





**Documents to be submitted**

<p><b>Study abroad/ specialized courses/ Thesis</b></p>	<p><b>Internship abroad</b></p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Letter of motivation or Description of your study plan</li> <li><input type="checkbox"/> Curriculum vitae</li> <li><input type="checkbox"/> Letter of recommendation from a of a professor/ lecturer</li> <li><input type="checkbox"/> Transcript of records</li> <li><input type="checkbox"/> Certificate of enrollment</li> <li><input type="checkbox"/> Proof of language proficiency (e.g. TOEFL, IELTS etc.)</li> <li><input type="checkbox"/> Acceptance letter from the host university</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Letter of motivation or Description of your internship project</li> <li><input type="checkbox"/> Curriculum vitae</li> <li><input type="checkbox"/> Letter of recommendation from a of a professor/ lecturer</li> <li><input type="checkbox"/> Transcript of records</li> <li><input type="checkbox"/> Certificate of enrollment</li> <li><input type="checkbox"/> Language certificate (e.g. TOEFL, IELTS etc.)</li> <li><input type="checkbox"/> Internship confirmation (internship contract)</li> </ul>
<p><b>Study and competition trips</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Detailed program description including schedule</li> <li><input type="checkbox"/> if possible, a letter of invitation from the host university</li> <li><input type="checkbox"/> Participant list</li> <li>Presentation of the content preparation of the participants</li> <li><input type="checkbox"/> Financing plan</li> </ul>	<p style="text-align: center;"><b>Please note the respective application deadlines for PROMOS scholarships.</b></p>

*By signing this application form, I give the permission to disclose (e.g. via email), transfer and upload my personal information to the responsible departments at SRH Hochschulen Berlin GmbH, as well as at the host institution and on the online platforms necessary to correctly process the study abroad semester.*

*With my signature I give my consent to the storage of the personal data collected through the application form and the documents submitted for a period of 5 years, as dictated by retention obligations of SRH Berlin.*

*SRH Hochschulen Berlin GmbH adheres to the current European Union data protection standards (GDPR) but will not be held liable for the data protection standards of third parties outside the European Union.*

*This declaration of consent is voluntary and can be revoked entirely or partially at any time, without any adverse consequences. Your revocation is to be sent to [internationaloffice.hsbe@srh.de](mailto:internationaloffice.hsbe@srh.de).*

Place, date

Signature