



Deutscher Akademischer Austausch Dienst
German Academic Exchange Service

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Summer Courses at German Universities

Thank you for your interest in **Summer Courses at German Universities**.
Please read the following Application Guideline/Checklist carefully, which should contain all the information you need. However, feel free to contact us if you have further questions.

APPLICATION CHECKLIST

- Your application should be sent to DAAD New York postmarked by January 31.
Do not send applications to DAAD Bonn.W
- Incomplete or late applications **will be not accepted**. Please be sure to submit all materials and the correct amount of copies of each by the deadline.
- All parts of the application should be submitted as one original and one photocopy.
Applications not submitted in duplicate cannot be processed.
- **Collate, but do not staple any of the application materials, each copy of the application should be in this order:**

- () Application Form
- () Autobiographical Essay in German
- () Statement
- () Recommendation Letter
- () Transcripts
- () DAAD Language Certificate

TIPS FOR COMPLETING A SUCCESSFUL APPLICATION

- 1) **Application Form:** Please type or word process your application form. The PDF below is rewritable, so you can fill your answers in directly. Make sure to answer all questions on the form completely. Do not fill in any blanks with the phrase “see attached,” even if you must refer to additional material. Make sure that you put the correct dates and locations of your first and second choice of courses which you would like to attend. **Do not forget to sign your application.**
- 2) **Autobiographical Essay in German:** It should focus on personal, educational and professional parts of your life. It should approximately 500 words in length, double spaced.
- 3) **A Detailed Statement:** The statement should be in English explaining why you want to attend the summer language course in Germany. You should make clear why the German course is absolutely necessary for your study or research. It should approximately 500 words in length, double spaced.
- 4) **Letter of Recommendation:** submit one original letter of recommendation printed on university letterhead from professor in your field of study. The letter should not be sent separately to DAAD New York. It should be in a sealed envelope and included the rest of your application package.
- 5) **Transcripts:** Submit official transcript of all post-secondary studies, including explanations of the grading systems. You may submit 1 official copy and 1 photocopy of each transcript. It should be in chronological order.
- 6) **DAAD Language Certificate (Sprachzeugnis):** The last page of your application is the DAAD language certificate. This document should be signed by a faculty member of the German Department at your institution. We cannot accept Fulbright forms nor can we accept evaluations from teaching assistants.

Feel free to contact us with all questions you might have while completing your application, as it might save you (and us!) time and work.

We look forward to receiving your application!

FAQs

What are your citizenship requirements?

If you are not a US or Canadian citizen, you may be eligible to apply if you have been full-time student at an American or Canadian university for at least one year at the time of application.

May I change my choice of courses after I accept the grant?

No. After you sign and send the declaration of acceptance to Bonn, you cannot change the courses. However, you can change your choice of courses before you sign the declaration of acceptance.

May I submit transcripts that were issued to me?

Yes, as long as it's official.

I only had 3 semesters of college level German. Can I still apply for the grant?

No. However, if you had one year of high school German it could be equivalent to one semester of college German.

Where can I find information on course locations and dates?

You can find the online course catalogue at :

<http://www.daad.de/deutschland/en/2.5.5.html>

or you can request a course catalogue/CD from DAAD NY office.

If I receive the grant, will the host institution make housing arrangements for me?

Yes. If you have special requests you should contact the host institution directly.

Do I have to make the flight arrangement?

Yes, as soon as you know the location of your course, you should book your flight accordingly.

When will I get the travel subsidy of € 210?

You will receive the travel subsidy upon your arrival in Germany.

Is it possible for freshman to apply?

No, freshmen are not eligible. You should have at least junior standing by the time of application.

May I take course that is taught in English?

No, we cannot support courses that are taught in English.

When will I receive the official acceptance package after DAAD NY informs me that I received the grant?

After informal notice from DAAD NY, it may take 6-7 weeks for you to receive the official package from Bonn.

APPLICATION

Deutscher Akademischer Austausch Dienst
GERMAN ACADEMIC EXCHANGE SERVICE
871 UN Plaza, New York, NY 10017

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E-mail: daadny@daad.org Website: <http://www.daad.org>

SUMMER COURSES AT GERMAN UNIVERSITIES

Last name First name Middle initial

University affiliation

Field of study/specialization

University department

Academic status

Date of birthCitizenship

Social Security number

If not a U.S. citizen, are you a permanent resident?

No Yes Since when? Male Female

CURRENT MAILING ADDRESS Until what date?

.....

Daytime telephon: Fax number: E-mail:
area code area code

PERMANENT MAILING ADDRESS

..... Telephone:
area code

COMMAND OF LANGUAGES

GERMAN good fair poor none No. of years of college-level instruction

OTHER LANGUAGES

PREVIOUS VISITS TO THE FEDERAL REPUBLIC OF GERMANY

Year	Place	Institution visited	Sponsor
.....
.....
.....

OTHER VISITS ABROAD

Year	Country	Institution visited	Sponsor
.....
.....
.....

EDUCATION

Date of high school graduation

Post-secondary education

Dates	Institution	Field
.....
.....
.....
.....

Degrees received or expected

Date	Type of degree	Degree-granting institution	Field
.....
.....
.....

ACADEMIC HONORS RECEIVED

.....
.....

WITH WHAT INSTITUTION WILL YOU BE AFFILIATED AFTER THE GRANT PERIOD?

.....

CAREER PLANS

.....

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

.....

PROFESSIONAL EXPERIENCE (if applicable)

Dates	Institution	Position	Field
.....
.....
.....

HAVE YOU RECEIVED A DAAD SCHOLARSHIP OR GRANT IN THE PAST?

Name of grant	Date
.....
.....

WHAT OTHER SCHOLARSHIPS OR GRANTS HAVE YOU RECEIVED IN THE PAST?

Name of grant	Date
.....
.....
.....

WHAT OTHER SCHOLARSHIPS OR GRANTS ARE YOU CURRENTLY APPLYING FOR?

NOTE: Should you receive any of these grants, please inform DAAD as soon as possible.

Name of grant	For which country	Time period
.....
.....

PLEASE STATE PREFERRED COURSES:

	University	Dates
1st choice
2nd choice

PLEASE NOTE: Students are not required to make a definite selection at the time of application, but they should indicate their preference after consulting the most recent course description included in the application packet. In general, the universities make few program changes from year to year.

The new announcement listing exact times and topics for the summer will be available early in the calendar year, when successful applicants will be asked to make their final course selection. DAAD will make an effort to comply with individual placement wishes, but grantees will ultimately have to accept DAAD's decision as to time and place.

NAME, ADDRESS AND TELEPHONE NUMBER OF PERSON(S) TO BE NOTIFIED IN CASE OF EMERGENCY

.....

I CERTIFY THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. FURTHER, I AGREE TO INFORM THE DAAD OF ANY CHANGES.

.....

Signature

Place

Date

PLEASE NOTE: THIS APPLICATION MUST BE SUBMITTED IN DUPLICATE. _____

How did you learn about this program?.....

Sprachzeugnis für ausländische Bewerber

Zutreffendes bitte ankreuzen

Vom Bewerber auszufüllen

Name: _____ Vorname: _____

Staatsangehörigkeit: _____ Fachrichtung: _____

Wie lange wurden Sie in der deutschen Sprache unterrichtet? _____

Liegt eine anerkannte Sprachprüfung vor? (z.B. Goethe-Institut, TestDaF, KMK-Sprachdiplom...) ja nein

Wenn ja, welches Ergebnis? _____

Vom Prüfer auszufüllen

I. Verstehen

- a) Versteht komplexe Äußerungen aller Art ohne Mühe
- b) Versteht fast alle Äußerungen allgemeinen und wissenschaftsbezogenen Inhalts
- c) Versteht einfache Äußerungen allgemeinen und wissenschaftsbezogenen Inhalts
- d) Kann einfache Äußerungen nur mit Mühe verstehen. Wiederholungen und Übersetzungshilfen sind notwendig
- e) Hat extreme Schwierigkeiten, einfache Äußerungen zu verstehen.

II. Sprechen

- a) Spricht idiomatisch einwandfrei; kann sich auch zu komplexen Themen aller Art äußern
- b) Äußert sich fließend zu allgemeinen und wissenschaftsbezogenen Themen, jedoch mit einzelnen Fehlern im Bereich der Grammatik, des Wortschatzes und der Idiomatik
- c) Äußert sich verständlich zu allgemeinen und wissenschaftsbezogenen Themen, aber nicht ganz korrekt und fließend; benutzt einfache Strukturen und einen beschränkten Wortschatz
- d) Kann Höflichkeitsformeln äußern und einfache Sachverhalte mit sehr beschränktem Vokabular wiedergeben
- e) Hat extreme Schwierigkeiten, sich verständlich zu machen

III. Schreiben

- a) Schreibt flüssig, stilistisch angemessen und ohne gravierende Fehler zu komplexen Themen aller Art
- b) Schreibt flüssig zu allgemeinen und wissenschaftsbezogenen Themen, jedoch mit einzelnen Fehlern im Bereich der Grammatik, des Wortschatzes und der Idiomatik
- c) Kann allgemeine und wissenschaftsbezogene Sachverhalte unter Benutzung einfacher Strukturen und eines beschränkten Wortschatzes mit einzelnen Fehlern wiedergeben
- d) Kann einfache Sachverhalte nur mit sehr beschränktem Vokabular und fehlerhafter Syntax wiedergeben
- e) Hat extreme Schwierigkeiten, einen Gedanken schriftlich zu formulieren

IV. Lesen

- a) Kann komplexe Texte aller Art ohne Mühe verstehen
- b) Kann schwierige allgemeine und wissenschaftsbezogene Texte verstehen
- c) Kann allgemeine und wissenschaftsbezogene Texte mittlerer Schwierigkeit verstehen
- d) Kann einfache Texte verstehen
- e) Hat extreme Schwierigkeiten, auch einfache Texte zu verstehen

Nach dem derzeitigen Kenntnisstand sind an einem Goethe-Institut in Deutschland

2 Monate Sprachkurs 4 Monate Sprachkurs 6 Monate Sprachkurs empfehlenswert

ist kein Sprachkurs nötig

Englischkenntnisse: gut ausreichend keine

Sonstige Bemerkungen:

Prüfer: _____ Berufliche Stellung: _____

Ort und Datum: _____ Unterschrift: _____