

Checklist for traineeship/project oriented placement overseas

□ Find the traineeship/project-oriented placement

- You will have to find the company/organisation yourself, but you can get career guidance from SDU RIO and check the [SDU Jobbank](https://mitsdu.dk/jobbank). Find the career guidance website via mitsdu.dk/rio

□ Get your pre-approval of the traineeship/p.o.p. from your study program

- You can ask your academic student advisor (faglig vejleder) or the secretary of the study board (studienævnssekretær) about how to apply for the pre-approval
- The pre-approval can also be a supervisor contract (praktikkontrakt/vejlederkontrakt)

□ Apply for financial support from SDU International (SDU's Internationalization Fund)

- Submit the application form for financial support for traineeship/p.o.p. abroad via our [online application system](#)
- Submit the following documents through spoc.sdu.dk:
 - Pre-approval from you study board/the supervisor contract
 - Your contract (the one you have with the company/organisation in which you will be carrying out the traineeship/p.o.p)

□ When returning home

- Hand in the documents *Confirmation of Arrival* and *Confirmation of Departure*, signed by you and your company/organisation (the documents will be sent to you by SDU International via email)

□ Final considerations

- We strongly encourage you to make sure that you're properly insured. Consider taking out insurance that covers you for the entire duration of your stay and at all locations (incl. while you're at work at the company/organization). Find more information at mitsdu.dk/studyabroad > *How to do it* > *Insurance and safety*
- Check for required vaccinations if you are going overseas

If you need help or guidance, you are always welcome to contact us via spoc.sdu.dk, by phone on +45 6550 2264 or meet us in person at our office on [Campus Square](#). Opening hours can be found at mitsdu.dk/studyabroad > *Contact and guidance*