DAAD North America: Application Checklist for Study Scholarships of All Academic Disciplines

(excluding architecture/Urban Planning & Design and artistic fields e. g. music, fine art, performing arts)

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.

✓	**>>>> Application Documents**
	1. Online application: After registering on the DAAD portal, please complete the online application.
	2. Full Resume/curriculum vitae in tabular form. (max. 3 pages).
	3. Study proposal / Letter of Motivation (max. 3 pages): Statement about academic and personal reasons for the planned study explaining why a particular program has been chosen and how it will further your educational and career goals. No format restrictions regarding font, spacing and paragraphs.
	4. Letter of admission to a study program in Germany: If this is not available at the time of the application deadline, this can be subsequently submitted before the scholarship-supported study program begins.
	5. Information about your preferred master program: Additional info for master's degree applicants: • **Applicants who will be starting their master's program in Germany:** submit this form→ **'Study Course Profiles (Information about your preferred master programmes)'**. When completing the DAAD recommends listing up to 5 potential degree programs to avoid a situation in which you are granted a scholarship but end up not getting accepted into a master's program. However, when writing your proposal, you should focus on your first choice, and briefly mention additional programs at the end of your proposal. **OR** • **For a study period in Germany as part of an American or Canadian postgraduate or master's degree:** submit proof that the academic credits earned in Germany will be recognized by your home institution (e.g. letter from your department).
	6. University degree certificate(s), if applicable (e.g. Bachelor or Master): If your studies have not been completed at the time of the application deadline, the certificate must be submitted before the scholarship-supported study program.
	7. 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.

	8. Proof of Proficiency in the language(s) of instruction in the chosen study program: **<u>Study Programs Taught in English</u>** ➢ **English language proficiency is waived if you:** • Are a native English speaker from the United States, Canada (except Quebec), the UK, Singapore, Ireland, Australia, or New Zealand; **OR** • Are an international student who earned (or will earn) a bachelor's degree taught entirely in English from an accredited U.S. or Canadian institution within the past three years. ➢ **All other Applicants:** Submit **one** of the following**:** Cambridge English, Cambridge Business, IELTS, ISE, TOEFL iBT, TOEFL Essentials, TOEIC, PTE Academic, onSET English or Duolingo English Test ➢ **Applicants from Quebec**: Submit **one** of the following: One of the English language proficiency certificates listed above; **OR** A degree, official transcript, or CEGEP Diploma of College Studies from an English-language institution in Quebec. **<u>Study Programs Taught in German</u>:** Submit **one** of the following as proof of German language proficiency: ➢ A completed **DAAD German language evaluation form (Sprachnachweis) (**also available for download on respective funding page), signed by a faculty member (professors or teaching assistants) from the German Department at your institution; **OR** ➢ A recognized German language certificate, such as TestDaF, DSH, Deutsches Sprachdiplom der Kultusministerkonferenz (DSD), Goethe-Zertifikat, Österreichisches Sprachdiplom, telc Deutsch, onSET Deutsch ➢ Waived if you are a native German speaker from Austria or Switzerland ("Deutschschweiz") who earned (or will earn) a bachelor's degree from an accredited U.S. or Canadian institution within the past three years
	9. 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