



Checklist: Internship Abroad

Step by step towards a successful internship abroad

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

Contact persons: 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" ("Go Out")/IKORO job fair TH Rosenheim

Websites for Research and Looking for Positions

- TH Rosenheim: Dashboard (job market)
- Experience reports in the international Blog of the TH Rosenheim
- Websites of the International Office of the TH Rosenheim
- Study & Work International
- ERASMUS+ work experience placements >> erasmusintern.org
- Search engine English jobs >> englishjobs.de
- German Chambers of Commerce Abroad

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)
see Federal Foreign Office: Travel- and Security info
- 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 events

Your Contact

Internships Abroad



Mon
1-3 pm

Thu
10-12 am

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All info online:

