

| IF YOU... | THEN... | |
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| ...want to start planning your stay abroad, | (1) check out the website , (2) download the official criteria and (3) read the FAQs! | |
| ... <i>really</i> don't know where to start, | go through the questions here and check out the further tips here . | |
| ... cannot go abroad at all for family or health reasons, ... cannot go abroad for the full twelve weeks , | read this first (<i>look at options 1 AND 2</i>). | → Then contact Dr. Joanna Pfingsthorn (or Ms Lauren Freede in her absence). |
| ...want to see if a previous stay abroad will count, | (1) read the FAQs and (2) check this page . | → If still in doubt, contact Dr. Joanna Pfingsthorn (or Lauren Freede in her absence). |
| ...want to split your stay abroad, or complete a slightly shorter stay abroad, | read this first (<i>option 2</i>). | → Then contact Dr. Joanna Pfingsthorn (or Lauren Freede in her absence). |
| ...are not sure whether what you are planning meets the requirements , | read the FAQs and the official criteria <i>carefully</i> . | → If still in doubt, contact Dr. Joanna Pfingsthorn (or Lauren Freede). |
| ...need proof of language proficiency for an application, | download it here . | |
| ...need a letter for a potential employer , | download it here . | |
| ...want to work abroad and are looking for a position , | check out the website | → and contact the Career Service . |
| ...want written confirmation that your plans for working abroad are acceptable, | fill in this form (internship learning agreement). | → Then get it signed by Dr. Pfingsthorn (or Lauren Freede in her absence). |
| ...want to complete one of the compulsory school internships (ASP/FP/FEP) abroad, | expand the relevant tab here for general information. | → If your chosen school needs a copy of the internship criteria in English, you can send them this version . → If you have further questions, contact the DIZ , Dr. Sylke Bakker (ASP/FP) or Christian Kramer (FEP) |

| IF YOU... | THEN... | |
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| ...want to study abroad , | check out this website and its subpages! | <p>→ Then for study abroad outside Europe (<i>the USA/Canada/South Africa/India/Australia</i>), contact the ISO.</p> <p>→ For <i>Erasmus and European Free Movers</i>, contact the ISO first, and then Lauren Freede for the actual application process.</p> |
| ...want help choosing your courses abroad, | read this page carefully and follow the instructions. | <p>→ Then contact the relevant subject coordinator, preferably at one of the Blocktermine!</p> <ul style="list-style-type: none"> ➤ General enquiries - Fachstudienberatung Anglistik ➤ Literature and Cultural Studies - Dr. Anna Auguscik ➤ Linguistics and Language Science - Dr. Ilka Flöck ➤ Didactics - Dr. Joanna Pfingsthorn ➤ Sprachpraxis - Lauren Freede <p>And don't forget to fill in a learning agreement!</p> |
| ...want information about funding your stay abroad, | read this first and follow the links. | |
| ...need a signature for stay abroad paperwork , | see the following members of staff <i>in their office hours</i> - check Stud.IP for details. | |
| <ul style="list-style-type: none"> • Härtefälle applications: | <ul style="list-style-type: none"> ➤ Dr. Joanna Pfingsthorn (or Lauren Freede in her absence). | |
| <ul style="list-style-type: none"> • AuslandsBAföG: | <ul style="list-style-type: none"> ➤ Dr. Joanna Pfingsthorn (or Lauren Freede in her absence). | |
| <ul style="list-style-type: none"> • Erasmus+ (internship): | <ul style="list-style-type: none"> ➤ Lauren Freede (or Dr. Joanna Pfingsthorn in her absence). | |
| <ul style="list-style-type: none"> • Fernweh / Promos (Fakultätsbestätigung) | <ul style="list-style-type: none"> ➤ Lauren Freede OR Dr. Joanna Pfingsthorn | |
| <ul style="list-style-type: none"> • General confirmation of stay abroad for future employers / discount travel etc: | <ul style="list-style-type: none"> ➤ Lauren Freede OR Dr. Joanna Pfingsthorn (but see if this letter will work first!) | |
| ...want credit for your stay abroad (general), | read the guidelines here. | <p>REMINDER: The paperwork for stay abroad credit should be submitted during the main credit transfer slots (Blocktermine zur Anrechnung von im Ausland erbrachten Studienleistungen und Auslandsaufenthalten) and not in individual office hours (Joanna Pfingsthorn and <i>Lauren Freede</i> in her absence) UNLESS you are within two months of graduation and need immediate confirmation.</p> |
| ...want course credit after your stay abroad, | read the guidelines here. | |