

Studying and Internship Abroad

Information and Schedule

Personal Preparation Process

Before you start your preparations for your time abroad, we would like to help you **brainstorm** how to prepare.

We recommend that you start a **checklist** to see if you prepared to study or do an internship abroad.

Try to manage your **timing** well because poor time management can jeopardize your stay abroad and complicate the preparation process.

STUDYING ABROAD

Administrative Checklist

- ✓ Do you have enough ECTS credits to study abroad?
- ✓ Do you need a language certificate to study abroad (e.g. the TEOFL)?
- ✓ What are the application deadlines?

The international coordinator from your faculty will provide you with information about the partner universities.

To be nominated to study abroad, the faculty takes several factors into consideration including your grades, language skills and your interests in specific countries and cultures.

The International Office has an information archive in the library, which can be a good resource when deciding where you would like to study. The archive contains field reports from students who have studied abroad. In addition, the Buddy Program is an opportunity to find out more about potential host countries and universities. More information about how to participate in the Buddy Program and what being a buddy entails can be found on our website: International -> Internationalisation@home.

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- Cancel or suspend your contracts
- Prepare your Wardrobe
- Exchange currency

First Steps

One Year before Going Abroad

- ✓ Send your complete application to your faculty coordinator approximately one year in advance (letter of motivation, CV, choice of at least two institutions abroad, transcript of records).

The faculty will forward your application to the International Office once the deadline has passed (mid-January for the following winter semester and mid-June for the following summer semester).

- ✓ Who is my coordinator?

Faculty of Electrical Engineering

Prof. Dr.-Ing. Matthias Fischer
Building D 0409
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Faculty of Computer Science

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Faculty of Mechanical Engineering

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Faculty of Business and Economics

Prof. Dr. Robert Richert
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Phone: +49(0)3683 688 3102
Email: r.richert@hs-sm.de

Faculty of Business Law

Prof. Dr. Rainer Schackmar
Building D 0331
Phone: +49(0)3683 688 6108
Email: r.schackmar@hs-sm.de

- ✓ The International Office will send an offer to study abroad via email (approximately six months before the semester abroad starts).
- ✓ You must confirm the offer in writing
- ✓ Once you have confirmed the offer, the International Office will nominate you to study at the respective host institution.



"Travelling is the best education you can get. You have to step out of your comfort zone, and then you will develop and discover yourself."

Texas A&M Kingsville (USA)

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The host university will then contact you directly and send you the relevant paperwork and information concerning your stay abroad (including your "Declaration of Acceptance").

After Nomination

- ✓ After you have been nominated, you will choose your classes at the host university. They will provide you with detailed information about the course selection. Keep in mind that you can modify your course selection after you arrive at your host university. When choosing your courses, please consider requirements such as the minimum number of course credits you need.
- ✓ Please consult your faculty's coordinator about your course selection before enrolling in the courses for the approval and so that it is possible to later convert your grades from abroad into the German grading system.
- ✓ When studying in a new country, we recommend that you learn the local language. If possible, you can enroll in language courses or practice the language before beginning your studies in your host country; this is especially important if you want to attend classes taught in the local language.

Study Abroad Scholarships

You can apply for scholarships from different organizations to support your studies abroad. Be aware that some scholarships have minimum grade point requirements and some programs are country-specific. Please keep the deadlines and other individual program requirements in mind when applying.

EU countries

- ✓ If you would like to study in an EU country, you have the opportunity to apply for an Erasmus+ scholarship. For information about **the EU-funded Erasmus+ program** please see our information booklet "Studying abroad with Erasmus+" (available in German and English).



"40 degrees, long nights and a strong accent that teaches you to understand even the most difficult version of Spanish you may ever hear."

Alesja Ens, University Jaén (Spain)



"A semester abroad is like a roller-coaster: in the beginning everybody wants to try it, but when everything starts you feel scared, but in the end you would do it again."

Juliane Lehmann, University of Lethbridge (Alberta, Canada)



„After reading something about a culture you think you know what is coming, especially when the country is relatively close to your own. But once you are there, you realize that reading about and living in the culture are two different things.“

Alesja Ens, University Jaén (Spain)

Non-EU Countries

- ✓ For studying abroad in **non-EU countries**, you can apply for a **“Promos”** scholarship sponsored by the DAAD. The application period starts every year in spring; be on the lookout for the call for applications announcement from the International Office. Consult our “Studying Abroad with Promos” leaflet for more information.
- ✓ Another scholarship opportunity available to those studying in any country is the **“Freunde und Förderer” program**. We publish a call for applications each year in February in the “news” section of our website. For further information, please visit our website:
<http://www.gff-fh-schmalkalden.de/>.
- ✓ You can look further scholarship opportunities on the **DAAD’s** scholarship database:
<https://www.daad.de/hochschulen/ausschreibungen/pprojekt/de/11342-foerderprogramme-finden/>
For these scholarships, apply directly with the DAAD.
- ✓ If you receive BAföG, you can apply for **“Auslands-BAföG”**. Each country has a respective office organizing the financial support. Please keep in mind that the BAföG office will only finance you if you are required to study abroad for your degree program.
- ✓ Receiving **two or more scholarships** at the same time from the programs Erasmus+, Promos, Stibet or Ostpartner-schaften are not allowed. ‘Auslands-BAföG’ can be combined up to a certain limit with other fundings. In case you are applying for or already receiving any other scholarship(s) from the International Office, the DAAD, a political organization, a company, the ‘Gesellschaft für Freunde und Förderer der Hochschule Schmalkalden’, a prior consultation with the International Office is mandatory.
- ✓ You can find further information about financing your studies abroad on the International Office’s homepage under **“Fördermöglichkeiten”**.

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INTERNSHIP IN EUROPE (with financial support)

If you are interested in doing an **internship in Europe**, please contact the LEONARDO office of Thuringia. They are located at the TU Ilmenau. They offer the following services:

- ✓ Assistance when searching for an internship
- ✓ Support with administrative procedures such as contract management, financing and mobility
- ✓ Online language tests and courses
- ✓ Assistance before and after your internship

Who is eligible for financial aid?

Students in any semester and graduates up until one year after graduation

Which countries?

All EU members plus Iceland, Liechtenstein, Macedonia, Norway and Turkey.

For further information, please contact the LEONARDO office directly: LEONARDO-BUERO@tu-ilmenau.de.

Personal Checklist

6 Months before going abroad

- ✓ Visa
- ✓ Vaccination
- ✓ Driver's License
- ✓ Tickets (flight, bus, train)
- ✓ Insurance
- ✓ Passport
- ✓ Housing
- ✓ Bank Account

The points mentioned above are extremely important. Be sure to take care of all of these matters in a timely manner.

First of all, check if you need a **visa**, by contacting the embassy of your host country in Germany. If you do need a visa, it can



"I recommend that everyone go abroad; it is a time where you learn a lot about another culture and your own. You can see places you only have otherwise only seen on TV."

Juliane Lehmann, University of Lethbridge (Alberta, Canada)



"Eastern European Adventure!
Rock'n Roll."

Domenic Schuhmann, Kyiv Taras
Shevchenko University (Ukraine)

cost anywhere between 100–200 euros depending on the country. Apply for your visa immediately after receiving your acceptance letter from the host university.

Health insurance while abroad is required **for everyone**. While searching for health insurance, keep in mind that German insurance is generally cheaper. Therefore we recommend that you check with your own German insurance company before checking elsewhere. The most affordable international insurance policies are 'Care Concept AG' and 'Hansemerkur Auslandsversicherung'.

Before your departure, determine if you need any **vaccinations** to enter your host country. You can find information about the necessary vaccinations on the "Centrum für Reisemedizin" website.

In case you want to drive in your host country, check if your **driver's license** is valid there. The "ADAC" website can provide you with this information. If you need an international driver's license, you can request one at the driver license office of the road traffic-licensing department.

Make sure that your **passport** is valid for the time while you are abroad and for at least 6 months. This is especially important if you are planning to go to the United States.

If you do not have a **passport**, you need to apply for one. There is a new type of passport called the "ePassport" that uses chip technology and costs around 60 euros. You can apply for an ePassport in your city's town hall.

In general, the earlier you book your **flight**, the cheaper your ticket will be. However, be aware that the cheapest flights are not necessarily the best ones.

One of the most important aspects of your stay abroad is **accommodation**. You should decide whether you want to have your accommodation set up before you arrive or if you want to search for accommodation once you are there. Keep in mind that the dormitories usually have a limited number of rooms, and that in some countries the costs of a dormitory are higher than

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for a regular flat because of extra services. To get to know the culture of your host country better, we recommend that you live with a host family or in a shared flat. Be sure that you receive a receipt for the security deposit, to serve as proof when you ask for the deposit back upon departure. It is also important to find out the costs of utilities for your flat to avoid financial problems.

During your stay abroad, make sure you have **access to your money**.

For staying in touch with family and friends back home, we suggest that you use Skype, Facebook, or communication apps such as WhatsApp.

3 Months before Going Abroad

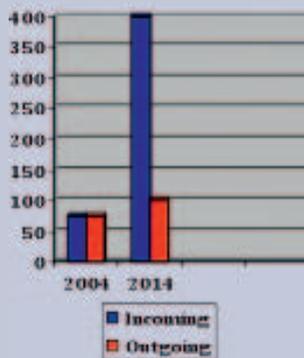
- ✓ Sublet your flat
- ✓ Cancel or suspend your contracts
- ✓ Prepare your Wardrobe
- ✓ Exchange currency

If you have a rented **flat** or **room**, make sure that you cancel your contract on time. You can also sublet your flat while you are abroad. If you sublet, make sure you receive a deposit for your furniture and the flat and create an interim tenant contract to avoid misunderstandings or problems. In addition, the 'Wohnungsgenossenschaft' in Schmalkalden allows you to suspend your rental contract, giving you a reduced rate while abroad. For example, if your rent is normally 360 euros, it will be reduced to 260 euros while suspended.

For further information, please contact the 'Wohnungsgenossenschaft Schmalkalden' office.

Do not forget about your **contracts** in Germany, e.g., for your mobile phone, tablet, internet, gym, newspaper, etc. In most cases, you can to suspend your contract and pay reduced rates or no fees while you are abroad. To suspend contracts you al-

Rising Numbers of Travelling Students



"A journey of thousand miles must begin with a single step."

Lao Tzu

Visit our website:
<http://www.hs-schmalkalden.de/International.html>

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ways need your acceptance letter from the host university to prove that you will leave the country for a limited period of time. If you do not want to suspend or cancel your mobile phone or tablet contracts, check the international offers from your provider. However, please note that in general it is cheaper to buy a prepaid card in your host country.

Before going abroad, find out what the climate of your host country is like and prepare your **wardrobe** accordingly. This is especially important for hot or very cold climates.

Before your departure, you should review your financial situation. Some **savings** are highly recommended. It is highly recommended that you have a Master Card or a Visa Card that allows you to withdraw money everywhere. Some students also choose to open a bank account in their host country.

The International Office Team offers support in several ways: on Facebook we have a group called 'Schmalkalden Outgoings' which provides you a platform to ask other students questions about going abroad. In addition, the International Office organizes info sessions where you can ask questions to students who have already been abroad or are from the country you would like to visit. You can also visit the library to read field reports from fellow students who have been abroad; these reports are also accessible on the university's 'wiki' database.

We hope you have an unforgettable stay abroad!

The International Office Team

All named programs are sponsored by DAAD means, given by the "Bundesministerium für Bildung und Forschung" (BMBF) and the "Auswärtiges Amt" (AA).

DAAD

