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

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
   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)
6. 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.
7. Proof of contact / confirmation of supervision from the host university or supervisor abroad
8. Form: study plan detailing the lectures you intend to take abroad (in the case of periods of study abroad)