ASL Internship Preparation Checklist

Preparation in Leipzig

☐ Check out the ASL website for internship information
☐ Attend internship workshop at ASL
☐ Talk to your internship coordinator at ASL
☐ Check the website of the international office of the university
☐ Look for an internship that suits your personal/professional goal(s)
☐ Check the requirements for getting credits
☐ Work on your language skills. A minimum level of A2 or B1 is advisable for an internship.
☐ Research funding opportunities
   (Don't forget: for some grants you will have to apply more than a year in advance)
☐ Apply for internships (it is advisable to apply for several internships)
☐ Check with internship company/organization whether financial compensation is available
☐ Check the visa requirements (Note: acquiring a visa can take several months)
☐ Check the medical requirements (e.g. necessary immunizations for your host country)
☐ Talk to your health insurance about your insurance coverage abroad
☐ Apply for a holiday semester at the university
☐ Take care of: cell phone, bank account, apartment, registration status at the city of Leipzig
☐ Check the housing opportunities online (in some cases the host company can help you with that)

During your Internship

☐ In case you have questions, get in touch with the university and/or the institute
☐ Keep in touch with institution from which you receive financial support
   (they usually ask for a report at the end of your internship)
☐ In some cases you can renegotiate your financial support by the company for the second half of your stay
☐ Start to take notes (and maybe pictures) for your final report and your article for The Scoop
☐ Check the ASL website regularly for enrollment deadlines and other updates

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After your Return to Leipzig

☐ Finish and hand in your internship report
☐ Enroll for modules for the upcoming semester to continue with your studies

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