

Dear students of the Master's Program in Economics,

Are you planning to do an internship abroad and need an internship agreement/placement agreement? You can only receive a signed internship agreement at the International Office.

**The following steps need to be done (please read carefully!):**

1. Send to Ms. Arina Wischnewsky (M.Sc. Economics – International Student Advisor) the following:
  - a. Certificate of enrolment for the WHOLE period of your internship (you should be registered as a student of our master's program);
  - b. Transcript of records (in order to start your internship and get an approval from the faculty's side, you must have at least 30 ECTS before the start of the internship);
  - c. Filled-in Certificate of the Degree Program (Bescheinigung des Faches). Please note that during the entire period of study under our master's program, it is allowed to conduct an internship of no more than 1 year.
2. Ms. Wischnewsky signs this "confirmation of your subject/s" from the faculty's side (Bescheinigung des Faches) and sends all these documents to Ms. Morgen.
3. Bring (or send) to Ms. Morgen (International Office, V 28, [ausland@uni-trier.de](mailto:ausland@uni-trier.de)) the following:
  - a. Your filled-in "declaration" (page 1 of the internship agreement);
  - b. The internship agreement ("Convention de Stage" or "Placement Agreement") must be filled in completely and must be submitted in three copies IN THE ORIGINAL (one for each contracting party). You as well as your internship company must HAVE SIGNED already.

After all this, you get the signed internship agreement from the University.

**Note:** Please submit these documents at least one week in advance completely filled in. All the needed documents you can find at the International Office's page "Internships Abroad": <https://www.uni-trier.de/index.php?id=29717&L=2#c224495> (see right under "*Download Formulare*").