

**INFORMATION SHEET**  
**Study Scholarships & Research Grants**

(Updated August 2011)

In order to foster academic exchange at the graduate level, DAAD offers grants and scholarships for students with at least a Bachelor's degree to either study or research in Germany.

**PROGRAM DESCRIPTIONS:**

- **Study Scholarships** are available to highly qualified graduating seniors (fourth-year students in Canada), recent graduates, and graduate students of all disciplines to do independent study or to complete a full Master's degree in Germany. The Study Scholarship is for 10 months and must take place during the German academic year (October 1, 2012 to July 31, 2013). Students in degree-granting programs in Germany may receive an extension of up to one year for Master's degrees. All study scholarship holders must take courses at a German university.
- **Research Scholarships** are available to highly qualified PhD candidates (ABD or will have reached ABD status by the time of the grant period), and post-doctoral researchers for research at universities or institutes in Germany. Individuals wishing to complete a doctoral program in Germany should also apply for a Research Grant which can be extended up to three years. Research grants can either be short-term (1-6 months) or long-term (7-10 months). Ten-month scholarships must take place during the German academic year (October 1, 2012 to July 31, 2013). Short-term grants (one to six months) with the November deadline must be started between six and 12 months after the application deadline. Short-term grants with the May deadline must be started between four and 12 months after the application deadline.

**ELIGIBILITY REQUIREMENTS:**

**Undergraduate Applicants:** Undergraduate students should apply in their senior (final) year of undergraduate study for a Study Scholarship. Undergraduates are not eligible to apply for Research Grants, but have opportunities to apply for funding to do independent study in Germany or to complete a full Master's degree. Please visit <http://www.daad.org/?p=73215> to find out more. Applicants must have completed at least a Bachelor's degree prior to beginning their study in Germany. The academic year abroad should begin immediately following the completion of their degree. Undergraduate applicants must be United States or Canadian citizens enrolled full-time in a degree program at an accredited US or Canadian university. Foreign students are eligible to apply if they have been enrolled full time in a degree-granting program for at least two years.

**Graduate Applicants:** Graduate students may apply at any point in their graduate studies. Foreign nationals may be able to apply if they have been full-time *graduate* students at an accredited US or Canadian university for more than two academic years at the time of application. All foreign nationals must contact DAAD New York before applying to determine their eligibility status.

**Doctoral and Post-Doctoral Applicants:** Doctoral and post-doctoral applicants must be United States or Canadian citizens. Foreign nationals must be affiliated with an accredited US or Canadian university for more than two academic years by the time of application.

- **PhD Candidates** applying for short-term grants (one to six months) should have ABD status by the time of application, but no more than four years before applying. Those applying for long-term grants (seven to 10 months) should have reached ABD status by the time of the grant period, but no more than four years before applying.

- **Post Docs** applying for short-term grants (one to six months) should have completed their degrees no longer than four years before the time of application. Those applying for long-term grants (seven to 10 months) should have completed their degrees no longer than two years before the time of application.

**Non-Enrolled Applicants:** Non-enrolled applicants with a Bachelor's may apply for the Study Scholarship and non-enrolled applicants with a higher degree may apply for a Research Grant. Applicants who are not currently enrolled at a US or Canadian university must have at least a Bachelor's degree and must have remained scientifically, artistically or scholarly active since the completion of their degree.

#### **DEADLINES:**

- Applications for music (performance, composition, conducting), fine arts (painting, drawing, sculpture, architecture, film, design, photography etc.), dance (choreography, drama, direction), and architecture must be postmarked by **November 1, 2011**.
- Applications for all other fields must be postmarked by **November 15, 2011**

#### **APPLICATION GUIDELINES:**

Collate, but DO NOT staple, each copy of the application in this order:

1. Signed Application Form
2. CV/Résumé
3. Research Proposal
4. 2 Letters of Recommendation
5. Evidence of Contact with German Institution
6. DAAD Language Certificate
7. For PhD candidates, confirmation of ABD status
8. Transcripts

#### **INSTRUCTIONS FOR EACH PART OF THE APPLICATION:**

**APPLICATION:** Applicants will have to fill in the application form online. Guidelines and detailed information on the online application process is available on our website: <http://www.daad.org> Applicants will still need to print out the application form and send it to us along with supporting documents as a hard copy in quadruplets (one original, and three copies) by the postmark deadline. The application materials should under no circumstances be stapled, laminated or bound in folders.

**Please note that the application form needs to hold the applicant's original signature in order to be considered complete.**

For applicants in the field of **music, architecture, dance and fine arts**, the application and materials should be submitted in triplicate (**one original and 2 copies**) Please note that **composers** has to submit **four sets** of their music scores.

**CURRICULUM VITAE/RESUME:** This document should be in chronological/tabular format and not as a narrative.

#### **PROPOSAL:**

- **for Master's programs:** should have a study proposal explaining why a particular program has been chosen and how it will further the applicant's educational and career goals. The proposal should be no more than two pages in length, double spaced. Your name should appear on each page.

- **for independent study:** are expected to have a well-defined study or research project that makes a stay in Germany essential and should have an invitation from an academic partner at a German university or research institution. The proposal (excluding references) should be no more than five pages in length, double spaced. Your name should appear on each page. Scholarship recipients are required to complete two courses per semester and obtain "Scheine" (certificates of credit) for them.

-**Research Proposal:** A precise description of research plans. The proposal (excluding references) should be not more than five to six pages in length, double spaced. Applicants should include the current status of research being done around the world on the topic (including a footnote/reference section) and a description of why this project is different and important. They should mention the progress of their research thus far in their academic career. Applicants should pay careful attention to theoretical and methodological planning and should make it very clear exactly what they proposed to do in Germany, as well as an explanation of why a stay in Germany is absolutely essential to their research project. The name of the applicant and page number should appear on each page of the project proposal.

**LETTERS OF RECOMMENDATION:** These should be from faculty members at your institution and must be typed or computer generated on university stationery with a signature in ink. We cannot accept faxes, email messages or Fulbright forms as letters of recommendation.

### **EVIDENCE OF CONTACT FROM A GERMAN INSTITUTION**

- **for Master's programs:** As German university deadlines are later than our deadline, you may not have yet been admitted to a German university; however, if already enrolled in Germany and applying for the second year of the Master's, applicants must submit evidence of admission to a German university. Those beginning their Master's do not need to submit any evidence of contact with a German institution.

- **for independent study and research grant:** Your application will be greatly advantaged if you can provide evidence of any existing contact, or attempt at establishing contact, with academics at your chosen German host institution. It is not necessary to translate the letters of invitation from German faculty. E-mails can be accepted as evidence of contact.

**TRANSCRIPTS:** All transcripts may be submitted as one original and three copies. If transcripts must be sent to DAAD directly from a Registrar's Office, they should be sent ATTN: Myoung-Shin Kim. DAAD will then make the necessary copies. Transcripts must be postmarked before the deadline.

**LANGUAGE CERTIFICATE:** Part of each application is a DAAD Language Certificate (*Sprachzeugnis*). A faculty member in the German Department must complete this. We cannot accept language certificates completed by teaching assistants, nor can we accept Fulbright language evaluation forms.

**CONFIRMATION OF ABD STATUS:** For PhD candidates, confirmation letter that applicants are an ABD or that they will be an ABD before the scholarship starts

**Applicants in music, architecture, dance or fine arts** should be in the final stages of a Bachelor's program and be able to complete the degree before beginning the DAAD grant. Applicants in the field of music will be only accepted who are no older than 28 to 30 years of age by the time of application. Enclosed please find additional application guidelines for these fields.

### **CONTACT INFORMATION**

Please feel free to call or email Myoung-Shin Kim, the program officer for these programs, = at (212) 758-3223, ext. 210 or [kim@daad.org](mailto:kim@daad.org) if there are any questions or special situations that need to be clarified.

**Additional Information on DAAD Study Scholarships in the Fields of the Performing Arts  
(Drama, Direction, Dance, Choreography, etc.)**

1. As a rule, scholarships for the above-mentioned subject areas are awarded to applicants who have exhausted the training opportunities in their home country and have passed a final examination in the relevant subject area. No more than six years should generally have passed between the time when they gained their degree and the time of this application.
2. Scholarships are awarded for one academic year. In individual cases and upon application the scholarship may be extended. The above-mentioned subject areas can be studied at a state (public) or state-recognised German higher education institution. However, approval of the scholarship does not automatically mean that the applicant has been admitted to a higher education institution.
3. The final selection decision on applicants is reached by a special DAAD committee, made up of professors from the relevant disciplines.
4. Applicants from the fields of drama and direction must have a very good to excellent knowledge of German; applicants from the fields of dance and choreography must at least have a basic knowledge of German and a good knowledge of English. Language certificates must be submitted.
5. Applicants must submit the following along with the other application papers:
  - **Drama:** a video or DVD in which applicants present themselves (in German), explain the reasons for their application and their plans in Germany (approx. 5 minutes). This is followed by two role extracts each lasting between 5 and 10 minutes, of which one may be in English. Recordings with technical faults (lighting/sound quality) cannot be considered.
  - **Direction:** a video/DVD with presentation; the video/DVD should then document the applicant's own projects and may be accompanied by additional written material.
  - **Dance:** a video/DVD with presentation (as for drama applicants). This is followed by two dance interludes: classical (warm-up training), modern (applicant's own piece).
  - **Choreography:** a video/DVD with presentation. This is followed by the applicant's own choreography of around 15 minutes.

Please note that all sound and image media must be playable on systems commonly used in Germany.

All applicants are expected to have already informed themselves about the study options available at German universities and higher education institutions and should already have been in contact with the German university. As a rule, German universities will only admit candidates after a personal interview or an aptitude test.

## **Additional Information on DAAD Study Scholarships in the Field of Architecture**

These scholarships are exclusively meant for postgraduate or complementary studies (but **not** for first-degree or undergraduate studies) at a higher education institution or in an **appropriate** degree course offered by a Fachhochschule (university of applied sciences) or a full university in the Federal Republic of Germany.

The final selection decision on applicants for architecture courses is made by a DAAD Selection Committee in Bonn, whose members are professors from the field of architecture. Besides the application papers, the committee's decision is mainly based on work samples (layouts, sketches, photographs, etc.) which applicants are required to submit.

The following samples of applicants' works must be submitted along with the application form. (Please enclose a list of all enclosed work samples with details [size, creation date, location etc.]; the list must be accompanied by a statement that the applicant personally produced/created the works or, in the case of collaborative projects, must state who contributed to these works):

Architects and interior designers should include three drafts on a scale appropriate to the object with their application (in each case with the ground plan, the layout, elevation and perspective). This must include at least one independent (non-group) project (draft, analysis, plan); urban and regional planners should submit works with their application (such as papers and presentations), which clearly show that they have already worked on planning processes.

In the case of collaborative works or projects, the contribution made by the applicant must either be marked or described appropriately or specified in writing.

The submitted papers and documents will be returned on request after the selection has been completed. To simplify this, you are also welcome to submit digital media (CDs, DVDs, etc.) which contain work samples.

Besides presenting the academic and personal reasons for the planned study project in Germany, the application must be accompanied by an extract from the host university's website with concrete details (title of the degree programme, study plan and the expected length of studies, language of instruction, admissions requirements plus information on any tuition fees) for the chosen degree programme.

## Additional Information on DAAD Study Scholarships in the Field of Music

Academic studies in musicology are offered by universities only. Scholarship applicants for this subject do **not** apply in the separate process for music, but rather pass through the general process applicable to all academic subjects.

DAAD study scholarships in the field of music are only awarded for extension studies. As a rule, applicants must hold a first academic degree; if this is not possible, they should at least have exhausted all the training options offered for their instrument in their home country. At the time of application, they must not have been resident in Germany for more than one year.

Final selection of study scholarship holders in music is made by a special DAAD Selection Committee made up of professors from the German colleges of music (*Musikhochschulen*). Besides the written application papers, applicants must submit sound recordings, which form the decisive basis for the selection decision.

The scholarship is awarded exclusively for studies at one of the state colleges of music (*Staatliche Musikhochschulen*) in the Federal Republic of Germany. Depending on the length of the chosen degree course or study project, the study scholarship will be awarded for between 10 and 24 months. Initially, scholarships are awarded for one academic year and can be extended for students with good study achievements to cover the full length of the chosen degree course. In individual cases and upon application, a scholarship may be extended for a course of postgraduate study lasting several years. In principle, all colleges of music offer postgraduate programmes that generally last four semesters. However, participation in a postgraduate course does not automatically lead to scholarship extension. The scholarship award does **not** automatically guarantee admission to a college of music.

The respective college of music is responsible for setting age limits for admission, whereby differing rules apply depending on the applicant's academic level and chosen subject. As a rule, however, applicants will only be accepted who are no older than 28 to 30 years of age.

The required sound recordings must meet the following requirements and standards:

1. The sound recording must contain pieces/works of a higher degree of difficulty played or sung by the applicant.
2. At the time of application, all recordings must be no older than one year and must be of the best possible technical quality (no mp3, AAC, etc.).
3. Sound-/image media in the form of an audio CD or DVD video are accepted. The audio CD or DVD video must be playable on standard CD / DVD players.
4. Sound recordings must be labelled with the following information:
  - applicant's name
  - composer's name
  - title of the work/piece
  - individual movements (one movement per track)
  - index numbers for selecting individual works and movements
  - details on the length of the individual numbers
  - place of recording
  - date of recording.

**Instrumentalists from the field of Serious/Classical Music** must submit **complete** works (not only individual movements) from at least **3 different** style eras of **essential** relevance to the discipline in question. One of the works should be from the field of Modern Music. Failure to meet the minimum criteria will result in the candidate being excluded from the process.

**Instrumentalists from the field of Jazz** should present at least 3 pieces of differing character or tempi (e.g. a ballad or a quick piece).

**Applicants for the subjects Chamber Music or Song Accompaniment** must, in addition to the three required works in the subject Chamber Music or Song Accompaniment, submit the recording of at least one work for their solo instrument.

**Members of ensembles or duos** applying for a scholarship must, in addition to the three required ensemble works, also present at least a work to demonstrate their soloist play.

**Singers** are requested to prepare a comparably differentiated programme made up of three style eras that additionally cover the fields of Opera, Song, and Concerto.

The total recording time must be at least **20 minutes** for singers and at least **30 minutes** for instrumentalists.

Please note that your application can only be processed if the formal requirements have been met regarding the completeness and length of the sound recordings!

Special conditions apply to applicants from the following subjects:

#### **A) Composition**

Composers must submit their own compositions in the form of full scores (four sets of copies, please) and sound recordings, including, as far as possible, recent works. No more than three scores should be submitted. Scores must be labelled with the date of completion. The requirements listed in points 3 and 4 above apply for the sound recordings. Candidates must additionally submit a list of works.

#### **B) Conductors (orchestral and choral)**

Conductors are expected to present a recent DVD recording of their own conducting (please ensure that it is compatible with Windows Media Player) showing rehearsal work and a performance, as far as possible, with the conductor facing the camera. The conducted works should come from various representative style eras (e.g. Baroque, Classic, Opera, Modern, etc.). The selected literature must correspond with the aspired field of study (choir or orchestra conducting). A recording of the applicant playing an instrumental piece is also required. Conducting presentations should not fall below 15 minutes.

The DVD recordings must be labelled with the following information:

- applicant's name
- composer's name
- title of the work/piece
- individual movements (one movement per track)
- index numbers for selecting individual works and movements
- details on the length of the individual numbers
- place of recording
- date of recording.

The DAAD registers scholarship holders for admission at the college of music of their choice. However, the applicant is essentially free in his or her choice of state college of music. Applicants are therefore urgently advised to inform themselves in good time about the institution in question, about the range of studies it offers and about the professors teaching there. The application must already state at which college and with which teacher they would like to study, and whether or not they have already been in contact with the teacher in question. Studies under a teacher of the same nationality or from the same cultural sphere can only be funded if this teacher has not been living in the original cultural sphere for a long time and, in particular, if it is certain that the language of instruction will not be the language of the country of origin. In such cases, reasons for the choice of teacher are already requested with the application. Further information on the colleges of music is available from German embassies, from the DAAD regional offices and from the Goethe Institutes abroad, as well as from DAAD head office in Bonn.

The individual college of music decides on admission of the scholarship holder, on acceptance in a specific class and on credits for previous study periods and academic achievements. In most cases, applicants are additionally required to take an entrance examination. **Please inquire in good time about the application deadlines and audition/interview dates at your chosen College of Music (Conservatory) and please note that these may under certain circumstances lie several months before the desired start date for your studies or even before the DAAD's scholarship award decision.** Following a positive scholarship decision, the DAAD will also once again contact the College of Music (Conservatory).

If an applicant is not accepted by a college of music, even though the DAAD reached a positive decision, the DAAD regrets that the applicant cannot then take up the scholarship.

## **Additional Information on DAAD Study Scholarships in the Fields of Fine Art, Design and Film**

Scholarships in the fields of Fine Art, Design and Film are awarded to applicants who graduated in these subjects in their home country or at a university in another country, and who – as far as possible and as provided for in the study regulations – have completed their studies with the appropriate final examination (degree). No more than six years should generally have passed between the time when they gained their last degree and the time of this application.

Scholarships are normally awarded for one academic year, but can, in special cases and upon application, be extended for one additional year.

These scholarships are exclusively meant for postgraduate or complementary studies (but **not** for first-degree or undergraduate studies) at one of the state colleges of art or in an **appropriate** degree course offered by a Fachhochschule (university of applied sciences) or a full university in the Federal Republic of Germany.

The final selection decision on applicants for fine art, design or film courses is made by a DAAD Selection Committee in Bonn, whose members are professors from the fields of fine art, design or film. Besides the application papers, the committee's decision is mainly based on the art work which applicants are required to submit.

In the case of collaborative works or projects, the contribution made by the applicant must either be marked or described appropriately or specified in writing.

The following **samples of applicants' works** (no original works) must be submitted along with the application form. (Please enclose a list of all enclosed work samples with details [size, creation date, location etc.]; the list must be accompanied by a statement that the applicant personally produced/created the works or, in the case of collaborative projects, must state who contributed to these works.)

**a) From Painters, Sculptors and Designers:**

**b) From Film Makers:**

Films only as video copies or on CD-ROMs or DVDs – the information given below on the submission of moving images applies.

**Image files:**

Images/reproductions of artistic works can be submitted on CD-ROM or DVD-ROM in jpg format. Attention should be given to producing a clear and comprehensible directory structure for the files. All images or depictions jointly embedded in a pdf-document or a PowerPoint Presentation (PowerPoint 2003) or in an offline website are also possible. Please note that the website must be readable from CDs or DVDs using any currently customary browser and without requiring any special plug-ins.

The number of submitted images should range from between minimum 15 and maximum 40.

In the case of sculptures, objects and installation art, several photos taken from various perspectives may provide a better impression.

The images must be accompanied by a clear list including all key data and details for each image and/or all submitted works. This list should be submitted both as a file (txt, rtf, doc or pdf) and additionally as a paper printout. The list must include all file names, plus relevant details for each depicted work: Title, technique, dimensions, year of origin. If an image only shows a detail or an extract, this must be noted.

It is very useful when the file names themselves include important details on the individual works, e.g.: CloseEncounter\_OilOnCanvas\_30x40cm\_2009\_detail.jpg

For reasons of clarity, it may be better to divide the works into individual groups. An individual folder can then be opened for each group and given a meaningful name, e.g.: Öl auf Leinwand (*Oil on Canvas*), 30x40cm, 2009 (12 images).

Further short explanatory texts may be added to the groups / folders as txt-, rtf-, doc- or pdf files.

When embedding images in pdf files, an offline website or PowerPoint presentation, the explanations on each work may be added as appropriate captions or relevant texts.

### **Moving images:**

Films and videos can be submitted in DVD video with standard-conform VIDEO\_TS-Folder (PAL or NTSC, without regional codes, without copy protection, with or without menus). Please ensure that the DVD runs trouble free on a standard DVD player. The pause, fast forward, fast return functions should also be available. We recommend that you use high-quality blanks, do not burn at maximum speed and check/test the burnt files.

Films and videos can also be submitted on DVD-ROM (Data DVD) or CD-ROM (Data CD), then as wmv-, mpg-, avi-, mov- or swf files. The files must play trouble free on programs like Windows Media Player or VLC Media Player.

HD resolution videos can also be additionally submitted; the same material must in all cases be available in SD resolution. Both must be clearly labelled.

The marking for each DVD (CD) must not only include the usual details, such as author, title, running time, aspect ratio and year of origin, but also whether it is a DVD-ROM (CD-ROM) or a DVD-Video. The storage media may only be labelled (printed or in legible writing) using a suitable pen. Self-adhesive labels must not be used.

No more than 12 minutes are allowed for examining the submitted files. In some cases, selected extracts may have to be submitted. In this case, the length of the extracts and the original length(s) of the film / films must be specified. For reference purposes, all films can also be submitted in full length. A DVD may contain several films.

Each film/video must be submitted with a paper printout and (as far as possible) a file copy must be submitted with the following details: Author's name, title, running time, aspect ratio, year of origin, possibly a synopsis and explanatory details.

It must be clearly recognisable whether the video itself is the work of art, or whether it primarily documents a work of art (as a documentary on an installation / sculpture / performance).

If several persons have contributed to a film or video, then all the key contributors and their roles must be specified. In particular, the role of the submitter must be clearly specified in this case.

**Samples of work submitted on video, CD-ROM or DVD / DVD-ROM will only be returned if expressly requested. Otherwise, the application papers including all the attachments, samples, etc. become the property of the DAAD without claim to payment or compensation. No materials are returned; the work samples of unsuccessful candidates and all other application documents will be destroyed after a period of two years at the latest.**

The award of a scholarship does not automatically guarantee admission to one of the colleges. The DAAD registers scholarship holders for admission at the college of their choice. Applicants are therefore urgently advised to inform themselves in good time about the institution in question, on the range of studies which it offers and on the professors teaching there. In as far as possible, applicants should inform the DAAD at the time of their application where (college) and under whom (teacher) they would like to study.

The individual college decides on the admission of scholarship holders, on acceptance in the class of a specific teacher and on crediting previous study periods and achievements. Under certain circumstances, applicants may be required to take an entrance examination. In such cases, the DAAD and the college will advise the scholarship holder accordingly. Applicants who are not accepted by a college/university cannot take the scholarship.

(Updated August 2011)

**APPLICATION CHECKLIST FOR STUDENTS**

Application form must be filled out through our **online application system**. Guidelines and detailed information on the online application process is available on our website ([www.daad.org](http://www.daad.org))

- Fill in the application form online. Be prepared to do it all in one session.
- Print out the application form and send it to us along with all supporting documents as a hard copy

**Please note that the application form needs to hold your original signature in order to be considered complete.**

- Submit your application to the DAAD Coordinator at your university, before your University's internal campus deadline. If your university does not have a DAAD coordinator, send your application directly to DAAD New York. Do not send applications to DAAD Bonn.
- **DAAD DEADLINES:** Fine Arts, Performing Music, Dance, Architecture - November 01, 2011  
All other fields - November 15, 2011
- Incomplete or late applications will not be accepted. Be sure to submit all materials and the correct amount of copies of each.
- All parts of the application must be submitted as **one original plus 3 copies**. Exception: For Fine Arts, Performing Music, Dance, Architecture all parts of the application must be submitted as **one original plus 2 copies**. Supplemental materials (slides, CDs etc) should be only **one set**. **Composers** must submit **four sets** of copies of their own compositions in the form of full scores.
- Collate, but **DO NOT STAPLE**, each copy of the application **in this order**:
  1. Application Form
  2. Resume
  3. Research/ Study Proposal
  4. 2 Letters of Recommendation
  5. Evidence of Contact with German Institution
  6. DAAD Language Certificate
  7. For PHD candidates, confirmation of ABD status
  8. Transcripts

**INSTRUCTIONS FOR EACH PART OF THE APPLICATION:**

- 1) **Application Form**- On the first screen under 'Scholarship Programme' fill in either "Study Scholarship" or "Research Scholarship". Please answer all questions on the form completely. Do not fill in any blanks with the phrase "see attached," even if you must refer to additional material. **Do not forget to sign** your application. You do NOT need a photo.
- 2) **Curriculum vitae or résumé**- in chronological/tabular form. Narrative/paragraph-form CVs are not acceptable. Your name should appear on each page.

- 3) **Research Proposal-** A precise description of your research plans. The proposal (excluding references) should be not more than five to six pages in length, double spaced. You should include the current status of research being done around the world on your topic (including a footnote/ reference section) and a description of why your project is different and important. You should mention the progress of your research thus far in your academic career. You should pay careful attention to theoretical and methodological planning and you should make it very clear exactly what you propose to do in Germany, as well as an explanation of why a stay in Germany is absolutely essential to your project. Your name should appear on each page. **Applicants for short-term research scholarships (one to six months) only:** Submit an itinerary/ timeline for the proposed research that has been approved by the host institution.

**Study Proposal-** For German Master's degree applicants, Proposals should explain why a particular program has been chosen and how it will further the applicant's educational and career goals. For Independent study applicants should have a well-defined study or research project that makes a stay in Germany essential, and should have an invitation from an academic partner at a German university or research institution.

- 4) **Letter of Recommendation-** Submit two original letters of recommendation printed on university letterhead, from professors at North American institutions in your field of study. These letters should be sent to the coordinator for DAAD programs at your university, or should be included in sealed envelopes with your application. They should not be sent separately to DAAD New York.

5) **Evidence of Contact with a German Institution:**

- **Applicants for Master's programs:** As German university deadlines are later than our deadline, you may not have yet been admitted to a German university; however, if already enrolled in Germany and applying for the second year of the Master's, applicants must submit evidence of admission to a German university.

Those beginning their Master's do not need to submit any evidence of contact with a German institution.

- **Applicants for independent study:** Your application will be greatly advantaged if you can provide evidence of any existing contact, or attempt at establishing contact, with academics at your chosen German host institution. It is not necessary to translate the letters of invitation from German faculty.

- 6) **DAAD language certificate (*Sprachzeugnis*)-** This document should be signed by a faculty member of the German Department at your institution. Even if your German skills are very limited, be sure to submit this certificate. We cannot accept Fulbright forms nor can we accept evaluations from teaching assistants.
- 7) **For PhD Candidates-** Submit a letter on university letterhead from your department chair confirming that you are an ABD (All But Dissertation) or that you will be an ABD before you leave for Germany.
- 8) **Transcripts-** Submit official transcripts of all post-secondary studies, including explanations of the grading systems. You may submit one official copy and three photocopies of each transcript.

**PLEASE NOTE**

- Please keep a photocopy of the completed application.
- No reasons for decisions will be given.

Application forms and all supporting material remain with the DAAD. Upon request, DAAD will return slides, tapes and drawings to applicants in the fine arts and music. Personal data of applicants and grantees will be stored electronically in DAAD's computer files only to the extent necessary for the administration of the applications and scholarships in accordance with the German Federal Data Protection Act. Applications of unsuccessful candidates will be destroyed after one year.