

DAAD ONLINE APPLICATION INSTRUCTIONS (LINE BY LINE DETAIL)

* InternXChange Program

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 “ – ”)

1. PERSONAL DETAILS:

Name / Personal Details

LAST NAME: -
FIRST NAME: -
DATE OF BIRTH: day/month/year
PLACE OF BIRTH: city, state, country
CITIZENSHIP: -
FEMALE/MALE: -
MARITAL STATUS: -
COUNTRY OF PERMANENT RESIDENCE: -

Correspondence Address: mailing/postal address

STREET: -
POST/ZIP CODE: -
TOWN: city
COUNTY/PROVINCE/STATE: state or province
COUNTRY: -
TELEPHONE, AREA CODE: North American applicants must give a valid telephone number
FAX NUMBER: -
EMAIL: -

2. PREVIOUS STUDIES

Higher Education Entrance Qualification

TYPE OF FINAL QUALIFICATION: high school diploma or GED
DATE: date you graduated
RESULT(S)/GRADE(S): your grade point average, relative to the highest possible, e.g. 3.85/4.0. If you don't remember your GPA and can't get it from your high school or your undergraduate admissions office by the deadline, enter "don't know". However, if you're selected, you may eventually need to provide this information.

University Studies

NAME OF UNIVERSITY/PLACE: give the full name of your current college/university or the most recent university you attended, and the city, state/province
FROM: month/year you began at this school
TO: month/year you completed or intend on completing your current degree studies at this school
SUBJECT: your major or degree field
"MORE" Tab: If you have attended more than one post-secondary institution, click here and give further details about it.

Degrees held

EXACT DEGREE TITLE: give any titles you hold, e.g. B.A., B.S., etc.
AWARDED ON: -
SUBJECT: for studies in what field did you receive this degree?
DEGREE RESULT/GRADE: e.g. your GPA, relative to the highest possible, e.g. 3.85/4.0. Mention distinctions if relevant, e.g. "magna cum laude"
"MORE" Tab: -

WHEN DID YOU OR WILL YOU COMPLETE YOUR UNIVERSITY STUDIES: date you expect to finish/receive the degree you're currently working toward

Additional Competencies, Skills, Experience

WHERE WILL YOU WORK OR WHAT ARE YOUR PLANS AFTER YOU GRADUATE: your tentative post-graduation professional or graduate education plans. If you are completely unsure, enter "undecided".

SCIENTIFIC PUBLICATIONS: Major radio broadcasts or journalistic pieces published in national or international media.

3. ADDITIONAL COMPETENCIES, SKILLS AND EXPERIENCE

German Language Skills

SINCE WHEN HAVE YOU BEEN LEARNING GERMAN? WHERE AND HOW MANY HOURS/WEEK: Number of years you've been learning German, institution(s) where you've learned, average hours/week of German lessons
GERMAN: level of proficiency; should be at least "good"

Please state preferred courses

PLACE OF COURSES: Berlin
NAME OF COURSES: InternXchange
DATE / TIME PERIOD: year (e.g. 2008)

Do not enter anything into the fields for a second option.

4. FURTHER DETAILS AND OTHER SCHOLARSHIPS/GRANTS

Former or Current Scholarships

RECEIVED A DAAD SCHOLARSHIP OR GRANT IN THE PAST: -
YES, FROM: if yes, give the starting date (month/year) of your previous DAAD scholarship/grant
TO: give the ending date (month/year) of your previous DAAD scholarship/grant
PROGRAMME: give the name of the DAAD scholarship

HAVE YOU ALREADY APPLIED TO ANOTHER GRANT OR SCHOLARSHIP FOR A STAY IN GERMANY THIS YEAR: have you applied for or have any other pending applications to DAAD scholarships or programs in Germany this year ?

DO YOU CURRENTLY HAVE ANY OTHER APPLICATIONS WITH OTHER INSTITUTIONS?: do you have any pending applications with other institutions for the same period/project?

** ADVICE REGARDING SUPPLEMENTAL MATERIALS:

PHOTOGRAPH - North American applicants do not need to include a photograph.
LANGUAGE CERTIFICATE (Sprachzeugnis) – This form is available at the bottom of the page www.daad.org/?p=applications. It should be completed on your behalf by a university German department faculty member (if your instructor is a teaching assistant, please have a professor co-sign it) or a Goethe-Institut language instructor. Acceptable alternatives are a copy of the results of any standardized German language proficiency examination, such as any of the Goethe-Institut examinations, TestDaF, DSH, etc.
CURRICULUM VITAE / RESUME –
JOURNALISTIC WRITING SAMPLE / BROADCAST TRANSCRIPT: A one-page transcript of a radio broadcast or article you have published or written for class. It should provide a representative example of your journalistic writing/reporting skills.
PERSONAL STATEMENT - Describe how the InternXchange program fits in with your academic and/or professional goals, and why there is a need for you to carry out this work in Germany. The statement should be written in English. Please use an easy to read font at least 10 point size. The statement should be approximately two pages, double spaced.
TRANSCRIPTS - if there is a charge for you to request additional copies, you may submit just one from each of your post-secondary study institutions (all college/university level studies). It should remain in the sealed envelope and be included with your application package, if you are not able to acquire it by the application deadline you may have it sent directly from your university to the DAAD New York office. Transcripts from accredited universities in North America usually have an explanation of the grading scale on the back and you do not need to submit any additional explanation.
LETTERS OF RECOMMENDATION - Referees have the option of using the recommendation form available at www.daad.de/imperia/md/content/de/foerderung/recommendation.pdf, though it is not mandatory. The form gives a general outline of the points that selection committees expect to find in a recommendation. Recommendations must include an original signature, and enclosed in a sealed envelope. You should submit these with your application package; if your referee prefers not to give them to you or you do not receive them by the deadline date, you may have them sent to the DAAD New York office directly. In some circumstances we would accept faxed letters.