

Student Name:	
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Employer information

*Intended employer/ sponsoring organization:	Country of employment / location of employer	Primary work location		
		<input type="radio"/> Online / home office <input type="radio"/> On-site		
Type of activity: <i>(If a combination, mark all that apply; if not listed, explain in the final box.)</i> *In addition: upload a confirmation from your employer (if available).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	School internship (including language assistant / private language school roles)	Teaching or training role with children or young adults (sports coach; youth group leader; camp counsellor)	In-person language course at C1 level or higher	Au pair ¹
Paid employment or volunteer work:				
<input type="radio"/> hospitality industry <input type="radio"/> social care / religious organizations <input type="radio"/> environmental groups <input type="radio"/> office roles – general business <input type="radio"/> art, culture and heritage groups <input type="radio"/> office roles – other				
<input type="radio"/> Other: _____				
Brief description of planned activity:				
Planned dates of employment	From:		until:	

Checklist and Signatures

<i>The planned activity involves at least one of the following:</i>	
<input type="checkbox"/> regular and substantial contact with native speakers of English	Yes <input type="radio"/> / No <input type="radio"/>
<input type="checkbox"/> an English-language working environment (incl. interactions with colleagues)	Yes <input type="radio"/> / No <input type="radio"/>
<input type="checkbox"/> the majority of the work is performed in English	Yes <input type="radio"/> / No <input type="radio"/>
<input type="checkbox"/> the final product is delivered in English	Yes <input type="radio"/> / No <input type="radio"/>
<input type="checkbox"/> working with primarily English-language resources, technology and equipment	Yes <input type="radio"/> / No <input type="radio"/>
<i>The duration of the planned activity meets at least one of the following criteria:</i>	
<input type="checkbox"/> involves at least twelve weeks abroad (minimum 81 days)	Yes <input type="radio"/> / No <input type="radio"/>
<input type="checkbox"/> involves sixty (60) full working days ² or equivalent	Yes <input type="radio"/> / No <input type="radio"/>
<input type="checkbox"/> involves at least three hundred (300) working hours over an extended period	Yes <input type="radio"/> / No <input type="radio"/>
<input type="checkbox"/> is shorter than the listed options but will be combined with other activities / courses	Yes <input type="radio"/> / No <input type="radio"/>
<input checked="" type="checkbox"/> These plans have been discussed with one of the departmental stay abroad advisors. I am aware that I will need to present proof of my completed work experience in the form of a signed and dated letter of reference/certificate/other documentation to get credit for my time abroad / <i>Ersatzleistung</i> and that this form is only intended to be a guide.	

Student's
signature & date: _____

Advisor's
signature & date: _____

¹ If you are employed as an au pair for less than six months, you will also need to take a (part-time) language or other training course roughly equivalent to two weeks full-time study in order to get full credit for your stay. See the official criteria for further details.

² A full-time work day is considered to be at least as long as a typical Anglophone school day of approximately six hours with or without breaks.