

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)
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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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