

Checklist for internships/project-oriented placements overseas

- **Find the internship/project-oriented placement**
 - You will have to find the company or organization yourself, but you can get [career guidance](#) from SDU RIO and check their [SDU Jobbank](#).
- **Get your pre-approval of the internship/p.o.p. from your study board (studienævn)**
 - You can ask your student advisor (faglig vejleder) or the secretary of the study board (Studienævnssekretær) how to apply for the pre-approval.
 - The pre-approval can also be in the form of a supervisor contract (praktikkontrakt /vejlederkontrakt).
- **Apply for financial support from SDU International**
 - Submit the application form for internship/p.o.p.s abroad via our [online application system](#).
 - Hand in the pre-approval from you study board (studienævn).
 - Hand in your placement contract.
 - Please send in all the documents through [spoc.sdu.dk](#).
- **Receive financial support from SDU International**
 - Hand in the payment form that you will receive from SDU International if you have been granted support from SDU's Internationalisation Fund through [spoc.sdu.dk](#)
- **When returning home**
 - Hand in the form "[Documentation of stay](#)" signed by you and your working place.
- **Final considerations**
 - Get adequate **insurance** that can cover you at your working place.
 - Check for required vaccinations if you are going overseas.

Should you have any need for help or guidance then you are always welcome to contact us via [SPOC](#), by phone on [+45 6550 2264](#) or meet us in person at [Student Services](#) every weekday from 10-14.