

1. How long does a traineeship last?

Erasmus traineeships can be funded for between 60 days and twelve months.

Compulsory internships are possible during this period. Please provide written confirmation from your home university that it is a compulsory internship and that the internship at the University of Bonn will be recognized as such.

A voluntary internship should last a maximum of three months. If it lasts longer, you will receive the minimum wage required by German law and you will need an internship contract with the University of Bonn.

2. Can I be enrolled as an Erasmus trainee?

Enrolment is possible, but not necessary. One of the requirements is that you are enrolled at your home university at the time of the internship. Please discuss the possibilities with your supervisor.

3. What do I need to bear in mind when I decide how long my traineeship should be?

Like all students, you will pay a "semester fee" (currently €320) each semester. This will allow you to use the canteens and your student transit pass (see question 6), among other things. Your traineeship should not extend into the next semester, because otherwise you would have to pay two semester fees. Semester dates: April 1 to September 30 = summer semester; October 1 to March 31 = winter semester.

If you won't be enrolled, clarify the exact period directly with your supervisor.

4. How do I go about finding a supervisor?

Talk to departments or institutes where you would like to do a traineeship. Please also contact the [Erasmus subject coordinators](#). If you are looking for a traineeship in medicine, contact the clinical departments.

5. What documentation do I need?

Among other things, your home university will need you to provide a signed **Grant Agreement** (an agreement between the student and their home university) and a signed **Learning Agreement/Student Mobility for Traineeships** (an agreement between your home university and your supervisor). You are responsible for coordinating these agreements with everyone involved and getting them signed.

Maybe the University of Bonn must conclude an internship contract with you. Clarify the requirements for this with your supervisor.

6. Will I get a University of Bonn student ID?

Yes, if you get enrolled. Then you will receive your student ID around two weeks after enrolling. Your student ID is a slip of paper with your details printed onto it.

7. Do I get a student transit pass?

Yes, if you get enrolled. Then your student ID doubles as a public transport ticket for the whole of North Rhine-Westphalia (NRW). You will be able to travel for free on buses, trams, the subway and regional trains in NRW for the whole semester.

8. What health insurance do I need?

Health insurance is compulsory for interns in Germany. Before entering Germany, you should clarify all the necessary details with your health insurance company. EU citizens usually have the European Health Insurance Card (EHIC). Interns must clarify in advance what is covered.

For paid internships over 450 €/month, German health insurance is required. Please get all necessary information directly from the statutory health insurers.

If you would like to get enrolled, please follow [this procedure](#).

9. Am I insured against accidents?

Yes. You will be insured against accidents that you sustain at the University of Bonn or while traveling directly there or back home.

Contact: studunfall@verwaltung.uni-bonn.de

We also recommend taking out private liability insurance.

10. Can I live in a dormitory?

Yes, if you get enrolled and/or do a compulsory internship. Please apply to the [Studierendenwerk Bonn](#) directly (in German):

11. Will I get access to the Internet and online services?

Yes, if you get enrolled. You will receive your Uni-ID in the post together with your study documentation around two weeks after you enroll. You can find details of [IT services](#) at the University Data Center.

If you are not enrolled or hired with an internship contract, you cannot use access to the online services of the University of Bonn.

12. Can the International Office help me apply for a visa?

Citizens of an EU/EFTA country will not need a visa.

If you are a non-EU citizen with a valid residence permit that allows you to study in another EU country, the International Office might be able to get you registered with the German Federal Office for Migration and Refugees under the REST Directive. Please contact Ms Monique Trachsel, trachsel@verwaltung.uni-bonn.de, as early as possible so this can be checked.

All other third-country nationals must apply for a visa at the relevant German embassy or consulate before entering the country.

Contact:

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Division 6 – International Office
Section 6.3 “International Study Programs in Bonn”
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