Applicant’s Checklist for Hochschulwinterkurs Scholarships

To ensure that you submit a complete application which can be judged by the assessment panel in Germany, please go through the following criteria, making sure that you have checked off each point before submitting your application. Please add this checklist to your application (no copies of the checklist required).

☐ My application form is filled out, and
☐ is signed (Please note that electronic signatures cannot be accepted!)

☐ I have included a full CV in German.

☐ I have included a detailed motivation statement in German. (Planning postgraduate studies at a German university will be looked upon most favourably.)

☐ I have received a reference showing my academic abilities which is:
  ☐ attached to this application
  ☐ arriving separately

☐ I have included the following academic transcripts as either originals or authenticated copies (authenticated as true copies by either a Justice of the Peace, a pharmacy, the German Embassy or Consulate, a German school, or the university which conferred the degree)
  ☐ University end of year transcripts (with explanation of grades)
  ☐ University diploma/degree certificates

☐ I have included a list of German language and German studies courses I have taken (including course number and title)

☐ I have included a DAAD-Sprachzeugnis, completed by a recognised German teacher, which confirms my German language ability.

☐ My German language skills are not below B1 (for competitive reasons B2 is preferable)

☐ All of the above has been sent by post in duplicate, ie 1 original + 1 copy, and I have kept 1 copy for my own records.

Applicants can expect to be notified of the outcome around mid to late October.

Applicant’s Name: ____________________________________________

Applicant’s Signature: ___________________________ Date: ____________