DAAD North America: Application Checklist for Research Grants in Germany

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 will 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 (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. Letter of motivation (1-2 pages) : Description of academic and personal reasons for your planned project in Germany, 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 (max. 5 pages) which has been discussed with the academic adviser and a description of previous research work.
	6. Schedule of planned research work
	7. Proof of admission to doctoral studies: • for currently enrolled doctoral students, Nr. 11 below (all university transcripts) fulfills this requirement. • for those who will be enrolled by the beginning of funding but not at the time of the application deadline, please upload a confirmation of admission before the funding starts.
	8. Letter confirming supervision by an academic adviser in Germany, which refers to the applicant's proposal and confirms that the host institute will provide a workplace.
	9. Declaration from the scientific supervisor in Germany : on safety-relevant and ethical aspects of the research project.
	10. University degree Certificate(s), if applicable (e.g. Bachelor or Master)
	11. Transcripts of ALL university studies; make 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

	12. DAAD German language evaluation form / Sprachnachweis (or download under "application requirements" on respective funding page): If you have any knowledge of German, submit this document signed by a faculty member (professor or teaching assistant) 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.)
	13. One recent, supporting letter of recommendation from a university professor in your major subject or discipline. Please regard the instructions given on the tab **'Submitting an application'** for uploading the recommendation. As an alternative, in the current application procedure the recommendation can be sent to the DAAD New York office by post rather than uploading it on the portal.
	❖ **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).

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.

- 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.