**Development-Related Postgraduate Courses (EPOS)**

**DAAD APPLICATION FOR INTERNSHIP**

**(Please submit at least 8 weeks before the planned departure)**

**Internship – Important to know!**

**Approval to internships can only be given if the internship hasn´t any impact on finishing your studies in time and during the scholarship period.** If approval is given, DAAD can reimburse your expenses up to an amount of 400,00 EUR after your internship and upon submission of the relevant vouchers/bills/receipts.

The following costs can be considered:

* Travel expenses (2nd class train ticket or economy class flight)
* Cost for accommodation (only if you keep your accommodation at the study location)

You will have to pay a self-contribution of 100 EUR. Compensation from the internship provider will be prorated with the submitted costs. The maximum amount for reimbursement is 400 EUR and can be offered for one internship.

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name | Click here to enter text. | First Name | Click here to enter text. |
| Personal Code # | Click here to enter text. | University | Click here to enter text. |
| Course | Click here to enter text. |

**I intend to carry out my internship within the following time**

|  |  |
| --- | --- |
| From Click here to enter text. | Till Click here to enter text. |
| Country / City | Click here to enter text. |

**I declare that for the duration of my internship:**

I will give up my apartment [ ]  Yes [ ]  No [ ]  Subleased

My family will accompany me [ ]  Yes [ ]  No [ ]  Not applicable

We expect a brief report of your internship (max. 2 pages) after your return. Please submit your complete application by email as one pdf document and at least 8 weeks before your internship.

**Retrospective applications will not be considered!**

**Depending on your internship being optional or mandatory, the complete application includes:**

|  |
| --- |
| **A: Internship is optional**  |
| Motivation letter (max. 1 page) | [ ]  Yes | Timetable for the remaining study period including internship | [ ]  Yes |
| Contract (can be submitted after signing it)  | [ ]  Yes | Do you receive any payments for the internship? | [ ]  Yesin total \_\_\_\_\_EUR[ ]  No  |
| Statement of the course director or the course coordinator | [ ]  Yes |  |  |

|  |
| --- |
| **B: Internship is mandatory** |
| Contract (can be submitted after signing it)  | [ ]  Yes | Do you receive any payments for the internship? | [ ]  Yesin total \_\_\_\_\_EUR[ ]  No  |

**Date and signature applicant**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Datum, Name und Unterschrift Koordinator**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mit Ihrer Unterschrift auf diesem Antrag, inkl. aktuellem Datum** bestätigen Sie, dass die oben angegeben Daten richtig sind.