

## Checklist for an internship abroad with PROMOS

### Before the mobility

Documents to be submitted	Submission to the International Office by
<input type="checkbox"/> Notice of approval via application portal	1 week after receipt
<input type="checkbox"/> „Grant Agreement“	2 weeks after receipt
<input type="checkbox"/> Inform the Office of Student Affairs about a stay abroad: "Recognition of exams"	Before the beginning of the mobility
<input type="checkbox"/> „Confirmation of Arrival“	1 week after the beginning of the mobility
<b>Attention!!!</b> <i>The presentation of the above-mentioned documents is a prerequisite for the payment of the entire mobility grant.</i>	

### After the mobility

Documents to be submitted	Submission to the International Office by
<input type="checkbox"/> „Confirmation of Departure“	1 week after the end of the mobility
<input type="checkbox"/> Personal Report for HOST	
<input type="checkbox"/> Traineeship Certificate	

**Attention!!!** *The mobility grant may have to be reclaimed if the obligatory documents have not been submitted to the International Office on time and the prescribed number of ECTS per semester has not been completed!*