



Checklist of application documents for PROMOS internships abroad

Applications must include:

- **Applicant information** ([online portal](#))
- **CV in tabular form**
- **Certificate(s) of enrolment**
from Leipzig University for the **entire duration** of the period abroad.
- **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.
- **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).
- **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.
- **Proof of contact with the host institution / internship contract**
indicating the location, the nature of your work (scope), the duration of your internship and the contact details of the host institution.