



PROMOS-application for an internship

Requirements

You are eligible to apply for a PROMOS-Scholarship when are fully enrolled and are pursuing your degree at our university:

- Bachelor's degree: from the 3rd semester,
- Master's degree: from the 1st semester, at least already one semester of attendance at the University of Leipzig when studying in an international Master's program.

Your planned internship

- has a minimum duration of eight weeks full-time,
- will take place outside the Erasmus+ eligible region,
- is remunerated with a maximum of 500 EUR and,
- is not eligible for funding through other DAAD programs.

Checklist of application documents

Applications must include:

1. **Applicant information**
2. **CV in tabular form**
3. **Certificate(s)** of enrolment
from Leipzig University for the **entire duration** of the period abroad
4. **Overview of grades**
A printout of the overview of your grades in AlmaWeb may be submitted, provided that this offers a full record of the credits you have earned so far
→ **for master's students:** please also submit a copy of your bachelor's certificate with an overview of grades
5. **Project description**
Explain your reasons for doing the internship abroad and describe the location, nature and duration of the work (one to two pages in writing)

6. **Form: language certificate for the working language / national language** of the destination country,
or alternatively an [accepted standardised language test](#)
Leipzig University's [Language Center](#) offers exams for language certificates. If you are studying the relevant foreign language, please contact a language teacher at your institute. If you are a native speaker, you do not need proof of your mother tongue
7. **Proof of contact with the host institution / internship contract**
indicating the location, the nature of your work (scope), the duration of your internship, remuneration and the contact details of the host institution.