

## Required Documents from Germany: Internship Certificate and Report

### 1. Internship Certificate

The company should provide the student with an **official signed and stamped** certificate (Praktikumszeugnis) that includes:

- The logo and name of the company and the name of the supervisor
- Personal information on the intern, internship duration, description of internship tasks, and the evaluation of the intern's performance

The language of the certificate could be either German or English.

Please ask the company for issuing the certificates in duplication:

One stamped and signed **original certificate should be sent directly from the company to the OIL** (Office for Industrial Links) at GJU. One original (or copy) should be kept with you.

Mailing address: German Jordanian University, Office for Industrial Links, P.O.Box: 35247, Amman, 11180 Jordan

### 2. Internship Report

- The report should be **signed and stamped** by the company.  
*(In case you were not able to finalize the report during the internship send a soft copy electronically to the company/institution, let it be signed and stamped (scan) and then returned.*
- The report should be **finalized latest two month after you return** from Germany.
- **Deliver the signed and stamped report to the OIL** at GJU.
- The OIL will send the documents to the respective academic advisor for approval.
- If the report is not approved by the academic advisor, i.e. does not fulfil the required standard, the student has to rewrite it in order to be accepted.

Amman, May 2010

The German Year Committee