

**Enclosure to the form**  
**INTERNATIONALIZATION PROGRAM FOR STUDENTS (IPS)**

**The following documents are required in addition to the application form:**

1. Current registration confirmation including information on the date on which the main residence in Upper Austria was established
2. Proof of the granting of subsidies from other funding agencies (if any) with the respective letter of confirmation.
3. Curriculum vitae
4. Motivation letter (can include study or research plan or description of activities (internship) or course program (postgraduate course))
5. Current Transcript of Records for the recent semesters
6. Confirmation(s) from the host institution about the duration and feasibility of mobility, in the case of an internship also internship confirmation/contract.

A **cost and financing plan** is no longer generally required, but can be requested by individual submission bodies in their own area of activity.

**Funding duration:** Max. 10 Months, min. 10 days

**Funding amount:** Max. 100€/month + possible travel allowance up to max. 480€ (for countries not participating in the Erasmus+ program)

**Submission:** anytime **before** the start of the stay abroad

**Verification documents:**

Please note that a **written feedback report** and **confirmation of stay** for the internship, study, research stay or course must be submitted within 4 weeks after the end of the stay abroad.

If the funding agency specifically requests it, you must submit invoices and proof of payment showing that the state funding was used as intended—at least up to the amount listed in the approved cost and financing plan. These documents must be submitted within 2 weeks after the end of your stay abroad.

**Submission offices:**

- **for students from** Johannes Kepler Universität:  
International office JKU Linz, Altenberger Straße 69, 4040 Linz, Tel.: (+43 732) 2468-3291;  
e-mail: [thomas.mahringer@jku.at](mailto:thomas.mahringer@jku.at), [auslandsbuero@jku.at](mailto:auslandsbuero@jku.at)
- **for students from** Fachhochschule OÖ:  
FH OÖ Steyr Campus, International Office, Wehrgrabengasse 1-3, 4400 Steyr, Tel.: +43(0)50804-33051;  
email: [ips@fh-ooe.at](mailto:ips@fh-ooe.at)
- **for students from** Pädagogischen Hochschulen:  
International offices of the respective schools:
  - Pädagogische Hochschule OÖ, Kaplanhofstraße 40, 4020 Linz; Tel.: (+43 732) 7470-7090;  
e-mail: [maria.michelmann@ph-ooe.at](mailto:maria.michelmann@ph-ooe.at)
  - Private Pädagogische Hochschule der Diözese Linz, Salesianumweg 3, 4020 Linz; Tel.: (+43 732) 772666-4384;  
e-mail: [edith.kreutner@ph-linz.at](mailto:edith.kreutner@ph-linz.at)

**Submission office for students at other higher education institutions in Upper Austria:**

The application must be submitted directly to the Office of the Upper Austrian Provincial Government, Directorate for Regional Planning, Economic and Rural Development, Department of Economic Affairs:

Tel.: (+43 732) 7720-15014

Email: [wi.post@ooe.gv.at](mailto:wi.post@ooe.gv.at)

For further information and questions, the above-mentioned submission offices will be happy to assist you.

The IPS is a scholarship program of the Province of Upper Austria in cooperation with the above-mentioned submission offices for students and graduates of these institutions.

You can find more information about scholarships for students at: [www.oead.at](http://www.oead.at)