

Herzlich Willkommen!

DAAD Application Walk-Through

DAAD New York



Eligibility criteria – What can I apply for?

Undergraduate Scholarship

- ▶ 2nd and 3rd year students
- ▶ All Academic fields
- ▶ Enrolled full-time at a North American college or university

Eligibility criteria – What can I apply for?

Study Scholarship

- ▶ Graduating seniors, graduate students, recent graduates
- ▶ All academic fields
- ▶ Enrolled full-time at a North American college or university
- ▶ Applicants must not be resident in Germany for more than one year



Eligibility criteria – What can I apply for?

Research Grant:

- ▶ PhD candidates and postdocs
- ▶ Enrolled full-time at a North American university (if not planning to do the whole doctoral program in Germany)
- ▶ Only ABD candidates can apply for a duration less than 10 months
- ▶ Eligibility criteria – What can I apply for?
- ▶ Applicants must not be residents of Germany for more than one year

For further information and other scholarship programs visit:

www.daad.org

Partner Universities

For Study scholarship and Research Grant only

- ▶ Check if your university is a DAAD partner university (you can find a list of our partners online)
<http://www.daad.org/?p=50651>
- ▶ If “YES”, contact the DAAD campus coordinator and submit your application to the coordinator before the university deadline
- ▶ If “No”, submit your application directly to the NY office

The online application form

- ▶ Fill out the online application form
- ▶ Print it out and sign it
- ▶ The form is self-explanatory and there is a line-by-line instruction online
- ▶ No picture necessary for North American applicants
- ▶ Disregard page 4 and 5 “Information regarding your application”
- ▶ For Undergraduates: duration of stay can differ from actual scholarship period (4-10 months)

DAAD ONLINE APPLICATION INSTRUCTIONS (LINE BY LINE DETAIL)

In general if you find inconsistent instructions from various sources, the application guidelines given on the www.daad.org website supersede all others.
(items we feel are self explanatory are noted with " - ")

KEY DATA:

Applicant Status / Scholarship Program / Nationality
STATUS AT TIME OF APPLICATION: your academic status
SCHOLARSHIP PROGRAMME: use program title as used in DAAD grants booklet and website
NATIONALITY: citizenship

SUMMARY:

(this section is also referred to as "Overview", as in the button to click "Back to Overview"). You will notice that as you complete each section the box at the left will fill in. All sections must be completed, except the second line in #4. There is nothing for you to complete on this page, just click the first line, it will take you to the first page and begin filling in your information.

1. PERSONAL DETAILS:

Name / Personal Details

SURNAME: Last name
FIRST NAME: -
DATE OF BIRTH: day/month/year
PLACE OF BIRTH: city
COUNTRY OF BIRTH: -
ACADEMIC TITLE:
SEX: -
MARITAL STATUS: -
NUMBER OF CHILDREN: if you have children, please give the number of dependant minors
COUNTRY OF PERMANENT RESIDENCE: -

SUBJECT GROUP: choose a general subject area. This selection determines the options given in the next step. Each subject is attributed to a subject group according to German conventions: for example, History is listed under the subject group "Languages and Cultural Studies" while both Architecture and Urban Planning are listed under "Engineering".

SUBJECT: your specific field of study (if you can't find your field, try selecting a different general "subject group", and see if your specific field of study is listed. Otherwise, choose the broadest topic encompassing your major and fill in the next space)

ANOTHER SUBJECT NOT LISTED HERE: you may write in your own major or field of studies here.

CURRENTLY WORKING/STUDYING AT: this section is **only** for employees working full-time at a company or university (i.e. not students)

EXACT DEGREE TITLE: give any titles you hold, e.g. bachelor of science

AWARDED ON: -

SUBJECT: for studies in what field did you receive this degree?

DEGREE RESULT/GRADE: e.g. magna cum laude or your GPA
"MORE" Tab: If you hold more than one degree, click here and give further details about it

Degrees you expect to gain before taking up a possible scholarship
EXACT DEGREE TITLE: if you are currently a student, give the title of the degree on which you are working
EXPECTED GRADUATION DATE: date you expect to finish/receive the degree

3. PLANNED STAY IN GERMANY AND SCHOLARSHIP

Scholarship Term / Host University

TOTAL LENGTH OF PLANNED STAY IN GERMANY: -
REQUESTED SCHOLARSHIP TERM FROM: starting date of the period for which you wish to receive a scholarship
REQUESTED SCHOLARSHIP TERM TO: ending date of the period

Curriculum Vitae / Resume

- ▶ Chronological order (most recent first)
- ▶ No narrative text
- ▶ No more than two pages

Project Proposal

▶ Well defined project or research proposal

- ▶ Degree program
- ▶ Independent study
- ▶ Research proposal
- ▶ Internship
- ▶ Thesis

▶ Why is the stay in Germany essential for your studies?

- ▶ professor at a German university is an expert in your field of interest
- ▶ Research in your field of study is of high quality in Germany

Letters of recommendation

- ▶ In English (French)
- ▶ There is a recommendation form available online, but professors are welcome to write their recommendations as usual on university letterhead
- ▶ 2 majors – both professors, one major - professor of major and one minor
- ▶ Must include original signature
- ▶ Referees may send them directly to the New York office
- ▶ You do not have to copy the sealed recommendation letters

Letter of Acceptance for the Undergraduate Scholarship

We require one of the following:

- ▶ Letter of Acceptance into a study abroad program. (If you don't have one yet, get a confirmation letter that you applied for the program, either by the International Office or a professor.)
- ▶ Letter of Invitation, by the German university (the International Office or a professor).
- ▶ Letter of Invitation by the host of your internship (company or lab).
- ▶ Mentoring letter of professor at home university who is supervising your research project

Invitation from German university for applicants to the Graduate Program

Deadlines mostly lie months before you can get a letter of acceptance, but

- ▶ Get a confirmation letter that you applied for the program, either by the International Office or a professor
- ▶ Try to establish a contact with the German university of your choice (email or call a professor or the international office)
- ▶ Get an invitation or a confirming letter by a German professor – especially important for the Research grant

Statement of Support and Credit Eligibility

Only for undergraduate students!

- ▶ Please note “in principle eligible for credit”
- ▶ Form can be downloaded from the website:
 - ▶ <http://www.daad.org/?p=47220>

Transcript

- ▶ official transcript of all post-secondary studies, including explanation of the grading system
- ▶ Submit one original + 3 copies

Language Certificate (Sprachzeugnis)

- ▶ The form for the language certificate can be downloaded from our website
- ▶ Has to be filled out by a member of the German or language department of your university
- ▶ Even if you do not know any German, the blank form has to be submitted with “No knowledge of German” at the top

How much German do I need?

...depends...

- ▶ Previous knowledge of German not required, but should be commensurate with the project in Germany



Submitting the application

- ▶ **Original + 3 copies** of everything in **one** package
 - ▶ Please, keep a photocopy of your documents for your own records
- ▶ Do not staple or bind anything
- ▶ Make sure you meet the application deadline (postmark)
- ▶ Incomplete or late applications will not be accepted
- ▶ All applications must be sent to the NY office
- ▶ Confirmation after approx. 6 weeks,
 - ▶ if you want a receipt, include a self-addressed, stamped postcard in your application

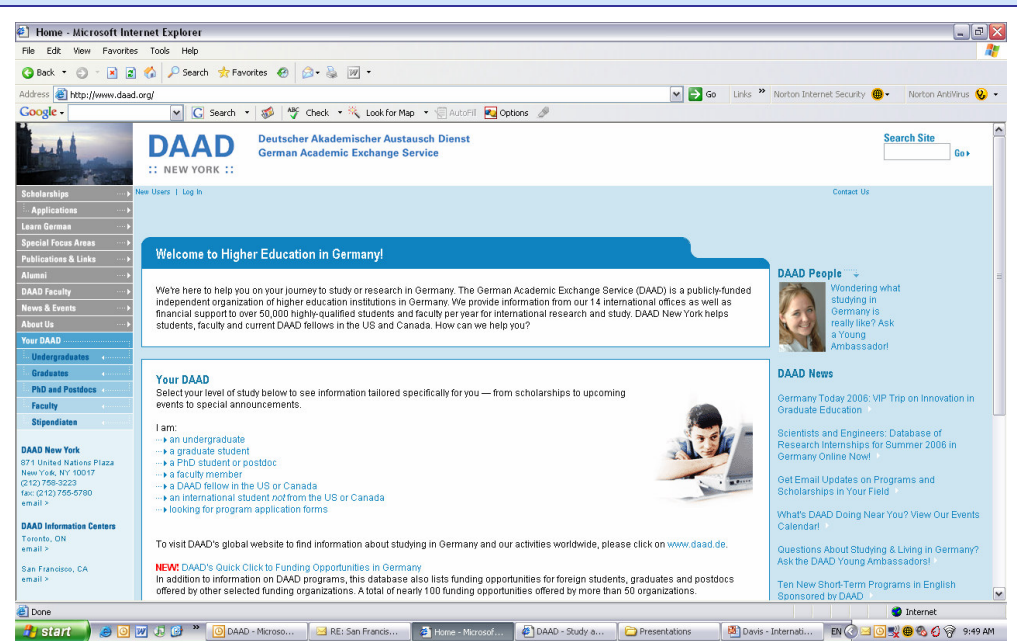
Application Deadlines

- ▶ **Undergraduate scholarship:** postmark **January 31, 2010**
- ▶ **Study Scholarship:** postmark **November 15, 2009**
 - ▶ students of the performing/visual arts, postmark **November 1, 2009**
- ▶ **Research Grant:** postmark **November 15, 2009** for 10-month and short-term grants
May 15, 2010 for short-term grants.

For more information...

▶ Visit our website for the USA and Canada:

www.daad.org ➔





We hope to see you
in Germany soon!

