

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

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. **Study proposal (max. 3 pages).**

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.

4. **Letter of admission to a study program in Germany**

If this is not available at the time of the application deadline (Nov. 4), this can be subsequently submitted before the scholarship-supported study program begins.

5. **Information about your preferred master programs**

Additional info for Master's degree applicants:

\*Prospective applicants who will be starting their master's program in Germany: when completing the [form](#), 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.

\*Those who are already in the first year of a master's degree program in Germany: complete the [form](#), and list the program you are currently enrolled in.

**OR**

**For a study period in Germany as part of a postgraduate or Master's degree to be completed in the USA and Canada:**

Proof that the academic achievements rendered in Germany will be recognized in the USA and Canada (e.g. letter from your dept.).

6. **University degree Certificates, if applicable (e.g. Bachelor or Master)**
7. **Transcripts of all university studies with individual grade(s)**, make sure to include the explanations of the grading systems which are usually on the back
8. **DAAD language evaluation form ([Sprachzeugnis](#))** Contact Gunhild Lischke ([gl15@cornell.edu](mailto: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).

**Submit the following material to Miriam Zubal, 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 6 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.**