



Checklist: your internship abroad

What counts for you

We will give you guidance and assistance on how an internship abroad within the EU can be profitable and how your new experience can help you to assert yourself in an international application process. Our experience shows that an internship abroad is a unique opportunity to **learn something for life** and to broaden your horizon.

When in doubt: **Just dare!**

What you want

Take time to get informed.

In which direction should your internship go?

Dream job already in mind? Great. **If not, ...**

- Think about your hobbies, interests and preferences. See which professional sectors would suit you. TIP: [Azubiyo](#)
- If you have no idea what you want, you can also contact a careers adviser (school, employment agency).

Have you found a career?

- Look for suitable companies on the internet or with personal contacts (family and friends, alumni former exchange students or teachers with international contacts etc.).
- Be aware of company requirements such as minimum age, period of time, grades etc. TIP: [Airbus](#)

Which documents?

To apply for an internship, several documents are necessary:

- Curriculum Vitae (CV) TIP: [Europass](#)
- Letter of motivation TIP: [Europass](#)
- Certificates + additional papers (e.g. diplomas, certificates, internship confirmations, letters of recommendation, holiday jobs)
- Consider writing all your documents in your native language first and afterwards in your company's target language.
- Write politely and kindly. You are asking the company for a **voluntary** service!

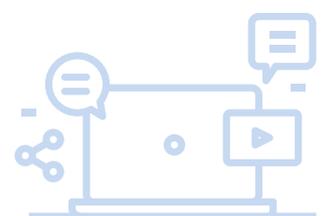
Look for accommodation

If you choose to stay with a host family (recommended):

- At your school: talk to teachers, exchange students or alumni and ask for contacts.
- In your hometown: talk to officials, there may be a twin town and useful contacts with companies there.
- On your own: search for a host family online. TIP: [Lingoo](#)

If you don't want to stay with a host family, you could also

- Search for a hotel or hostel.



Language preparation

Prepare yourself preferably with a native speaker (teacher, friend or tutor):

- Write down useful colloquial sentences in your target language.
 - Practice model dialogues such as job interviews and everyday conversations.
 - Write down vocabulary e.g. with different word fields (work, travel, family, food, local slang)
- Spend a few minutes each day learning them.

Prepare for your job

- Collect relevant information about the company you apply to.
- Find out about your future tasks and field of work.
- Be sure to dress appropriately. There may be a dress code (e.g. courts/banks).

Plan your trip

- Look for suitable means of transport (train, plane, bus, car...)
- Keep possible entry restrictions in mind
- Try to find the most convenient period of time for you (Mind the season, class tests/finals, birthdays etc.).

Documents

Annoying but important: legal matters and documents. You need:

- Your identity card, insurance card, savings/credit card
- Travel documents, tickets, google maps
- Insurance coverage! Ask your school and insurance company whether you are insured when abroad. You may want to take out travel cancellation insurance...
- Minors: declaration of consent from your parents
- Official confirmation of your internship from date XY to date XY
- Leave of absence from your school from date XY to date XY

Financing

Think of occurring costs. Flight, local transport and accommodation aren't for free, especially in big cities. Therefore:

- Plan and book your means of transport as soon as possible.
- Have some savings as a nest egg.
- Look for sponsors: ask your grandparents for a some pocket money.
- Ask your school for financial support.

When abroad...

Think of the future.

- Write an internship report.
- Take photos.
- Insist on an official confirmation of your internship.
- Get your Europass signed.

Have fun!

