Hochschule für Technik und Wirtschaft Berlin
University of Applied Sciences

Application for internship to accompany course of study

To be completed by student:

Surname			
First name			
Matriculation number			
Date of birth			
Street			
Post / Zip code			
Telephone			
E-mail			
Suggested internship supervisor at the HTW			
Internship semester	SS/WS	St.-semester:	Studiengang:
The internship relates to the following courses:			
I certify that I have attained all course certificates required to undertake an internship as stipulated by the relevant regulations governing internship applications.			
I require the following course certificates:			

This application is subject to exceptional circumstances.	Yes		No	

Date / Signature of Student

Internship Location Details

Internship location (Company, Institution)				
Street				
Post / Zip code				
Contact at internship location				
Telephone				
E-mail				
Internship duration as stated in internship contract	Working days:			
	From		To	
Area of work / Department:				
Function of intern:				
Confirmation from internship location Date / Signature / Stamp				

The HTW hereby recognises the suitability of the internship location described:	
Course internship co-ordinator	
	Date / Signature

Certificate of the successful completion of an internship accompanying the course of study
(Please send original to the examinations office!)

The internship assessment from the company/institution in question and the student's own internship report have been presented to me and meet the requirements stipulated by the university regulations governing internships.	
Internship supervisor / Internship co-ordinator	
	Date / Signature

Internship confirmation:

The students of the HTW have to complete a practical semester in accordance with the university regulations governing internships (in the valid version) alongside the guidelines laid down in the course regulations relevant to the student's course of study.
The signature of the course internship co-ordinator confirms the HTW's recognition of the successfully completed internship.