DAAD North America: Application Checklist for Research Grants- Bi-nationally Supervised Doctoral Degrees / Cotutelle

Please use the following list to ensure you submit a complete application. **These guidelines are region specific for North American applicants only. You will find that some details on the application portal and the DAAD Bonn website wil differ from this document, such as the maximum number of pages for application documents; the instructions on this checklist supersede any conflicting information potentially found elsewhere.** Certificates, proof of credits, certifications and translations maybe scanned in non-certified form, and uploaded to the DAAD portal.

✓	>>>> **Submit online** (documents to be uploaded to the DAAD portal)
	1. Online application form (please register for the Online Portal via DAAD scholarship database)
	2. Full Resume/curriculum vitae in tabular form. (max. 3 pages).
	3. List of publications (max. 5 pages), if applicable
	4. Description of academic and personal reasons for your planned project in Germany (letter of motivation: 1-2 pages), answering the following question: What do you hope to gain from your project in Germany (personally, professionally, for your career)?
	5. Extensive and detailed description of the research proposal that has been agreed upon with both academic advisors - in the home country and in Germany- and a description of previous research work (max. 5 pages).
	6. Schedule of planned research work for the entire funding period (including possible extension).
	7. Confirmation from the host in Germany. There are two options: • **Option a) Bi-national supervision:** Letter from the academic adviser in Germany, which refers to the applicant's project and confirms that the host institute will provide a workplace. • **Option b) Cotutelle Model:** Individual cooperation contract between the home university and the cooperating German university (Cotutelle contract). If this is not yet available by the time of application, it must be subsequently submitted before the scholarship begins.
	8. University degree certificate(s), if applicable (e.g. Bachelor or Master)
	8. Transcripts of ALL university studies, making sure that individual grades are listed as well as the explanations of the grading system (which are usually on the back). • Doctoral level transcripts (if applicable) • Master's level (or JD) transcripts (if applicable) • Undergraduate transcripts
	9. DAAD language evaluation form / Sprachnachweis (download on respective funding page): If you have any knowledge of German, submit this document signed by a faculty member (professors or teaching assistants) of the German Department at your institution. If you have no knowledge of German and your research language in Germany is English, be sure to submit this certificate anyway, indicating that your research language is English, and write at the top "No knowledge of German." (Please note that German is not a requirement for the Research Grant: Bi-nationally Supervised Doctoral degree/Cotutelle).

	❖ **Please disregard the following requirement on our head office's website:** • Other documents you think might be of relevance to your application (e.g. certificates of employment, proof of placements). • Proof of permission to take a doctoral degree at the home university, if applicable

✓	**>>>> Submit by mail** (postmarked by the deadline date); please ignore this part if you applied through your home university
	• **1 signed reference form** from a university professor in your major subject or discipline in a sealed envelope to the address below. • The reference form is available on the DAAD portal, also called referee's report. • If necessary, your referee may mail the reference form to us directly. **Please mail signed reference form to :** **DAAD (German Academic Exchange Service)** **Research Grant** **871 United Nations Plaza** **New York, NY 10017**

Please note

- Your application is only valid if you submit all the required documents to the DAAD portal on time. Incomplete applications cannot be considered. You are responsible for ensuring that your applications are complete.
- For submitting references by mail, the postmark date serves as proof that they have been dispatched on time.
- The portal will close automatically at **MIDNIGHT Central European Time (6 PM EST/ 5PM CST/ 4PM MTN/ 3PM PST) on the deadline date.** Applicants are advised to start the application process at least one week before the closing date.
- The application documents remain with the DAAD. Your personal data is saved by the DAAD in accordance with the Federal Data Protection Act and with the EU Data Protection Regulation insofar as this data is needed to process the application.