

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: -

Correspondence Address: mailing/postal address

STREET: -
ADDITIONAL ADDRESS 1: -
ADDITIONAL ADDRESS 2: -
PO BOX: -
POST/ZIP CODE: -
TOWN: city
COUNTY/PROVINCE: state or province
COUNTRY: -
TELEPHONE: North American applicants must give a valid tel
FAX: -
EMAIL: -

2. PREVIOUS STUDIES

Higher Education Entrance Qualification

SECONDARY SCHOOL: high school
FROM: month/year you began high school
TO: month/year you graduated from high school
TYPE OF QUALIFICATION: high school diploma or GED
AWARDED ON: date you graduated
RESULT/GRADE: your grade point average and 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 will eventually need to get this information to matriculate at a German university.

University Studies

NAME OF UNIVERSITY/PLACE: give the full name of your current school or the most recent university you attended, and the city, state/province
FROM: month/year you began at this school
TO: month/year you 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.

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 for which you wish to receive a scholarship
PLACE: city
UNIVERSITY/INSTITUTION: the complete names for German universities are listed here in alphabetical order, e.g. the University of Munich is listed as Ludwig-Maximilians-Universität-München and alphabetized under “L”
ANOTHER UNIVERSITY/INSTITUTION NOT LISTED HERE: aka Other

WHY DID YOU CHOOSE THIS/THESE PARTICULAR

INSTITUTIONS: give a short response here, you may elaborate on your proposal narrative
HAVE ANY CONTACTS BEEN MADE YET: -
YES, NAMELY WITH: name of contact

Planned Project

SUBJECT: -
DO YOU INTEND TO GAIN A DEGREE: do you intend to gain any kind of university degree whether in Canada, US, or Germany?
IF YES, WHICH DEGREE DO YOU INTEND TO GAIN: -
IF YES, AT THE GERMAN HOST UNIVERSITY/INSTITUTION: are you planning to study toward a German degree
NO, BUT AT: if you plan to finish your degree in Canada or the United States, name the institution here
PLEASE OUTLINE THE PROJECT: give a short summary, you can elaborate in your proposal narrative

Who (academic referees) submitted a reference for this application?

(See additional explanation in last paragraph of this document)
PLEASE SPECIFY NAME, ACADEMIC FIELD,
UNIVERSITY/INSTITUTION: give the names, titles, organizations of those who wrote letters of reference/referees' reports for you

4. ADDITIONAL COMPETENCIES, SKILLS AND EXPERIENCE

Foreign Language Skills

SINCE WHEN HAVE YOU BEEN LEARNING GERMAN AND WHERE: write "no German" if you do not have any knowledge of the language
KNOWLEDGE OF OTHER LANGUAGES: -
GRADE/LEVEL: level of proficiency

Additional Competencies, Skills and Experience

Previous Study/Research stays abroad of at least one month
FROM: the beginning date (month/year) of your first international trip for academic or professional purposes
TO: the ending date of this trip
PLACE: name of the destination institution
COUNTRY: -
PURPOSE OF THE STAY: be brief here, especially if it relates to your field of academic study or research you can elaborate on your proposal narrative
FINANCED BY: did you receive a scholarship, grant, or were you paid and who provided this funding
"MORE" Tab: list more academically oriented trips abroad

Practical or career experience during your studies or after graduating
FROM: the beginning date (month/year) of your first internship, research, or other professional trip abroad
TO: the ending date (month/year) of that practical/professional experience
WHERE: institution, city, country
POSITION: what was your title/role while in this practical/professional experience
"MORE" Tab: list additional relevant practical/professional trips abroad
PRESENT OCCUPATION: -

5. FURTHER DETAILS AND OTHER SCHOLARSHIPS/GRANTS Former or Current Scholarships/Grants and Other Applications

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 scholarship
ARE YOU/HAVE YOU EVER BEEN SPONSORED BY OTHER INSTITUTIONS: -
YES, BY: name of the funding organization
TO: city, country in which you carried out the project for which you received the scholarship/grant
NAME OF INSTITUTION: destination institution at which your scholarship/grant was applied

ARE YOU APPLYING TO OTHER DAAD PROGRAMMES FOR THE SAME PERIOD?: do you have any other pending applications to DAAD programs?
DO YOU CURRENTLY HAVE ANY OTHER APPLICATIONS WITH OTHER INSTITUTIONS?: do you have any pending applications with other institutions for the same period/project.
YES, INSTITUTION NAME: name of the funding organization at which you have pending scholarship/grant applications
IF YES, HAVE YOU RECEIVED A DECISION AND WHAT IS IT?: please inform us of whether you have received other grants already for this project/period and give the name of the scholarship

Supplementary Information on your application

WHAT IS YOUR CAREER GOAL?: -
WHAT ARE YOUR EXTRACURRICULAR INTERESTS: -
OTHER INFORMATION: -
Emergency Contact
SURNAME: Last name
FIRST NAME: -
STREET: -
PO BOX: -
POST/ZIP CODE:
TOWN: city
COUNTY/PROVINCE: state or province
COUNTRY: -
TELEPHONE: North American applicants must include telephone contact numbers
FAX: -
EMAIL: -

ADVICE REGARDING SUPPLEMENTAL MATERIALS:

PHOTOGRAPH - North American applicants do not need to include a photograph.
LANGUAGE CERTIFICATE (Sprachzeugnis) – This form is available at the top 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 (instructors from the other language institutions related to our Intensive Language Grant are also acceptable). 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. The language certificate may be waived if your course of study in Germany is in English or you will be communicating with your advisors there in English/French; you should include evidence of this with your application, such as a description of your coursework stating the language of instruction or a letter from your host advisor/institute confirming the language in use there.
CURRICULUM VITAE / RESUME –
PROPOSAL NARRATIVE - Describe your intended study, research, or other academic project to be carried out in Germany in detail. Make reference to its academic merit, how it fits in with your academic and/or professional career goals, and why there is a need for you to carry out this work in Germany. Unless otherwise noted, it should be in English or French, those in German Studies fields who wish to do so may use German. Please use an easy to read font at least 10 point size. If you are including a bibliography, it may be in addition to the maximum number of pages allowed.
APPLICANTS IN FINE AND PERFORMING ARTS FIELDS, AND ARCHITECTURE - For the Study Scholarship and Research Grant, please consult the application guidelines of the scholarship program for information on submitting additional materials.
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 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.
REFERENCES FROM ACADEMIC REFEREES / 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.

SAMPLE ENTRIES FOR SELECTED SECTIONS OF THE ONLINE APPLICATION

2. Previous Studies

Higher Education Entrance Qualification

All fields marked with an * must be filled in. All other fields are for voluntary information.

Secondary school (name, place) (*)	Hometown High School
from (day/month/year) (*)	8/1998
to (day/month/year) (*)	5/2002
Type of final qualification (*)	High School Diploma
Type of final qualification (actual original name of qualification)	
Awarded on (day/month/year) (*)	5/15/1996
Result(s) / Grade(s) (*)	3.89

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Application for Research Grants and Study Scholarships

2. Previous Studies

University Studies

All fields marked with an * must be filled in. All other fields are for voluntary information.

Current/Last university (attended) (*)

Maximum of four entries possible.

Name of university / place(*)	
from(*)	----
to(*)	----
Subject(*)	more

Current/Last subject (studied)

Main subject/major(*):

Subject group(*)	Languages and Cultural Studies
Subject(*)	History
Another subject not listed here	
Academic year / Doctoral year (if applicable)	4.

Subsidiary subject/minor:

Subject group	Languages and Cultural Studies
Subject	German Literary Studies
Another subject not listed here	
Academic year / Doctoral year (if applicable)	4.

Currently working/studying at (university/institution)	Standard University
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Degrees held

Maximum of four entries possible

Exact degree title	
Awarded on (day/month/year)	----
Subject	
Degree result / Grade	
	more

Degrees you expect to gain before taking up a possible scholarship

Exact degree title(s)	B.A.
Expected graduation date (day/month/year)	5/2006

3. Planned Stay in Germany and Scholarship

Scholarship term / host university

All fields marked with an * must be filled in. All other fields are for voluntary information.

Total length of stay in Germany and requested scholarship term

Total length of planned stay in Germany in months

Requested scholarship term from

Requested scholarship term to

Chosen host university / institution in Germany *(Final selection and placement is made by the DAAD)*

First choice(*)

Place(*)

University/Institution(*)

Another university/institution not listed here