



Checklist of application documents for PROMOS periods of study abroad / periods abroad for writing a thesis

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**
Study plans at the host university (in the case of period of study abroad) or research project (in the case of a thesis) (one to two pages in writing).
→ **for a thesis:** also explain why the success of your thesis depends on your going abroad and include a project schedule for your time abroad (e.g. in a table).
- **Form: language certificate for the language of instruction / working language**
or 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 / confirmation of supervision** from the host university or supervisor abroad.
- **Form: study plan** detailing the lectures you intend to take abroad (in the case of periods of study abroad).