

INFORMATION SHEET

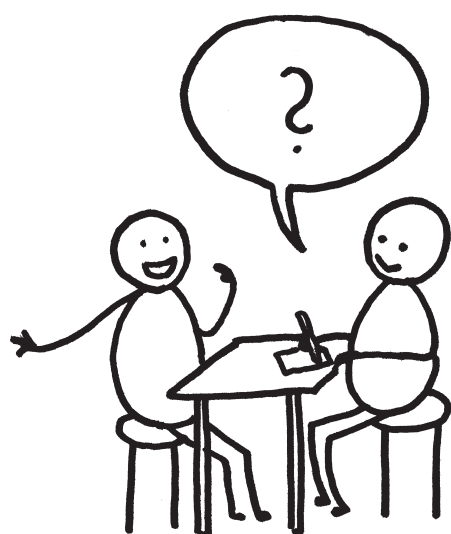
PREPARATION

FOR A WORK PLACEMENT IN
DEVELOPMENT COOPERATION



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GENERAL

Ask the organisation in your home country and in the country of your work placement whether specific preparation is recommended.

Complete a trial internship in your home country to gather experience in the field of your work placement. This should help you decide whether an assignment in this field seems sensible (Recommendation: at least 2 weeks).

Visit a language course to ensure that you can communicate in a day-to-day manner in the country of the work placement.

Get informed about the country of the work placement, about development cooperation and development politics. You can do this by talking to people who have previously completed a placement or get information off websites, articles, movies or online daily newspapers from the country you are planning to visit.

> [kuska link collection with short movies and other interesting contributions](#)

Get informed about the organisation and the programme/project of your work placement.

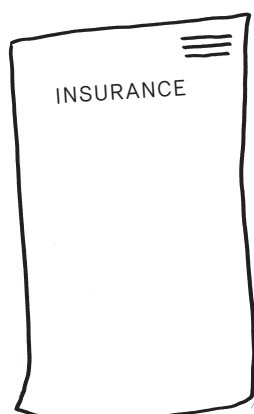
Get acquainted with the topic of reporting, to become aware of what the best practice recommendations are for dealing with pictures and text.

> [kuska information sheet on reporting](#)

Complete e-learning modules at www.kuska.online.

> [kuska e-learning](#)





THINGS TO KNOW

Passport

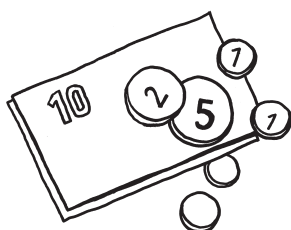
- needs to be valid for at least a further 6 months after the date of your return to your home country.
- needs to have at least one free page for the entry visa.

Visa

- Depending on the destination, a visa should be requested at least 6 months prior to traveling.

Insurances

- Get travel and health insurance (including repatriation insurance in case of accidents or death).



Means of payment

- Get informed about which payment methods are accepted in the place where you will work (e.g. cash or small paper money).
- Have bank cards activated for destination country if necessary.
- Take along emergency numbers in case bank or credit cards need to be cancelled. Also leave necessary numbers and card data with a contact in your home country.



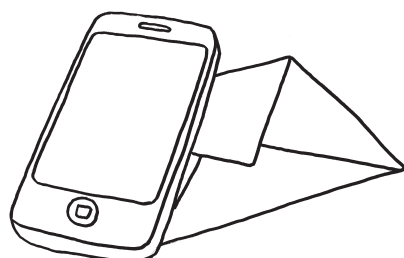
Health

- Make sure your first visit to your general practitioner or a doctor specialized in the tropics is at least 3 months before your date of departure, as many vaccines need several rounds of injections. Also make sure all your standard immunizations are up to date and inform yourself about country-specific vaccines.
- Make sure to discuss the medication you need while travelling with your doctor.
- Make sure to inform the European organisation and the organisation in the country of your work placement about any illnesses you have and medication you take.

For emergencies

Send to the organisation in your home country, the organisation in the country of the work placement and close relatives (and yourself) the following, via e-mail:

- Documents: the important pages from your passport, your travel insurance and your vaccination records
- Contact details of people in your home country and the country of the work placement for cases of emergency





Things to take with you

- Documents: passport and copies of your passport, vaccination records, travel insurance, travel itinerary with flight and booking numbers
- Travel first-aid-kit: your basic things should include painkillers, medication for fever and diarrhea, constipation medication and disinfectant. If you have a standing prescription, make sure to bring enough medication to last you the entire period of your travels.
- Clothing: before traveling, get informed which clothing is appropriate in the country of the work placement.