DAAD NY: Application Checklist for Research Grants- Cotutelle Doctoral Programs

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 some different details on the application portal and the DAAD Bonn website, such as maximum pages; 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
	2. Full Resume/curriculum vitae in tabular form. (max. 3 pages).
	3. List of publications (max. 5 pages), if applicable
	4. Extensive and detailed description of the research proposal which has been agreed with both academic advisors-in the home country and in Germany- and a description of previous research work (max. 5 pages)
	5. Schedule of planned research work and visits from academic adviser.
	6. Individual supervision agreement between the home university and the cooperating German University (Cotutelle contract). If this is not yet available at the time of application, it must be subsequently submitted before the grant-supported research begins.
	7. University degree Certificate(s), if applicable (e.g. Bachelor or Master)
	8. 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
	9. DAAD language evaluation form (Sprachnachweis): Additional info: 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). You can download the form by clicking on the link in the box on the right.

	❖ **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 admission to a doctoral program at the home university insofar as the applicant intends to take a doctoral degree there

✓	**Submit by mail** (postmarked Nov. 4th)

	• **1 signed reference form** from a university professor in your major subject or discipline in a sealed envelope. Your reference must send a scan of the signed form via email to **gradscholar@daad.org**
	• The reference form is available on the <u>DAAD portal</u>, also called referee's report.
	• If necessary, your referee may mail the reference form to us directly.
	
	Mail signed reference form to :
	    DAAD (German Academic Exchange Service)
	    Research Grant
	    871 United Nations Plaza
	    New York, NY 10017

Your application is only complete when we have received your complete electronic application via the online portal and reference by post (postmarked Nov. 4th). Please note that incomplete or late applications will not be accepted.