

DAAD New York: Applicant Checklist for Research Grants

Please go through the following criteria, making sure that you have checked off each point before submitting your application. This is the clarification of the official instructions for North American applicants. Certificates, proof of credits, certifications and translations may be scanned in non-certified form and uploaded to the DAAD portal.

Documents to be uploaded to the DAAD portal (in pdf format):

1. **Online application form**
2. **Full 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 discussed with the academic adviser and a description of previous research work (max. 5 pages)**
5. **Schedule of planned research work**

OR

In case of structured doctoral study program in Germany, description/course catalog of the chosen program.

6. **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**

OR

For structured PhD programs, proof of admission to a PhD program or evidence of existing contact with the university

7. **University degree Certificate(s), if applicable (e.g. Bachelor or Master)**
8. **Transcripts of ALL university studies with individual grade(s), make sure to include 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 ([Sprachzeugnis](#))** – Contact Gunhild Lischke (gl15@cornell.edu) to complete form

Additional info: If you have any knowledge of German, submit this document signed by a faculty member 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." (Please note that German is not a requirement for the Study Scholarship).

Please disregard the following requirements on DAAD 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 the following material to Miriam Zupal, Department of German Studies, 183 Goldwin Smith Hall by noon on Monday, October 24, 2016

- One original reference letter (department will make copies and mail with complete application)
- **4 copies** of the "Application Summary", which includes items 1 through 9 above and is generated by the portal in PDF format. Please collate each set of copies – do not staple

The Department of German Studies will mail all application material to the DAAD. Please note that incomplete or late applications will not be accepted.