

# RISE Professional

## Guidelines for Applicants and Interns

In order to help you submit a successful application to an internship offer, and – should you be selected to participate in the program – to give you some ideas how to make your internship a rewarding experience for all parties involved, DAAD has prepared these guidelines. Please read them carefully!

<b>Your application</b>
<p>Please give yourself enough time to assemble all necessary materials for a RISE Professional application, and to write a solid cover letter. Your cover letter is extremely important as this is where you express your interest in a specific project. Ideally, your letter should explain how is you academic training and, possibly, research experience, your interests and your career goals make you a good fit for the project you are applying to.</p> <p><i>Your cover letter</i> must fulfill the following layout and content criteria:</p> <ul style="list-style-type: none"> <li>• You are required to submit an individual cover letter for each project you apply to.</li> <li>• In your cover letter, please describe your motivation for applying for a research internship, and explain how your past experience has prepared you for the position.</li> <li>• RISE Professional: As a salutary address you can use: “To whom it may concern”, “Dear Sir/Madam”, or the name of the internship supervisor.</li> </ul> <p><i>Other materials:</i> The letter of recommendation provided by one of your professors <i>must</i> show the official letterhead of the respective university and the professor’s signature. Other documents (emails, letters without signature etc.) cannot be authenticated by DAAD and therefore, cannot be recognized.</p> <p>DAAD can only process complete applications, with all materials submitted within the RISE Professional program’s timeframe for applications.</p>
<b>Before your internship starts</b>
<ul style="list-style-type: none"> <li>• DAAD will inform you of your successful placement in an internship via email.</li> <li>• After you have been notified of your placement, get in touch as soon as possible with the contact person listed for your internship in order to agree on the exact timeframe of your internship. Inform DAAD of the exact start and end date of your internship.</li> <li>• Please mail (via regular mail) a hard copy of the original certificate of enrolment and a copy of your passport to DAAD.</li> <li>• Read carefully through the “Documents”, which DAAD will send to you at the DAAD Portal. Please pay special attention to VISA matters, even more so if you are not a U.S. or Canadian citizen.</li> <li>• Ask your internship contact person in Germany to assist you in finding reasonably priced housing.</li> </ul>

**During your internship**

- Register with the German authorities (Einwohnermeldeamt and Ausländerbehörde) within the first days of your stay in Germany. Should your stay exceed three months, you also have to de-register at the end of your stay.
- Abide by the rules and regulations of your host institution in Germany, such as working hours, work safety regulations, and rules of confidentiality.
- Discuss/Clarify the matter of the scholarship/internship payment with your supervisor if necessary.
- Set up a German bank account and inform DAAD about the bank details.
- Contact DAAD immediately when any major changes regarding your internship occur. Also, please contact DAAD in case you fall ill for an extended period of time.
- And finally: Be open to anything new and unexpected, be patient with your new colleagues and with anything that seems foreign and strange in the beginning, enjoy your time in another country, network with other RISE Professional participants as well as with Germans, and do your best to make your internship a success for you and your hosting institution!

**Around the end of your internship**

- Ask your supervisor for the opportunity to present your results to the research group or your colleagues. This can be done in a poster presentation or a short talk.
- Ask for a feedback meeting with your supervisor before you leave your internship.
- Submit DAAD's questionnaire for scholarship holders together with your final report within eight weeks after the end of your internship in Germany.

**Thank you!**

**We wish you a productive and enjoyable time in Germany!**