

## **Career Passport Certificate: Overview and documents of proof**

In order to obtain your individual Career Passport Certificate, you need to submit proof for participation in activities of **at least five of the following seven competence areas**.

Because meaningful career orientation can take different forms depending on previous experience and areas of interest, we want to allow a great deal of flexibility in the customisation of the certificate. This also means that the activities and documents listed here are to be understood as guidelines. In many cases, it is possible to take into account other suitable activities and provide evidence through other documents. Please simply contact us:

[career.service@uni-konstanz.de](mailto:career.service@uni-konstanz.de)

Please note: All activities that you want to include in the certificate must have been attended whilst studying at the University of Konstanz.

### **1. German language skills**

Please state your current level of German. As proof, you can submit:

- proof of attending a language course
- language tests
- proof of attending courses for your degree with German as the language of instruction
- other documents indicating your German skills.

### **2. Practical experience**

Practical experience includes internships, working student positions, positions as a student assistant, final theses in the company, voluntary work, part-time jobs and similar engagements. You can submit the following documents as proof:

- employment contracts
- work or internship references
- certificate of voluntary work
- other documents indicating your practical experience.

### **3. Interdisciplinary competences**

This includes courses from the area of key qualifications and interdisciplinary courses. If applicable, courses from external providers can also be credited. You can submit the following documents as proof:

- Transcript of Records

- certificates of attendance
- documentation of attendance.

#### **4. Intercultural competences**

This includes courses and workshops on intercultural competences. If applicable, courses from external providers can also be credited. You can submit the following documents as proof:

- Transcript of Records
- certificates of attendance
- other documentation of attendance.

#### **5. Career orientation**

As proof for your career orientation, please submit your BIC (Professional Interest Check) result. You can take the test here: [bic.uni-konstanz.de/](https://bic.uni-konstanz.de/)

Feel free to additionally use our individual counselling services (not mandatory for the certificate): [uni.kn/cs/consultation](https://uni.kn/cs/consultation)

#### **6. Application competences**

As proof for your application competences, please upload a cover letter and CV (either in English or German) which corresponds to German application standards.

Feel free to get in touch with us for an applications document check and/or mock job interview (both not mandatory for the certificate): [uni.kn/cs/consultation](https://uni.kn/cs/consultation)

#### **7. Networking**

Networking activities include: Mentoring, career fairs, events with employers and alumni, targeted networking with helpful contacts in real life and on LinkedIn, participation in networking events such as hackathons, active participation in associations, etc.

As proof, describe at least three activities you have undertaken in the area of networking, stating the following information: Type of activity, who you were in contact with (company/organisation, for specific people the role without the person's name is sufficient), and what you learned for your career orientation or application process.