

# PROMOS Checklist for Internships

## BEFORE THE STAY

Remember to take care of the necessary PROMOS application documents at an early stage. In particular, language certificates and letters of recommendation should be organised in time. Further information on the application documents can be found [here](#).

- Submit the online application for the PROMOS programme

## To receive the PROMOS scholarship after acceptance:

- Sign the **Grant Agreement**, which you will receive by post and e-mail together with your Confirmation of Acceptance. The Grant Agreement defines your rights, obligations, the duration and amount of your scholarship. Submit the original of this document to the International Office (in person, by post, or in the red mailbox outside room SSC 1/224). Since this is a contract, we cannot accept scans.

The scholarship can only be paid when the signed Grant Agreement is presented.

## Organisational matters:

- Accommodation in the host country:** Arrange your accommodation abroad in time. Please note that in some countries it is common to look for an apartment on site.
- Travel:** The PROMOS partial grant for mobility is a travel allowance, i.e. you will receive the full amount regardless of the actual travel costs. Note: Some travel agencies offer flights with flexible return dates.

- Insurance cover:** Please make sure that you have sufficient health, accident and liability insurance for your stay abroad. The best way to find out whether your existing insurance policies are also valid abroad is to contact the relevant insurance companies. All PROMOS scholarship holders can purchase the DAAD group insurance.
- Auslands-BAföG** (Federal Training Assistance Act for Stays Abroad): Principally, PROMOS and Auslands-BAföG can be combined. The recipient of a PROMOS scholarship must inform the office responsible for Auslands-BAföG. You can find out which office is in charge for your destination country on the BAföG website.
- If applicable, apply for a **semester of leave**
- Visa:** Depending on your destination country and nationality, you may have to apply for a visa for your internship abroad. Please clarify visa matters in time.

## DURING THE STAY

### In case of changes in the duration of stay

- Contact the International Office ([promos@rub.de](mailto:promos@rub.de))

### Just before the end of the stay

- The **Confirmation of Stay** confirms the successful completion of your stay abroad. Have the Confirmation of Stay signed by a contact person at your host institution not earlier than five days before the end of your stay.
- Find out whether you will receive an internship certificate.

## AFTER THE STAY

Send the following documents no later than 30 days after your stay by e-mail to [promos@rub.de](mailto:promos@rub.de):

- Confirmation of Stay**
- PROMOS Questionnaire for Internships Abroad**
- Report** (“Erfahrungsbericht”)