



→ Guidebook International Internship

# International work placements: Planning phases and preparation steps at a glance

Step-by-step: Goals, topics, tasks



#### Phase 1 Brainstorming What do I want and need? Initial thoughts



### Phase 3 Pre-Decisions

Analyse previous phases Identify possible host countries Draft an action plan



### Phase 4

Detailed Planning Know-how Detailed research into possible host countries



## Phase 5 Decisions

Choose goal countries Final action plan Final research into goal countries



#### **Answers and Job Offers**

From employers and institutions



# Phase 6 Applications

Send and follow up and applications
Communication with employers, (financial) insitutions
Job interviews



#### Phase 7

Travel preparation
Legalities
Administrative tasks
Practical preparation for everyday life
Healthcare

18 months

Phase 2

Infophase

What's available?

What's possible?

Basic knowledge

12 months

9 months

6 months

3 months

2 months

1 month

**Experience of a lifetime** 

### Most important goals, topics, tasks

- Dream country and reality check
- Financial support programs broad overview
- Time tables
- Legal regulations
- Relevance/Recognition for degree program
- Language training

- Application trainings
- Write and get feedback on applications
- Research employers
- Concrete search
- Interview training
- Interview preparation with mock interview

- Confirmation of the offer
- Possible negotiations
- Binding commitments
- Visa application
- Formalities at the university
- Flight reservation

- Arrange for transportation, phone, apartment, etc.
- After getting a visa: **Book** a flight
- Health insurance
- Details of arrival (first few nights)
- Travel plans and suitcase regulations
- Work through to-do list
- Packing list and packing