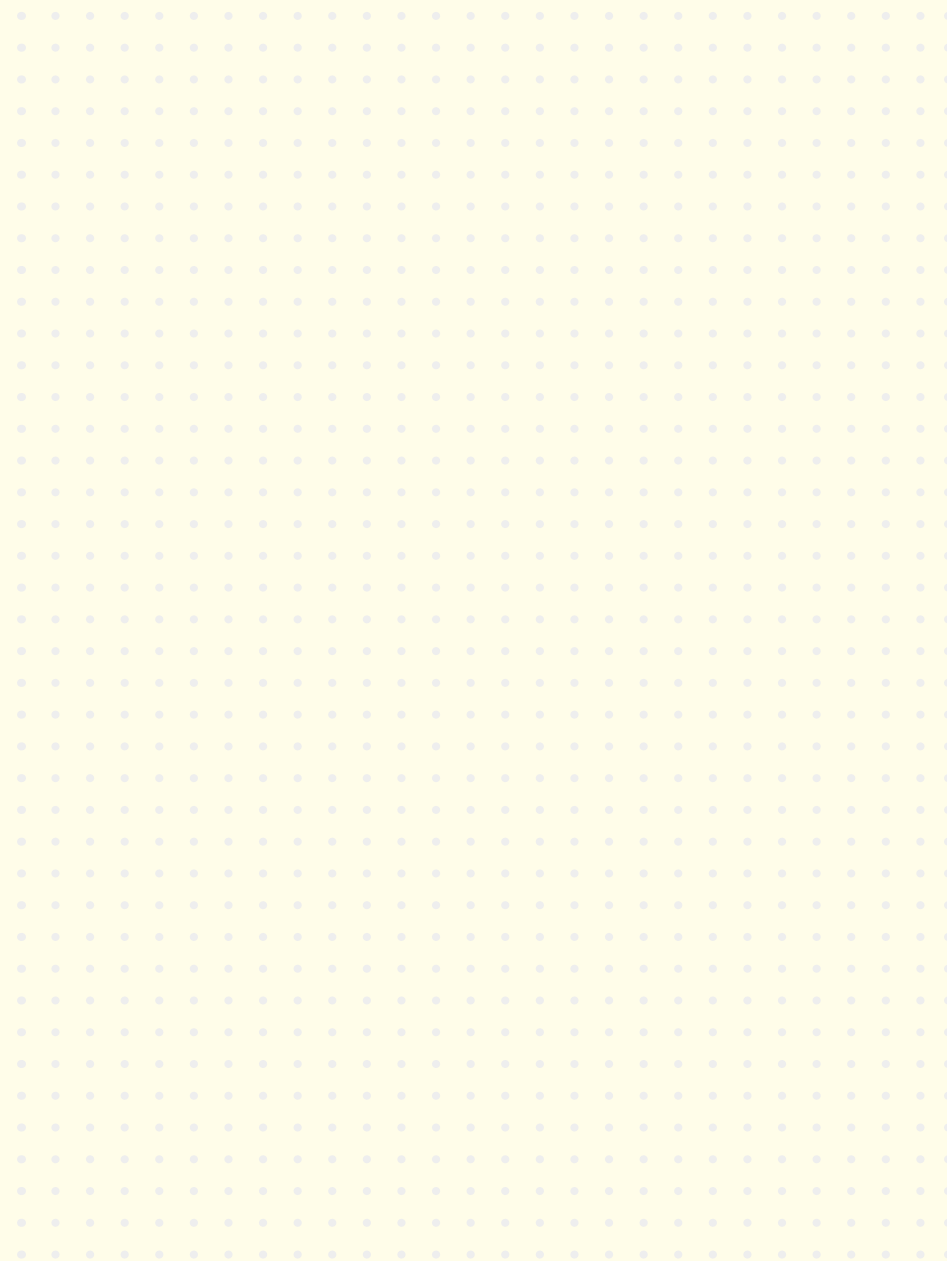
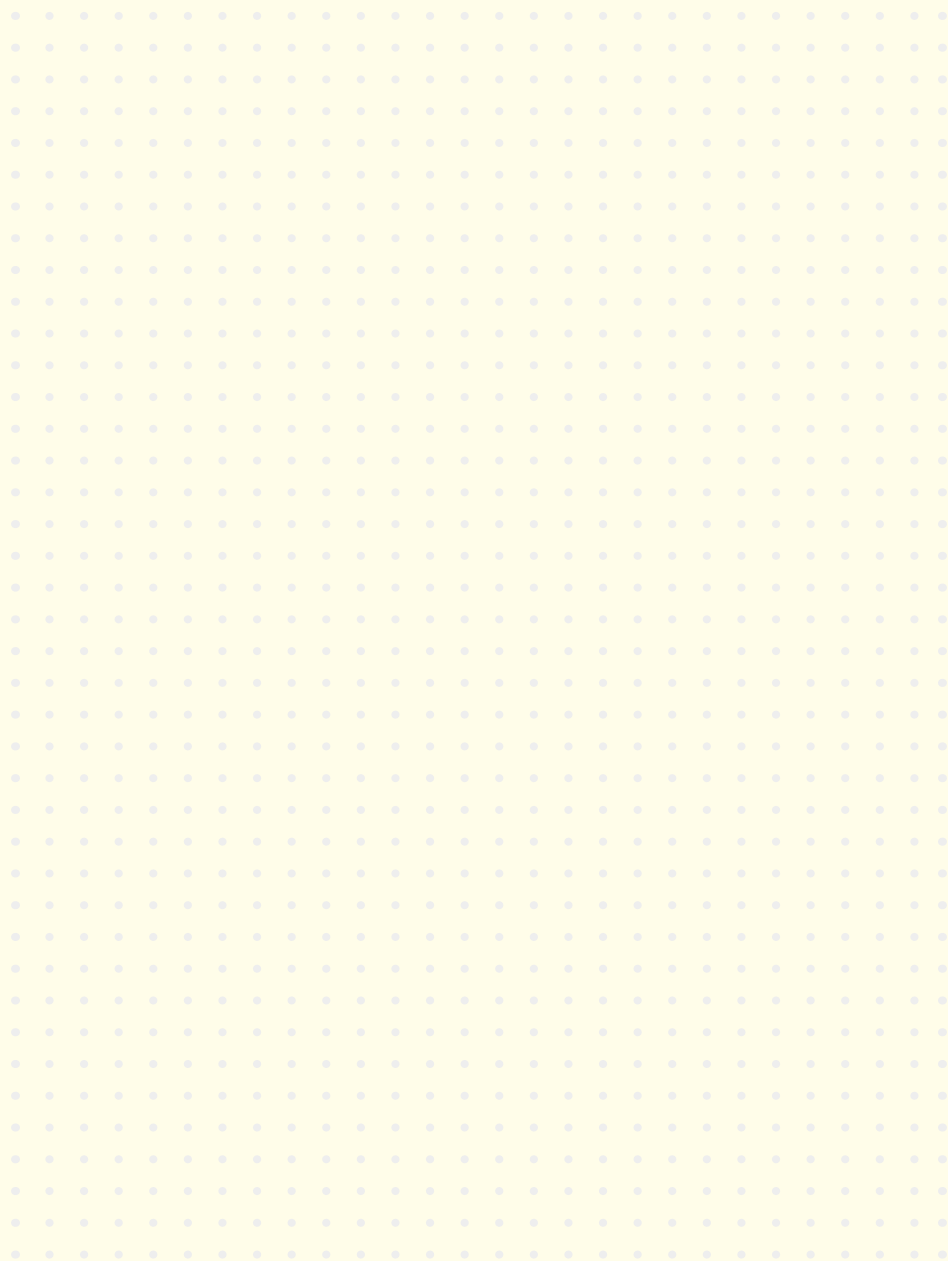
My research on countries and locations:



My thoughts on the application documents:



My individual to-do list:





Impressum

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