

## DAAD New York: Application Checklist for Study Scholarships of All Disciplines

(excluding architecture 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 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.

✓	<p><b>&gt;&gt;&gt;&gt; Submit online (documents to be uploaded to the DAAD portal)</b></p>
	<p><b>1. Online application form (please register for the <a href="#">online portal</a> here).</b></p>
	<p><b>2. Full Resume/curriculum vitae in tabular form. (max. 3 pages).</b></p>
	<p><b>3. Study proposal (max. 3 pages).</b></p> <p>Additional info: your study proposal should include a narrative 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.</p>
	<p><b>4. Letter of admission to a study program in Germany</b></p> <p>If this is not available at the time of the application deadline, this can be subsequently submitted before the scholarship-supported study program begins.</p>
	<p><b>5. <a href="#">Information about your preferred master programs (← Please download here)</a></b></p> <p>Additional info for Master’s degree applicants:</p> <ul style="list-style-type: none"> <li>• <b>Applicants who will be starting their master’s program in Germany:</b> when completing the <a href="#">form</a>, DAAD recommends listing up to 3 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 mention briefly additional programs at the end of your proposal.</li> <li>• <b>Those who are already in the first year of a master’s degree program in Germany:</b> complete the <a href="#">form</a>, and list your current program.</li> </ul> <p><b><u>OR</u></b></p> <p><b>For a study period in Germany as part of an American or Canadian postgraduate or Master’s degree:</b> submit proof that the academic credits earned in Germany will be recognized by your home institution (e.g. letter from your department).</p>
	<p><b>6. University degree Certificate(s), if applicable (e.g. Bachelor or Master)</b></p> <p>Additional info: if your studies have not been completed at the time of the application deadline, the certificate must be subsequently uploaded to the portal before the scholarship-supported study program.</p>

	<p><b>7. Transcripts of ALL university studies</b>, make sure that individual grades are listed as well as the explanations of the grading system (which are usually on the back).</p>
	<p><b>8. DAAD language evaluation form (Sprachnachweis):</b></p> <p>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 study language in Germany is English, be sure to submit this certificate anyway, indicating that your study language is English, and write at the top "No knowledge of German." You can download the form by clicking on the link in the box on the right.</p>
	<p>❖ <b>Please disregard the following requirement on our head office's website:</b></p> <ul style="list-style-type: none"> <li>• Other documents you think might be of relevance to your application (e.g. certificates of employment, proof of placements).</li> </ul>

✓	<p><b>&gt;&gt;&gt;&gt; Submit by mail (postmarked Nov. 4<sup>th</sup>)</b></p>
	<ul style="list-style-type: none"> <li>• <b>1 signed reference form</b> from a university professor in your major field in a sealed envelope. Your reference must send a scan of the signed form via email to <a href="mailto:gradscholar@daad.org">gradscholar@daad.org</a></li> <li>• The reference form is available on the <a href="#">DAAD portal</a>, also called referee's report.</li> <li>• If necessary, your referee may mail the reference form to us directly.</li> </ul> <p><b>Mail signed reference form to :</b>  <b>DAAD (German Academic Exchange Service)</b>  <b>Study Scholarship</b>  <b>871 United Nations Plaza</b>  <b>New York, NY 10017</b></p>

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