



# Checklist

## PROMOS-Application 2023

The application documents are requested as **PDF uploads online** and in **German or English**.

### Exchange semester within the framework of exchange programmes (outside of ERASMUS countries)

- Printout of the online application
- Letter of motivation (professional and financial aspects)
- Current transcript of records (from ZEuS; if possible: specify average grade)
- If applicable, proof of additional income during the stay abroad

*Please make sure that you enter the same name (including your second first name if applicable) in the online application as in your application for an exchange study place. **Please also use the same login.***

### Final Thesis - BA, MA, State Examination (outside of Germany)

- Printout of the online application
- Letter of motivation (professional and financial aspects)
- Curriculum vitae in tabular form with mention of the degree programme and extra-curricular activities
- Current transcript of records (from ZEuS; if possible: specify average grade), for MA candidates also BA certificate
- Confirmation of supervision and endorsement of the supervisor in Konstanz for the planned stay abroad
- Confirmation of supervision by the host institution
- Detailed project description (ca. 2-3 pages) including
  - Concept of content
  - Methodological plan
  - Timetable for writing the thesis (presentation of the preliminary work, description of the activities abroad and of the preparations in Konstanz)
  - Explanation of the relevance of the stay abroad for the realisation of the work