

Guide for Writing Your Experience Report

Study abroad, internship abroad and short stays

We hope you had an unforgettable time abroad, which you will be happy to look back on throughout your life. Now it's time to tell other students about it, inspiring them to spend time abroad, and to help them prepare with your advice. So remember the questions you asked yourself before you embarked on your adventure: What would you have liked to know in advance? What advice and information would you like to share?

Your report can also help the International Office to make our consultation services even better, to design the selection processes, to evaluate university partnerships, and so on.

Cover page: For your report, please use the cover page that we provide at our online platform.

Length: approx. 3–5 pages or 1,000–2,000 words

Personal data: Please make sure you don't include any **personal data** in your experience report (e.g., name, contact details, student ID no.) except for the information on your cover page.

Photos: Photos will make your report more enjoyable and help other students get a first impression of your destination. Try to include at least one or two photos! We would also be happy if you could share some photos with us that we may publish (e.g., on our website). However, please **do not use any photos that show people** (neither yourself nor others).

Structure:

Your report should include the sections specified below. The questions are meant to inspire and guide you; you don't have to answer all of them.

If you have a **disability or chronic illness** or if you **stayed abroad with your child/children**, please add your specific recommendations and advice in these circumstances throughout the report.

1. Planning and preparation

- Why did you choose this type of stay abroad?
- What sources of information did you use?
- How was the communication with your host university/institution before your stay abroad? Did you find sufficient information on the website (possibly add link)?
- Did you need a visa? If yes: Cost and processing time of the visa application?
- What did you have to consider for your health insurance? Did you need any vaccinations or other medical preparation?
- How did you organise the journey? What costs does one have to expect?
- Did you use a sustainable means of transport? If yes: What were your experiences? Do you have any tips?
- What are 5 things someone should definitely bring on this type of stay abroad?

2. Costs and financing

- Did you receive a grant? If so, how was the application process? When was the grant paid out?
- What (extra) monthly expenses did you have compared to those you have in Germany? (Please specify by category as far as possible, e.g. accommodation, food, travel expenses (to and from your destination, during your stay), leisure/shopping, visa, insurance, etc.)
- Do you have any tips (e.g. for opening a bank account abroad or for inexpensive shopping)?

3. Accommodation

- Did the host institution provide you with a room? Were you satisfied with that? What were the costs? Did you have any alternatives?
- If you organised your accommodation by yourself: What was the search for accommodation like? Did you encounter any problems with that? Do you have any more tips?

4. Study/internship organisation, etc.

- Formalities: What must be done at the beginning? How much time should be reserved for that/which documents are required?
- What were the language requirements?

Study content

- Were you able to attend the courses you chose in the Learning Agreement? If there were any changes: Why were they made?
- Which courses did you attend? What types of teaching and examination were there? How did you like them? How do you assess the subject-specific requirements?
- How was the contact with the host university's students, teaching staff and International Office?

Internship

- How did you find the internship? Do you have any advice for the application (e.g., for the motivation letter, interview, etc.)?
- Were there any special requirements (e.g., average grade, language, soft skills, work experience abroad, etc.)?
- Did anyone make you familiar with your tasks at the start? What were your tasks? To what extent are your tasks relevant to your studies? What did you learn during your internship?
- Describe a typical day at work! How much did you earn?
- Were there any other interns? What was the working atmosphere like?
- Did the internship meet your expectations? Would you recommend the company to others?

5. Everyday life/leisure

- Local orientation: Distances from accommodation to university, best means of transport (public transport, bicycle, etc.)
- What did you do in your leisure time? What offers are available (e.g. sports, culture, travel)?

- What were the most interesting events or activities during your stay abroad? What was an unforgettable experience you would recommend to future outgoing students?
- How do you assess safety at your destination? Which safety measures would you recommend?

6. Conclusion

- What unexpected challenges did you overcome during your stay abroad and how did these affect your personal development?
- How did your stay abroad change your perspectives and which new ones did you gain?
- What advice would you give to future students planning a similar stay abroad based on your own experiences and insights?