

# HOW DO I APPLY FOR A GRANT?

Guidelines for your Application for a Deutschlandstipendium Grant, Merit-Based or Social Grant at the European University Viadrina in Frankfurt (Oder)



## PREPARATION

Before you apply for a certain grant, please ensure that you are eligible, that you fulfil the requirements and that you match the support profile of the relevant grant or donor. You can find the necessary information on our website (offers, requirements FAQ).

You can also make use of the Grant Office's advisory service. We are pleased to help you with your application.

## APPLICATION PHASE

The requests for applications are usually published at the beginning of May. You have one month to apply. You can find the requests for applications and all further information here:

<https://www.europa-uni.de/de/studium/finanzierung/stipendien/index.html>

### Check list list of supporting documents for your application

<i>Deutschlandstipendium</i>	<i>Merit-Based Grant</i>	<i>Social Grant</i>
<input checked="" type="checkbox"/> Application Form	<input checked="" type="checkbox"/> Application Form	<input checked="" type="checkbox"/> Application Form
<input checked="" type="checkbox"/> Overview of academic Performance	<input checked="" type="checkbox"/> Overvie of academic Performance	<input checked="" type="checkbox"/> Overview of acedamic Performance
<input checked="" type="checkbox"/> Letter of Motivation	<input checked="" type="checkbox"/> Letter of Motivation	<input checked="" type="checkbox"/> Letter of Moitivation
<input checked="" type="checkbox"/> CV in tabular Form	<input checked="" type="checkbox"/> CV in tabular Form	<input checked="" type="checkbox"/> CV in tabular Form
<input checked="" type="checkbox"/> Proof of Internships and voluntary Work if available	<input checked="" type="checkbox"/> Proof of Internships and voluntary Work if available	<input checked="" type="checkbox"/> Evidence of neediness (gross income of the previous year 2017)
<input checked="" type="checkbox"/> Evidence of special personal Circumstances		

## **Application Form**

You can find this online. Applications always have to be complete. The documents required are stated in the checklist or can be seen in the requests for applications.

## **Overview of academic Performance**

You should send the original documents to support achievements which can neither be seen from the HIS printout nor from the USOS. New students submit a copy of their High School Diploma or equivalent. Master's students can submit a copy of their bachelor's degree certificate or a provisional grade average from the relevant examining body.

## **Letter of Motivation**

The letter of motivation is intended to assist the selection commission and donors to assess the motivation and potential of the applicant. Therefore, it should be informative and reflect the applicant's personality. It should contain the following elements.

### **Address of the Applicant and Date**

#### **A short Introduction and Greeting**

- o Dear Mr / Ms [use person's name if known]

#### **Personal Information**

- o Study: Degree Course, Seme, expected date of graduation and type of degree
- o Any work Experience (if available): vocational training, qualifications, employer, position
- o Special expert knowledge and skills, Language skills, experience abroad
- o Any honors, prizes or awards received

#### **Motivation to Study**

- o What are you studying and what motivated you to start your degree course?
- o What are your academic and professional aims after you graduate?

#### **Motivation for applying for a Grant and Identification with the Grant Donor**

- o Why are you applying to this foundation (if known) in particular?
- o Which personal characteristics, experiences, etc. make you a particularly suitable candidate?
- o Why do you match the donor profile especially well?
- o How exactly will the grant promote your studies, your personal and professional development?o Point out the aspects of your life that especially match the foundation's support profile.
- o You should not describe your financial situation as being your only motivation. (It is only in the case of a social grant that financial neediness can be described at greater length).

#### **Personal Interests and Skills**

- o Voluntary work in addition to your studies or at university, soft skills
- o Mention everything that makes you and your CV/résumé stand out
- o Support your information with the corresponding documentation.

#### **Conclusion and complimenatry Close**

## **CV / Résumé**

This should be concise, yet provide full information regarding your life and skills.

## **Written Proof of Internships, voluntary Work**

The original documents can be presented when you submit your application. Their presentation will be confirmed on your application form by the Grant Office.

## **Evidence of special personal Circumstances**

Evidence of special personal circumstances can be provided in order to receive a Germany Scholarship. As these can vary from person to person (e.g. caring for relatives or children, sickness etc.) please contact the Grant Office so that we can advise you concerning evidence.

## **Proof of social Neediness**

In order to receive a social grant you have to prove your neediness. A full picture of your family income is derived from your family's income, your personal income and the number of siblings.

### ***Your parents live and work in Poland or are unemployed in Poland:***

In all such cases the Polish Tax Authorities provide evidence about the Dochod Brutto.

### ***Your parents work in Germany:***

Evidence is provided by the employer's statement to the tax authorities showing tax paid and social contributions (normally received at the end of the calendar year) or individual pay statements.

### ***You live and work in Poland/or there is no employment in Poland:***

In all such cases the Polish Tax Authorities provide evidence about the Dochod Brutto.

### ***You work in Germany:***

Evidence is provided by the corresponding German payslips.

You can find examples of proof of gross income here:

<https://www.europa-uni.de/de/studium/finanzierung/stipendien/sozialstipendium/Beispiele-Einkommensnachweise/index.html>

## IMPORTANT INFORMATION

Write concisely – the letter of motivation should have a length of between one and two A4 pages.

Give your letter a clear logical structure divided into several paragraphs.

Give your letter a personal feel as the letter of motivation is your chance to introduce yourself and is the most important selection criterion.

Letters of motivation which are written carelessly and do not give an impression of your personality seldom lead to the award of a grant.

Avoid orthographical mistakes.

You are responsible for the layout of your letter of motivation, it is a part of your application work and is taken into account by the Commission in its decision making.

## SUBMITTING APPLICATION

Before you submit your application check to make sure that it is complete. In the case of some grants it is necessary to make a further online application. You can find more information about this on our website.

Are you abroad during the application period? In exceptional cases it's possible to send your application by e-mail. Send an e-mail enquiry to us in advance at [stip@europa-uni.de](mailto:stip@europa-uni.de).

Hand in your application within the deadline during office hours in Room AM210 or in Room AM213. If you have any further questions please come to us and we will advise you personally.

## CONTACTS



***If you have some further questions please do not hesitate to contact us personally.***

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