DAAD Deutscher Akademischer Austauschdienst
German Academic Exchange Service

Name of applicant:

_____

Checklist: mandatory documents that have to be submitted to apply for a scholarship in the Helmut-Schmidt-Programme (please tick off the list)

Entire application consisting of all documents possible languages: German or English	☐ mandatory
DAAD Application Form please type your answers or make sure they are clearly legible 1. host university (no. 7): first choice of master's course 2. second choice if you are interested in more than one master's course	☐ mandatory ☐ mandatory ☐ mandatory if you are applying for more than one master's course
Letter of Motivation • addressing the selection criteria (max. 2 pages long), • incl. the date of issue	☐ mandatory ☐ mandatory
CV • format: europass • full CV, gaps of three months or more must be explained • in reverse chronological order • incl. the date of issue (the europass template does not include a date, please add it yourself)	☐ mandatory ☐ mandatory ☐ mandatory ☐ mandatory
University Certificates • degree certificates • Please provide a certified translation if the original is not in German or English.	☐ mandatory ☐ mandatory if this is the case
Transcript • full set of transcripts • Please provide an explanation of the grading system if this is not part of the transcript and also a certified translation if the original is not in German or English.	☐ mandatory ☐ mandatory if this is the case
Practical experience relevant to the Helmut-Schmidt-Programme • written confirmation for current and other relevant professional experience or internships and/or • proof of current and other relevant political activities and/or service to your community, such as volunteering or work for charities or NGOs • on headed paper, incl. an original (not scanned) or code certified digital signature, the date of issue and a stamp	☐ mandatory if to be considered ☐ mandatory if to be considered ☐ mandatory
Current written reference • from your current employer or from a university lecturer only if you are a student at present • on headed paper, incl. an original (not scanned) or code certified digital signature, the date of issue and a stamp	☐ mandatory ☐ mandatory
Proof of English language skills	☐ mandatory

DAAD Selection Criteria for the Helmut-Schmidt-Programme

Formal Criteria

- a complete set of documents including a ticked off and originally signed version of this form (please print out this completed checklist, sign it by hand, scan it and include it in your documents)
- a completed DAAD application form. All information provided on the DAAD application form must match the information in your letter of motivation, in your CV, in applications to other master's courses and in applications to other scholarship programmes.
- your degree completed with above-average grades (upper third). If your official degree certificate is not available yet, please provide a confirmation from your university.
- practical experience relevant to the goals of the Helmut-Schmidt-Programme:
  - confirmations of current and other relevant professional experience or internships (on headed paper, including an original (not scanned) or code certified digital signature, the date of issue and a stamp)
    and/or
  - confirmations of current and other relevant political activities and/or service to your community, such as volunteering or work for charities or NGOs (on headed paper, including an original (not scanned) or code certified digital signature, the date of issue and a stamp)
- Candidates who already hold a master's degree must make a well-argued case as to why they should be funded for another postgraduate degree. Please explain why you would like to study for this particular second master's course and how it expands on the one you hold already.
- The candidates' last university degree should not date back more than six years (date of issue not before 1 January 2018).
- Candidates who have spent more than the past 15 months in a country not listed on the DAC list are not eligible.

Letter of Motivation

- It must include a convincing explanation of your academic, professional and personal reasons for applying to this master's course in Germany.
- If you are applying for two master's courses:
  - Please rank the two master's courses in order of preference, i.e. why your first choice of master's course is your first choice, why your second choice is your second choice. For each choice of course please provide clear reasons why you think it will advance you academically and professionally.
  - You must provide the same letter of motivation to both courses you are applying for.
- Please address practical experience relevant to the chosen master's course(s), be it professional experience, internships or other activities in your community.
- Please address how your motivation relates to the goals of the Helmut-Schmidt-Programme.

Criteria of the master's courses being part of the Helmut-Schmidt-Programme

All master's courses have their own selection criteria (degree, grades, language skills, work experience, etc.) that must be met in addition to the DAAD's selection criteria.

This signature confirms that all information provided in my application is correct, up-to-date and complete. I will inform the DAAD of any changes in my circumstances.

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date, location   Name (in capital letters) and signature by hand