

RISE GERMANY

Guideline for applicants & interns

To support your role and responsibilities of an intern within the RISE GERMANY program, DAAD prepared this list of key steps on your part during your stay in Germany:

Before your internship stay

- Your **cover letter** (letter of motivation) must fulfill the following layout and content criteria:

What should it include?

You are required to write an individual cover letter for each project you apply to. You should describe your motivation for applying for a research internship, and you should supplement your resume by explaining how your past experience has prepared you for the position. You may also add a few words about your plans for the future. As salutory address you can use: "To whom it may concern"; "Dear Sir/Madam".

The cover letter is extremely important as that is where you will express your interest in the specific projects, and also have the opportunity to tie in your experience, interests, and career goals, with the goals of the project.

- Please mail the hard copy of the original certificate of enrolment to DAAD if you are asked for.

During your internship stay

- Comply with all arrangements negotiated for your internship and do your best to make it a success for yourself and your host institution in Germany.

- Abide the rules and regulations of the host organisation in Germany, such as the working hours, code of conduct, and rules of confidentiality.

- 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 deregister at the end of your stay.

- Set up a German bank account.

- Communicate with DAAD about any problems, major illnesses, or changes regarding the internship.

After your internship stay

- Submit DAAD's questionnaire for scholarship holders together with your final report eight weeks after the end of your internship in Germany.