RISE - Research Internships in Science and Engineering
RISE Team & Alumni

Michaela Gottschling
Team leader
RISE programs

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RISE Germany

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DAAD - Our organization, our programs
The German Academic Exchange Service (DAAD) is...
...a self-governing organisation of German Universities

242 member universities and 105 student bodies

The map shows 263 university locations in Germany

www.daad.de/scholarships
What does DAAD do?

- DAAD provides:
  - Scholarships & grants (for all disciplines, at all stages)
  - Information and counseling about studying & research in Germany
  - Support for internationalization of German universities
  - The study of German language and culture abroad
The RISE family - Three different program lines

**RISE Germany**
- Research internships in Germany for undergraduate students from North America, the UK and Ireland during the summer

Offers 2019: 578 – Applications: 1901 – Scholarships: 316
Offers 2021: 283 – Applications: 1635 – Scholarships: 268

**RISE Professional**
- Internships in Research & Development for North American, British and Irish Master and PhD students at German companies

Offers 2019: 92 – Applications: 90 – Scholarships: 49
Offers 2021: 78 – Applications: 76 – Scholarships: 38

**RISE Worldwide**
- Research internships for German Bachelor students, spending the summer at universities and research institutions around the world

- Offers 2021: 651 – Applications: 582 – Scholarships: 286
RISE Germany – For undergraduate students

- Internships for Bachelor’s students from North America, UK and Ireland
- Research projects in STEM or related fields from May to October
- Undergrads work directly with doctoral students & researchers at top labs across Germany
- 10 weeks or 3 months (90 days) internships in Germany
- Working language is English
- RISE Germany grantees receive a monthly stipend of 861,- Euros; an insurance package through DAAD; international travel subsidy, 160,- Euros for travel within Germany (not Mitacs, ACS or other cooperation's)
- All RISE Germany and Professional interns are invited to a three-day conference in Heidelberg, all costs are covered by DAAD (depending on the pandemic situation)
RISE Germany Alumna - Maci Harrell
A glimpse of my internship
• 3rd Year Earth and Atmospheric Sciences student from Georgia Tech
• Interning at AWI from Sept. 21st – Dec. 18th through DAAD
• Analyzing arctic landscape photos using machine learning techniques
• Staying in Potsdam (about 30 min outside of Berlin)
• Live in a townhouse sharing a floor with a flatmate
• Beautiful, quiet historical town
• Easy to walk/bike around and great public transportation
FREQUENTLY ASKED QUESTIONS AND TIPS

- I did not need a visa due to being in the Schengen Area less than 90 days
- Look up COVID entry requirements – I just needed my vaccine card and Einreiseanmeldung
- If you don’t have an EU Vaccine QR code, go to a pharmacy and get one
- See if your city or university has a welcome center
- Finding housing is hard – start early!
- English is pretty widely spoken
- But it’s nice to know as much German as you can
- Get a German SIM card
- Look into DAAD Facebook groups and GroupMes
- There are good online international banks, like TransferWise and N26
- Everything is closed on Sundays so plan ahead
- Cash is widely used, so always have some on you
- Bring your student ID – lots of places give student discounts
- Travel! Buses, trains, and plane tickets can be extremely cheap

mharrell41@gatech.edu
RISE Professional – For recent graduates, Master’s and PhD students

- Internships for Master’s and PhD students form North America, UK and Ireland AND NEW: also recent graduates can apply!
- R&D projects in the STEM and related fields from May to December in German companies and non-university research institutions that have a strong reference to industry
- 10 weeks or up to 6 months internships in a German company
- Scholarships for PhD students: 1,200,- Euros / Master’s students: 861,- Euros (thereof 500,- Euros per month are paid by the host company. For recent grads and internships longer than 3 months: minimum wage.)
- International travel subsidy and insurance package provided through DAAD.
- Working language is depending on the project’s requirements, but usually English
- Accompanying German language course is possible
RISE Professional Alumnus Michael Royko – A glimpse of my internship

My Time in Germany

[Map showing a route from the USA to Germany with a red dot indicating Ludwigshafen and BASF logo with the tagline 'We create chemistry']
RISE Professional Alumnus Michael Royko – A glimpse of my internship

My Internship

• 3 months
• September – December
• BASF Headquarters in Ludwigshafen

Things to do before arriving

• Bahn Card
• Potentially set up bank account
• Make sure to get plug converters
RISE Professional Alumnus Michael Royko – A glimpse of my internship
You’d like to do a research internship in Germany? A great idea!

The RISE internship database and how does it work?

- Internship providers enter their research projects into an online database from September – October.
- November 1- December 15: Students can apply for up to three projects and submit their applications online, linked with the specific project they are interested in.
- DAAD reviews all applications and forwards them online to the internship providers. Their ranking of applicants is the basis for the selection and placement process at DAAD.
- Final selection takes place at the DAAD headquarter in February/March.
- The first internships start in May; start and end date are arranged bilateral between intern and host.
How to apply for an internship

Step One:
Register and login at the database

RISE Germany:

RISE Professional:
https://www.daad.de/rise/en/rise-professional/find-an-internship/application-portal/
How to apply for an internship

Step Two:
Search for internships and memorize your favorites

1. Read first: How to use the online application form

Information: Deadline for applications is Wednesday, December 15, 2021.

2. Find your internship now!

3. Create/Edit application

My application:

My application status:
- Please upload mandatory files before submitting your application.
- Application was submitted
- Your professor has submitted the letter of reference.
- Your application is complete and it will be forwarded to the PhD student(s).

Letter of Reference

Please create a link for your professor. You can only add one letter of reference concerning your academic credentials.

For your information: Your referee will have access to your application documents.
How to apply for an internship

Internship applicant - Offers

Please do not forget to print out the offers you apply for in order to have the project description at hand when required. Having submitted your application you will not be able to access the projects descriptions again.

Subject area

Field of specialisation

Please select your Field of Study first.

Type of university

Search term

Search

445 offers

Ref. Code

Title

Rostock_EN_4507

Fast Method for the Solution of Challenging Bioelectromagnetic Problems with Composite Structures

Bochum_EN_4428

3-Month Research Internship at the Chair of Digital Communications, Ruhr-University Bochum in Borken

Luebeck_CS_4401

3D Printing: Application in Industrial Automation System

Jena_EN_CS_4550

3D-imaging of a microstructure by imaging flow cytometry with the UCZ microscopy toolbox

Duesseldorf_CS_3904

5G-HTX: Mixed Reality and 5G for Heart Transplant Assistance

Internship applicant - Offer

Alexander Koenig

CaBOL • LIB - Zoological Research Museum

Ref. Code

Bonn_Bi_Bi_

Field of Study

Biology / Molecular Biology

Field of Study (2)

Biology / Zoology

Only fill in if project is considered in multiple fields.

Name of internship provider

Mr.

Special Requirements

A good basic understanding of systematics and taxonomy is necessary. In addition, some expertise in identifying arthropods is preferable but not mandatory. The same counts for lab experience and microscope work.

Description of project and work placement, experimental techniques and possible tasks (PDF)

Duration of internship

12 weeks

Suggested starting date (yyyy-monthname-dd), earliest start date:

May 15, 2022

Estimated costs of housing?

400-500 Euro

CONTACT & LOCATION

Centre for Molecular Biodiversity Research

Mr.

Adenauerallee

53113 Bonn

Northrhine-Westphalia

Telephone. +49 228

@ebrlz-zfmk.de

Supervisor of your thesis:

Prof. Dr.

@ebrlz-zfmk.de

Website:

How to apply for an internship

The BMZ-funded project Caucasus Barcode of Life (CaBOL) aims to catalogue numerous animal and plant species of the Caucasus. The DNA barcodes of these species will be stored in a reference database and made publicly available. Initially, the project focuses on the species-rich southwest Caucasus, on the countries Georgia and Armenia. The Caucasus is one of our planet’s biodiversity hotspots. Based on experience collected within the GBOL and GSRC projects, CaBOL will become a scaffold for ensuring applied biodiversity research and will further expand the educational infrastructure in the Caucas region.

In order to establish a reliable reference database of DNA barcodes, animals and plants are collected and identified from various habitats in Armenia and Georgia. Based on the resulting DNA barcodes, a wide range of future applications can be built, all of which have in common that they rely on fast and accurate species identifications: the discovery of new species will be equally facilitated. A species catalogue based on DNA barcodes allows the efficient detection of differences in the biodiversity of individual regions and habitats (also over time). These data, along with the DNA barcodes themselves, will promote Caucasian biodiversity research as a whole. As an important addition to barcoding, CaBOL invites in remote-sensing technologies and associated workshops. In an additional step to the regional inventory of individual species, further indicator variables are recorded with the help of GIS (Geographic Information System) and Remote Sensing and correlated with the occurrence of the studied species.

The barcode database is an elementary step towards the long-term goal of the CaBOL project: establishing a multinational biodiversity center in the Caucasus. The aim of this center is to foster international cooperation, improve scientific infrastructure, engage in education and research on Caucasian biodiversity, and to provide recommendations on its sustainable use. The infrastructure created through CaBOL ensures scientific training regarding modern methods in the Caucasus and thus strengthens social and economic development in a region with a very high and at the same time threatened biodiversity.

During the internship, the students will be provided with material from the CaBOL project, which was collected using different methods in one of the world’s biodiversity hotspots. The aim is to get to know the most common arthropod groups of the Caucasus and their peculiarities and to differentiate them under the microscope. In addition, the interns will get the opportunity to follow their samples through the CaBOL workflow from the first photograph, over the generation of a barcode into the collection and biobank. Finally, initial evaluations with the self-generated data will be implemented.

The Zoological Research Museum Alexander Koenig
CaBOL-Dr. . .
Adenauerallee .
53115 Bonn
Email: . . @koenig-dmk.de
How to apply for an internship

Internship applicant - Create/Edit application

Please fill out all fields with *. Please save the form before uploading the documents. Uploaded documents have to be pdfs (max. 5 MB).

The numbering of projects does not indicate a priority list, but is due to administr.

How to apply for an internship

University - Name of Institution*
Ireland
Dublin City University

Field of Study / Major*
Biology

Field of Study / Specialization
Biochemistry

Completed years of course (at the time of the Internship placement)*
3 years

Expected end of undergraduate study*
2024

GPA last semester, for UK or Irish students percentage mark*
4.0

GPA average, for UK or Irish students percentage mark*
4.0

Maximum possible GPA at your institution, for UK or Irish students maximum institution*
4.00

Knowledge of German*
fluent

Other information/remarks you feel are important in connection with this application
RISE ist toll!!!
How to apply for an internship

Curriculum vitae
[Datei auswählen] Keine Datei ausgewählt
or / oder
Existing file / Aktuelle Datei:
× Delete file

List of courses (please only list courses that are relevant for the chosen field)
[Datei auswählen] Keine Datei ausgewählt
or / oder
Existing file / Aktuelle Datei:
57386-390-f-befuerwortung-20226.pdf
× Delete file

Official university transcript (please read carefully our FAQ)
[Datei auswählen] Keine Datei ausgewählt
or / oder
Existing file / Aktuelle Datei:
× Delete file

Completed "Certificate of enrollment" (please read carefully)
[Datei auswählen] Keine Datei ausgewählt
or / oder
Existing file / Aktuelle Datei:
57386-392-anbieter-formular-leer.pdf
× Delete file

I agree that my personal contact information and application organizations and sponsors within the framework of the
☑

I agree to forwarding my personal data (name, first name, university for the purpose of making contact, mentoring, for the RISE program.*
☐ Yes
☐ No
How to apply for an internship

My application:

My application status:
✓ Please upload mandatory files before submitting your application.
✓ Application was submitted
✓ Your professor has submitted the letter of reference.
✓ Your application is complete and it will be forwarded to the PhD student(s).

Letter of Reference

Please create a link for your professor. You can only add one letter of reference concerning your academic credentials.

For your information: Your referee will have access to your application documents.

Name of professor*

E-Mail address*

E-Mail address (confirmation)*

Add

Please make sure that you insert the name and the email address of your referee in the provided field. Your referee will receive an email where he/she has to register at the database to upload the letter of reference. You will receive an automatic email as soon as your referee has submitted the letter of reference. However, do not wait for this email before you submit your application! Please finish your application as soon as possible and, once you have uploaded all the necessary documents, click SUBMIT to finally submit it to DAAD.
How to apply for an internship

Step Three:
Create your online application & upload all listed documents

- **Motivation letter(s)** addressed to the internship providers
- **Full curriculum vitae** (CV)
- **List of (relevant) courses** you will have completed by summer 2022
- **Official university transcript**, (BA or/and MA degree certificate)
- **Completed and officially signed** „Certificate of Enrollment“
- **one letter of reference**: Name of your referee & email address.
  Referees get their own link to register and to upload their letter of reference.
# Certificate of enrollment

**Erklärung zur Immatriculationsbescheinigung // Declaration of Certificate of Enrollment**

<table>
<thead>
<tr>
<th>Universität/Hochschule // University/college</th>
<th>Studierender // Student</th>
<th>Studiengang // Course of study</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Bezeichnung // Name of university/college</td>
<td>6 Vorname // Name</td>
<td>16 Studienfach // Subject</td>
</tr>
<tr>
<td>2 Anschrift // Address of university/college</td>
<td>7 Nachname // Surname</td>
<td>11 Regeldauer Studium // Standard period of study</td>
</tr>
<tr>
<td>3 Telefon // Telephone</td>
<td>8 Geburtsdatum // Date of birth</td>
<td>12 Eingeschrieben seit // Enrolled since</td>
</tr>
<tr>
<td>4 E-Mail // e-mail</td>
<td>9 Staatsangehörigkeit // Nationality</td>
<td>(TT.MM.JJJJ) // (DD.MM.YYYY)</td>
</tr>
<tr>
<td>5 Website // Website</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Die Bundesagentur für Arbeit benötigt die folgenden Angaben für die Genehmigung // The German Federal Employment Agency requires the following information for the approval of**

- 14 Offizielle Semesterferien // Official semester break vom // begin | bis // end (TT.MM.JJJJ) // (DD.MM.YYYY)
- 15 Fortsetzung des Studiums nach den Semesterferien // Continuation of studies after semester break Ja // Yes Nein // No

**Ein studienfachbezogenes Praktikum // an internship related to the field of study**

16 Angestrebter akademischer Grad // Expected academic degree
- Bachelor // Undergraduate
- Master // Graduate
- Doktorand // Postgraduate
- andere Hochschulbildung (Mindestlaufzeit 3 Jahre) // Other higher education (min. duration 3 years)

17 Die Studienordnung beinhaltet ein Pflichtpraktikum von mindestens // Study regulations include a mandatory internship of at least
- Stunden // hours
- Wochen // weeks
- Monate // months
- trifft nicht zu // not applicable

18 Devon wurden Of which
- Stunden // hours
- Wochen // weeks
- Monate bereits absolviert // months have already been completed

19 Datum // Date
- Unterschrift und Stempel der Universität/Hochschule // Signature and stamp of the university/college

**AMZ - Erklärung_Immatriculation - 04/2021** Seite 1 von 1
RISE - Deadlines

**Deadlines:**

**November 1 – December 15, 2021:** Database & online application is open

**November 1 – January 14, 2022:** Referees can upload the letter of reference

**January 18 – February 2, 2022:** Ranking by internship providers

**End of February – mid March, 2022:** Announcement of the successful placements
Thank you for your attention!
Get in touch with us:

DAAD Headquarter Bonn
DAAD Headquarter Bonn
DAAD Headquarter Bonn
DAAD Headquarter Bonn
DAAD Headquarter Bonn

rise-germany@daad.de
rise-pro@daad.de
www.daad.de/rise

Deutscher Akademischer Austauschdienst
German Academic Exchange Service
Q1. What if you are not an American citizen but studying in the U.S?
A1: Provided that you study at a United States, Canadian, British or Irish university/college and have been in the country for at least 12 months and you are very welcome to apply.

Q2. Has the amount of the international travel subsidy been announced?
A2: The rates for 2021 were for **USA West**: 1,275 Euros, **USA East**: 1,075 Euros, **UK**: 250 Euros, **Ireland**: 400 Euros, **Canada West**: 1,375 Euros, **Canada East**: 1,175 Euros. Rates can be different in 2022.

Q3. Can recent graduates apply for RISE Germany too or only for RISE Professional?
A3: Recent graduates are only eligible to apply for RISE Professional.

Q4. What are the average living expenses?
A4: Living expenses depend on the city you live. The estimated costs of housing are listed in the internship offer.

Q5. How are the subsidies going to be affected if I choose an online internship?
A5: Interns of virtual internships will only receive the monthly stipend.
Q6. How should students look for universities and institutions that will host them for RISE Germany?
A6: All internship offers are listed in our database. You have access to check all offers from November 1 to December 15, 2021.

Q7. How competitive are the internship positions?
A7: RISE Germany: The acceptance rate during the last years was 1/5. RISE Professional: approximate 1 out of 2 applicants receive a scholarship.

Q8. Some internships indicate that a "fair" knowledge of German is required. Is it still okay to apply for these if you currently have no knowledge of German?
A8: Please feel free to contact the internship provider to discuss if your knowledge of German is sufficient.

Q9. Is there a GPA requirement for undergrads?
A9: No, we don’t have GPA requirements.

Q10. How do taxes work in Germany? As a student from the U.S., would I just be paying German taxes on the monthly stipend?
A10: No, you don’t have to pay any taxes for your RISE scholarship.
Q11. For Canadian students is there any flexibility to extend the placement to be 4 months or longer days? This would allow us to validate it as a co-op towards our requirement?

A11:
RISE Germany: Co-op internships can be extended to a duration for 4 months in exceptional cases. This has to be in agreement with the supervisor. However, funding can only be provided for 3 months.
RISE Professional: (Co-op) internships are possible for a duration up to 6 months.

Q12. If I'm currently on an undergraduate with masters course right now and decide to switch to only a bachelor's, does this affect my status to apply?

A12: If you are currently enrolled in an undergraduate degree but already took some Master courses you are still eligible for RISE Germany.

Q13. Can we unmemorise internships to memorise others?

A13: No, this is not possible. A maximum of 15 offers can be memorized. If you think you might be interested in more internships, please write them down.

Q14. How can I provide proof that I live in Canada? Is my student visa enough to fulfill this requirement?

A14: Your student visa and transcript of the last year will be sufficient as prove of being in the country. For other unique situations please feel free to contact us directly for clarification.
Q15. For international students, we have to provide proof of living in USA/UK/Ireland? What about with covid restrictions and online delivery of classes? (I would also appreciate a clarification - I spent the summer outside of the UK for the summer but have been in the country for over a year.)

A15: If you just spent the summer outside of the country but have been in total 12 months in the country at the time of application you are eligible to apply. If you only completed online courses from your home country, you are unfortunately not eligible to apply.

Q16. If we start an internship May/June but don't hear about placements until March, how difficult is the housing search? It seems like just having 2-3 months to find housing internationally would be difficult.

A16: You are right, it is difficult to find housing, especially from abroad, but it is not impossible and in most cases your supervisor will be able to help you. Thus, it is important to start looking right after a successful matching.

Q17. In looking for housing, what is a good strategy to avoid scammers?

A17: Search on official websites and check prices. A weirdly low price can be suspicious. Always sign a contract before transferring money and double check the names on the contract. If you have any doubts, you can ask your supervisor or DAAD for an assessment.
Q19. Does DAAD cover our plane tickets as well?
A19: You will receive a travel stipend, depending on the country you are coming from to Germany, to buy and book the tickets for the flights by yourself.

Q20. I am a co-op student in Canada, is it common for RISE supervisors to agree to also act as co-op supervisors?
A20: The supervisors can confirm the weekly workload and the tasks you have to fulfill during the internship. Please tell your supervisor in advance about requirements for your Co-op program.

Q21. Are the expected start dates strict? For example, if they say suggested start date of May 15, do we have to contact them before the application to move the start date or after we get an offer?
A21: In most cases the start date is selected as early as possible but can be discussed. Please feel free to contact the internship provider in advance to clarify any questions. The exact duration must be arranged after a successful matching.

Q22. How will I receive the outcome? Via email or any other source?
A22: The outcome of the matching will be sent via e-mail at the end of February until mid-March.
Q23. Do European CVs usually have a picture in it? I remember seeing some templates in which they did.
A23: Yes, most CVs include a picture, but it is not obligatory.

Q24. The DAAD website mentions that freshmen are unable to apply. If a first-year student is taking second-year classes and is on track to graduate with current second-year students, are they eligible to apply?
A24: Exceptionally, first-year students are eligible to apply when they prove their second year standing with earned credits on their official transcripts or an extra letter from the university.

Q25. How long is the internship?
A25: RISE Germany: The internship duration is between 10 weeks and 3 months.
RISE Professional: The internship duration is between 10 weeks and 6 months.

Q26. What kind of projects do you have for industrial engineering majors? Also, can we get to choose whether we do research or company internship?
A26: Every year there are different projects offered in our database in the two different programs (RISE Germany/RISE Pro). All internship offers are research related. Check the offers for detailed information.
Q27. May you please shed more light on how students can deal with covid and covid related restrictions once in Germany.
A27: General information can be found on the official websites of DAAD (https://www.daad.de/de/coronavirus/)

Answer from Maci (RISE Germany intern): Covid restrictions vary some based on where you are in Germany, but right now most of Germany is operating on a 2G rule where you have to be able to prove you've been vaccinated or tested negative in the last 24ish hours. Where I am, pretty much everything is open, but vaccine cards or QR codes are checked fairly often.

Q28. For the interns here, was your internship fun?
Answer from Maci (RISE Germany intern): I am enjoying my internship :) My mentor is pretty cool and allows me to go at my own pace and explore what I'm interested in, and the project is super neat. I've also been encouraged to travel and have been allowed to take time off or work remote to accommodate that.

Answer from Michael (RISE Professional intern): I really liked my internship. The work culture was really nice and I was encouraged to take time off and travel and were given a lot of freedom at work. I also got to meet a lot of really nice people and explore Germany and a few other countries.
Questions about the official university transcript:

Q29. My Canadian university also gives percentage grades; can I submit those numbers?
A29: Yes, you can enter percentage grades. Please enter only numbers, and no explanations or letters. Some British university/colleges still work with A, B or First Class or 2.1.1. Please enter the percentage grade and transfer the respective grade. Please contact your international office if you got problems with the grade system.

Q30. Does transcript have to be “official” if we are still in university (not grad or PhD)?
A30: Yes, we only accept official transcripts. Sometimes, when you scan the official transcript (esp. in the US), it will have a ‘Copy of Official Transcript’ printed on it. This is fine with us.

Q31. I am an undergraduate student in Canada and my official transcript is only in French as I am enrolled in a French language university. Do I need to get an official translation before sending it to the DAAD?
A31: If your university does not provide an English version, please translate it by yourself and scan both documents into one pdf document.
Q32. I transferred to my current university from another college this summer. Should I use the official transcript of my previous college, my current university, or is there a way to do both?

A32: Please scan both transcripts and create one pdf document to upload it. This way, the internship providers get a better idea of your studies so far.

Q33. If my official transcript that includes this fall semester won’t be available until after December 15, what should I do? Is there a way to submit it later or should I just submit my transcript with grades from previous semesters?

A33: Submit the transcript with grades from your previous semester. If you want to, you can scan also your unofficial transcript and create one pdf document of both transcripts.

Q34. In my Canadian transcript, we receive a gpa and gpa of each semester individually but our grades for each courses we take are given in letters so does that work?

A34: Please upload transcript overviews only, no individual letters for each course.
Questions about the letter of reference:

Q35. Does our letter of rec have to come from a professor with a PhD? Or could it be from a manager for a technical position at my university who knows more about my skills but does not have a PhD?
A35: In general, the referee should hold a PhD. This year, due to the pandemic, we accept also letters from referees who know you well, like a principal investigator (PI), or like you describe it, from a manager for a technical position.

Q36. The website said that the reference letter should come from a professor. Could it come from a former employer instead?
A36: In general, the referee should come from your home university. This year, due to the pandemic, we accept also letters from former employers or from professors from other universities or internships.

Q37. Is it possible to submit more than one reference letter?
A37: No, sorry, this is not possible.
Q38. Who can I contact about this recommendation letter?
A38: Please ask a university teacher who knows you well, from a seminar or lab course.

Q39. Isn’t the letter of reference due January 22?
A39: No, the letter of reference is due by January 14, 2022 at the latest. We review more than 1,500 applications from December 15, 2021 – January 17, 2022. The internship providers start reviewing the applications for their project and rank the applicants from January 18 – February 1, 2022.

Questions about the list of courses:

Q40. What distinguishes the list of courses from the transcript?
A40: The “list of courses you will have completed by the time the internship begins” serves two purposes. First, since transcripts are ordered by semester rather than content, and because they often contain a large number of abbreviations, it is meant for the internship provider to better understand your academic history. And second, it gives you the chance to include all courses that are too recent to appear on the transcript. It is no official document, should be no longer than one page and you write it by yourself. This way, you can easily list relevant courses for the project you are interested in.
Q41. Should the 'list of courses' include descriptions of the courses? What about courses that already appear on the transcript?

A41: If you think that the name of a course is too general, like “Chemistry I” or “Physics II”, you might explain it in one sentences. You should list the relevant courses for the internship. Even if they are already mentioned on the transcript.

Q42. What is meant by 'relevant' courses? Also, my main chemistry course is just called 'Chemistry 2' - should I specify more details - sub-courses?

A42: Some transcripts show also courses like a language course “Spanish for beginners” or “American history”, those courses are usually not relevant for the project.

Q43. One of the documents we need is a list of courses we will have completed by the time the internship starts - do we need to include a description of the class or is just listing for example 'MATH023 Calculus 3' acceptable?

A43: Please add some explanation for a course that has an abbreviation. Calculus 3 might have different contents in different countries.
Questions about the certificate of enrollment:

Q44. Does the certificate of enrollment need to be signed by the graduate school of my university or my department head?
A44: Usually you get the CoE signed at the office of registrar. Some universities/colleges got study abroad offices or fellowship advisors who can also sign the CoE. Your department head can do so, too.

Q45. My certificate of enrollment doesn't include my expected graduation day. It includes only that I am a registered student at the University during this semester only! What should I do?
A45: You must provide an expected graduation date. Please ask at the office of registrar or your department head if someone is willing to confirm a prospective or expected graduation date.

Q46. I just wanted to confirm that it would be sufficient to have a signature (not a stamp) for the certificate of enrolment? My department does not have an official stamp but offers an official signature.
A46: Yes, an official signature is sufficient.

Q47. What can we provide as a certificate of enrollment?
A47: Please try to provide the form you find in the database. In general, we also accept official verification forms from your university.
Additional Q&A session

Additional Q&A Session with Hanni Geist from the IP San Francisco

Join the live session on Friday December 3, 2021 via the Facebook/Instagram/Twitter channels DAAD.USA at 3pm EST/12pm PST!