

## SEARCHING FOR A POSITION

- IO internship contacts and personal experience reports [www.th-nuernberg.de/io](http://www.th-nuernberg.de/io) > Worldwide mobility > Internship abroad
- Online - *Jobbörse* (incl. "Study & Work International") <http://jobboerse.th-nuernberg.de>
- DAAD: [www.daad.de](http://www.daad.de) > Study, research, and teach abroad > Internships
- HAW.International (Module C) internship offers & stipends, 3 application calls/year > [www.daad.de](http://www.daad.de) > HAW.International
- IAESTE LC Erlangen: placements for students in engineering and natural sciences (no fees) <https://www.iaeste.de/erlangen>
- AIESEC placements for all degree programmes: Social internships and subject-related internships (with fees) [www.aiesec.de](http://www.aiesec.de)
- German Chambers of Commerce Abroad [www.ahk.de](http://www.ahk.de)
- Erasmus Student Network portal for internship searching <http://erasmusintern.org/>
- DAAD-RISE programme for research internships worldwide [www.daad.de/rise-ww](http://www.daad.de/rise-ww)
- The ASA Programme: Internships in development-policy organisations <https://asa.engagement-global.de/>
- Internet portals, e.g., [www.auslandspraktikum.info](http://www.auslandspraktikum.info), <http://globalplacement.de/>

### *Searching for a position in specific regions and countries*

- Central, Eastern, and South-Eastern Europe: BAYHOST [www.bayhost.de](http://www.bayhost.de) Czech Republic [www.btha.cz/de](http://www.btha.cz/de)
- England/UK: [www.espauk.com](http://www.espauk.com) [www.placement-uk.com](http://www.placement-uk.com)
- France: [www.centre-francais.de](http://www.centre-francais.de), [www.cidu.de](http://www.cidu.de), [www.afasp.net](http://www.afasp.net)
- Russia: DAAD Initiative "Go East" <https://goeast.daad.de> (programme is currently suspended)
- USA: CIEE [www.praktikum-usa.org](http://www.praktikum-usa.org), <http://available-internships.ciee.org/>
- Latin America: BAYLAT [www.baylat.uni-erlangen.de](http://www.baylat.uni-erlangen.de)
- Argentina: NICE Network for InterCultural Experiences [www.nice-network.org](http://www.nice-network.org)
- East Asia (China, Japan, South Korea, Taiwan): [www.kopra.org](http://www.kopra.org)
- China: BayCHINA [www.baychina.de](http://www.baychina.de)
- India: BayIND [www.bayind.de](http://www.bayind.de)
- Israel: New Kibbutz Programme: <https://israel.ahk.de/new-kibbutz/>
- Africa, Asia, Latin America (development policy projects) [www.wusgermany.de](http://www.wusgermany.de)

## PREPARING AND APPLYING

- Rule of thumb: outside of Europe, ca. 6-12 months preparation time; within Europe, ca. 6 months preparation time
- Documents: usually a CV and cover letter > watch for country-specific differences
- Application tips and template files: [www.monster.de](http://www.monster.de) > *Karriereberatung* > *Internationale Bewerbung* / Career Advice
- Tips/templates for USA applications: [www.travelworks.de/auslandspraktikum-usa](http://www.travelworks.de/auslandspraktikum-usa) > pdf "Tips for finding an internship"
- Proofreading for USA applications and advising about stays in the USA: DAI Nürnberg <https://www.dai-nuernberg.de>
- Career Service events [www.th-nuernberg.de](http://www.th-nuernberg.de) > Facilities > Career Service
- Language Center offers [www.th-nuernberg.de](http://www.th-nuernberg.de) > Facilities > Language Center
  - Language courses, seminars on preparing to go abroad, documentation of language skills
  - Proofreading CVs and cover letters: Language Center website > Services and courses > Consultation hours

## UNIVERSITY FORMALITIES

### *Required internship*

- Preparing: Note the information from each Faculty for each degree programme: <https://intern.ohmportal.de> > Studienbüro > Praktikantenangelegenheiten > studiengangspezifische Hinweise
- Registered organisation / position: Check and confirm that the position (exact location) has been approved for your degree programme <https://virtuohm.ohmportal.de> > *Praxisstellen-Datenbank Online*
  - If it has not yet been approved, organise the approval of the position with the Internship Officer of your Faculty. Internship Officers: <https://intern.ohmportal.de> > Studienbüro > Praktikantenangelegenheiten
  - Complete the registration form and have the Internship Officer sign it in order to get the position approved: <https://intern.ohmportal.de> > Studienbüro > Praktikantenangelegenheiten > *Formulare* > *Meldebogen* (Registration form)
- Internship contract: After the position is approved, the internship contract is signed by the student, host organisation, and the Faculty/Student Office and submitted to the Student Office. <https://intern.ohmportal.de> > Studienbüro > Praktikantenangelegenheiten > *Formulare* > *Praktikumsvertrag* (Internship contract)
- **Don't forget: Be sure to register for the semester and pay the semester fees as usual!**

### *Voluntary internship*

- The formalities above do not apply; a contract is agreed between the host organisation and yourself.
- If applicable, request a leave of absence from the Student Advisory Service (for internships longer than 2 months) <https://intern.ohmportal.de> > Studienbüro > Studienorganisation > *Beurlaubung*

### *Summary of all degree-related experiences abroad*

- The Record of degree-related study abroad should be completed after your stay abroad is completed and submitted via email to the Student Advisory Service <https://intern.ohmportal.de> > Studienbüro > *Praktikantenangelegenheiten* > *Formulare*

## GRANTS & FINANCIAL SUPPORT (selected opportunities)

Overview on the IO web pages [www.th-nuernberg.de/io](http://www.th-nuernberg.de/io) > Internship abroad > Funding opportunities

Europe: Erasmus+ traineeships:

- Monthly amount in WiSe 2023/24 and SoSe 2024: 640 € - 750 € (depending on the country group)
- Submit your application via email, up until 2 months prior to the start of your internship, to Christina Hempel or Joseph Jehlicka, IO

Worldwide:

- HAW.International (Module C) Monthly stipend, 3 application calls each year > [www.daad.de](http://www.daad.de) > HAW.International
- DAAD-PROMOS: Travel costs/monthly partial stipends: Deadlines > ca. February (for SoSe), ca. July (for WiSe), Contact: Renate Zehetbauer, IO

Stipends for specific countries or regions

- France: Franco-German Youth Office (FGYO) [www.fgyo.org](http://www.fgyo.org) (stipends for short-term internships)
- Central, Eastern, and South-Eastern Europe: BAYHOST [www.bayhost.de](http://www.bayhost.de) (grants for internships)
- Czech Republic BTHA [www.btha.cz/en](http://www.btha.cz/en) (mobility grants for internships)
- China: BayCHINA [www.baychina.de](http://www.baychina.de) (grants for internships)
- India: BAYIND [www.bayind.de](http://www.bayind.de) (support for stays in India)
- Latin America: BAYLAT [www.baylat.uni-erlangen.de](http://www.baylat.uni-erlangen.de) (mobility grants for internships)

Other funding and support opportunities

- Emergency grants from the Bavarian State Ministry of Science and the Arts, Contact: Renate Zehetbauer, IO
- DAAD's scholarship database: [www.daad.de](http://www.daad.de) > *Im Ausland studieren* > Stipendien & Finanzierung
- BAFöG for study abroad [www.auslandsbafoeg.de](http://www.auslandsbafoeg.de) > application deadline is ca. 6 months prior to departure
- *Bildungskredit* (educational loans): [www.bildungskredit.de](http://www.bildungskredit.de)

## VISA

- For countries outside of Europe, submit request at the consulate of the destination country > List of consulates at [www.auswaertiges-amt.de](http://www.auswaertiges-amt.de)
- Exception: USA J1 visa > first request a DS-2019 form from a sponsoring agency, e.g.,
  - o German American Chamber of Commerce New York [www.gaccny.com](http://www.gaccny.com)
  - o Travel Works <http://www.praktikum-usa.org>
  - o College Council [www.college-council.de](http://www.college-council.de)
- South Africa: no internship visas <https://www.suedafrika.org/visa-immigration/temporary-residence-visa.html>
- China: Advice on the current visa situation at BayCHINA: [www.baychina.de](http://www.baychina.de)
- Note on UK: Since 2021 a T5 visa is required > the host company/organisation must have a licence for a Certificate of Sponsorship (CoS) <https://www.gov.uk/uk-visa-sponsorship-employers/certificates-of-sponsorship>

## INSURANCE

- Health insurance
  - o Europe: Basic health insurance is provided with a European Health Insurance Card (EHIC); private supplementary insurance coverage is strongly recommended (e.g. for return transport, special treatments)
  - o Outside of Europe: Obtain private international health insurance
- Review your liability insurance coverage (foremost, damage caused by policy holder at a place of work abroad)
- Review your accident insurance coverage (foremost, damage at the expense of policy holder at a place of work abroad)

## HEALTH AND SAFETY

- Observe the travel and safety information from the German Federal Foreign Office: <http://www.auswaertiges-amt.de> > *Sicher Reisen*
- Observe the safety information from the IO [www.th-nuernberg.de/io](http://www.th-nuernberg.de/io) > Internship abroad > Safety information
- Check with your doctor or the health department about required vaccinations

## ACCOMMODATION

- Ask your internship provider directly for assistance and neighbourhood information
- Read personal experience reports / testimonials from former interns > useful tips and links are often provided

## COUNSELING ON INTERNSHIPS ABROAD

Christina Hempel, International Office, Wassertorstr. 8, WF Building, Room WF.203

Open consultation hours: Wednesday, 9.30 - 11.30 am; Thursday, 1.00 - 3.00 pm

Available via email/telephone: Mon/Wed mornings, Tues/Thurs all day, online consultations on Zoom/Teams by appointment

E-Mail: [christina.hempel@th-nuernberg.de](mailto:christina.hempel@th-nuernberg.de), Tel: 0911/ 5880 - 4113

More information: [www.th-nuernberg.de](http://www.th-nuernberg.de) > International > Worldwide mobility > Internship abroad