

CHECKLIST for your internship abroad

Step 1: Looking for an internship

- Start looking 6 to 8 months before the start of the internship
- Application
- Confirmation

Step 2: After the confirmation

- Contract of internship (important!)
- Visa/Work Permit
- If interested: Application for scholarship (as soon as confirmation/internship contract is available)
- Valid passport
- Health, liability, accident insurance
- Vaccinations
- Accommodation
- Subtenant for the apartment/room at home
- Flight, bus or train ticket
- Apply for an international student card
- Brush up on language skills
- Intercultural preparation
- Information about the destination country and place

Step 3: In the host country

- Report to the Citizen's Office
- Apply for income tax card (if desired)
- Open bank account
- Cell phone: contract or pre-paid card
- Ticket for public transport

Step 4: After the internship

- Certificate of internship (important!)
- Written report of internship