

Internship in Germany

How can I find an internship / work placement?

On our website, you can find a list of companies who are partnered with DHBW Heidenheim. There is, however, no guarantee that they all offer internships to international students. If you want to apply, the internship must be a mandatory part of your studies at your home university and you should have some German language skills. Most partner companies require B1 or B2 proficiency in German. To start the process, we first require you to send us an enrollment form, filled out and signed by your home university, confirming that the internship is a mandatory part of your studies ([see-attached form](#)).

Once we receive the enrollment form, you can begin the application process. Most companies require an “online application.” As this is a lengthy process, we recommend starting your applications early for the best chance of getting an internship.

You should follow these steps:

1. Go to our website: <https://www.heidenheim.dhbw.de/english/home/study-program.html#tab-7855-2> where you can find a list of our schools.
2. Select the school that matches your studies. Click on the department.
3. Scroll down to see the list of companies (ignore the numbers).
4. Click on the name of the company and you will get a link to check their website.
5. On their websites, you can find their online application forms. If the company does not have an online application form, please contact Ingrid Lange at the International Office of DHBW Heidenheim (ingrid.lange@dhbw-heidenheim.de).
6. You will be sent an internship application form. Please fill in the form and send it back to Ingrid Lange, along with your CV and a cover letter. Make sure you provide enough content in the application form that is relevant to the job position or your working abilities. Put yourself in the employer’s position when looking at your application, what makes you the ideal candidate? Where are the errors on your application? What information is missing?
7. If you apply to several companies, make a list and keep track of the companies you have applied to. As the companies might contact us or we will have to contact the company, please share the list with us.
8. You can also apply for companies not on our university website. If you do that, be sure to inform Ingrid Lange.

This may all sound very complicated but we know you can all manage it!