DAAD North America: Application Checklist for Study Scholarships of All Academic 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 that some details on the application portal and the DAAD Bonn website will differ from this document, such as the maximum number of pages for application documents; 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 (please register for the Online Portal via DAAD scholarship database)
	2. Full Resume/curriculum vitae in tabular form. (max. 3 pages).
	3. Study proposal (max. 3 pages): 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, this can be subsequently submitted before the scholarship-supported study program begins.
	5. Information about your preferred master program: Additional info for master's degree applicants: • **Applicants who will be starting their master's program in Germany:** submit this form→ **'Information about your preferred master programmes'**. When completing the DAAD recommends listing up to 5 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 briefly mention additional programs at the end of your proposal. **OR** • **For a study period in Germany as part of an American or Canadian postgraduate or master's degree:** submit proof that the academic credits earned in Germany will be recognized by your home institution (e.g. letter from your department).
	6. University degree certificate(s), if applicable (e.g. Bachelor or Master): If your studies have not been completed at the time of the application deadline, the certificate must be submitted before the scholarship-supported study program.
	7. Transcripts of ALL university studies, making sure that individual grades are listed as well as the explanations of the grading system which are usually on the back.
	8. DAAD German language evaluation form / Sprachnachweis (or download on respective funding page): 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".

	9. One recent, supporting letter of recommendation from a university professor in your major subject or discipline. Please regard the instructions given on the tab **'Submitting an application'** for uploading the recommendation. As an alternative, in the current application procedure the recommendation can be sent to the DAAD New York office by post rather than uploading it on the portal.
	❖ **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 knowledge of language(s) of instruction in the chosen study program (should be no older than 2 years)----not applicable for "Native speakers of English"

Please note

- Your application is only valid if you submit all the required documents to the DAAD portal on time. Incomplete applications cannot be considered. You are responsible for ensuring that your applications are complete.

- The portal will close automatically at **MIDNIGHT Central European Time (6 PM EST/5PM CST/4PM MTN/3PM PST) on the deadline date.** Applicants are advised to start the application process at least one week before the closing date.