



Checklist: Internship Abroad

Step by step towards a successful internship abroad

Gather your First Bits of Information (8-12 months beforehand)

Contact person: International Office (IO)/the faculties' Departmental Coordinators

- Things to consider: compulsory work experience, voluntary work experience or final thesis; language skills; costs of living
- Subject-specific consultation → internship officer of your faculty
- Consultation for funding options → International Office
- Information event "Ab ins Ausland" (off abroad)/IKORO

Links for Research and Looking for Positions

- TH Rosenheim: OSC (database of company contacts, community (job market),
- Experience reports in the international blog → <https://international.th-rosenheim.de>
- IO → www.th-rosenheim.de/international/auslandsaufenthalte/praktikum-im-ausland/
- Study & Work International → www.study-work-international.de/
- Studying worldwide → www.studieren-weltweit.de
- ERASMUS+ work experience placements → <https://erasmusintern.org/>
- Online job portal of Bavarian universities → <https://jobboerse.th-rosenheim.de/index.php>
- DAAD → www.daad.de/de/im-ausland-studieren-forschen-lehren/praktika-im-ausland/
- EURES database → <https://ec.europa.eu/eures/public/de/homepage>
- German Chambers of Commerce Abroad → www.ahk.de/

Internship Application (6-8 months beforehand)

- Prepare your application documents for the target country, potentially send spontaneous applications
- Go to workshops (see which events are available at the Career Center)
- Organise an appointment for checking your application portfolio (English) (Language Centre TH Rosenheim, Ms Pötzing, megan.poetzing@th-rosenheim.de)
- Make a follow-up telephone call and show interest if you haven't received a reply
- Prepare for an interview (research the position/company/department)

Accepted for a Position/Apply for Funding (3-6 months beforehand)

- Conclude traineeship contract
 - in case of a compulsory internship: submit the contract to the Internship Officer
- Apply for funding at the International Office, deadlines:
 - ERASMUS+ funding (for internships within the EU):
1 July (winter term), 1 February (summer term), applications via Mobility Online
 - PROMOS/Bavarian scholarships (for internships outside the EU):
March/April, calls via dashboard, applications via e-mail to the IO

Before Departure (2-3 months beforehand)

- Punctual re-registration at the TH Rosenheim
- Organise accommodation in the host country/plan your journey, book flights
- Check travel entry requirements (visa, passport, vaccinations)
 - [Federal Foreign Office: travel and safety information](#)
- Take out insurance (overseas health insurance, accident and liability insurance), see DAAD
- Apply, if necessary, for international driving licence/student ID card ISIC/credit cards
- Submit any documents necessary for funding to the International Office

In the Host Country

- Comply with the reporting obligations in the host country
- Please note: re-registration as usual to the TH Rosenheim during the semester abroad

After your Return to Rosenheim

- Submit the documents required for funding to the International Office
- Write about your experiences for the international blog
- Become an IO ambassador and present your experiences at our event „Go on a world tour with us“.

Your Contact

Internships Abroad



Mon
1-3 pm

Thu
10 am-12 pm

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All info online:

