

FAQ Social Grants

Who is eligible?

Students that:

- come from Central and Eastern Europe, usually Poland (Please check the offers and criteria!) that are not on a leave of absence
- that are in, at least, their second semester.

Which applications will not be considered during the selection process?

- applications that are submitted before and after the deadline or applications that don't have the correct documents or
- documents that are incorrectly filled out.

Which documents should I submit with my application?

- an informal cover letter (1-4 A4 pages)
- a resume with passport photo
- application form including a list of course achievements (please include the original!)
- proof of social need (Parental Gross income, proof of personal income through the tax office for the previous year)
- presentation of a school authorisation certificate (if the siblings are over 18 years of age)

What should my cover letter contain?

It shouldn't be longer than 1 page. Please tell us why you should receive this grant and what you intend to do with it.

How can I certify the grades?

Grades and performance can be certified by:

1. Certificates
2. Print-outs from the HIS-Portal of the examination board of the Viadrina
3. Proof of recognition of foreign academic achievements

The proof of Polish grades is carried out through:

1. Entry in the Index-Book
2. Excerpts from the student portal USOS.

What proof of income do I need?

My Parents are...	Proof
Employed	Confirmation by the tax authorities for the calendar year preceding the application (gross income /possibly negativeruling).
Self Employed	Confirmation by the tax authorities for the calendar year preceding the application (gross income) or negative ruling from the tax authorities and a confirmation from an independent tax advisor.
Farmers	Confirmation by the tax authorities for the calendar year preceding the application (gross income) or negative ruling from the tax authorities and confirmation through the local council.
Retired, Unemployed	Proof from the welfare office or the employment office and from the tax authorities.
Income from abroad	Relevant documents, conversion from the currency of your home country based upon the current conversion rates.

Beispiele der benötigten Einkommensnachweise bzw. der Belege vom Finanzamt finden Sie hier: <https://www.europa-uni.de/de/studium/finanzierung/stipendien/sozialstipendium/Beispiele-Einkommensnachweise/index.html>

For the following situations, please also include the relevant documents:

If your parents are divorced: - divorce decree, certificate of alimony (copy)
Parents deceased: - death certificate (copy)
Siblings above 18 years old: - School or higher education certificate of the siblings

Where do I send my application documents?

Please fill out the application form online and upload all required documents in PDF format (scanned) to your application. You do not need to submit the paper version of application in person.

How do I know if I've been awarded the grant?

You will receive a written confirmation by approx. September - October to the address that you indicated in the application form.

Can I apply for another grant from the EUV at the same time?

Yes.

How are the choices made?

There is a ranking based on income.

How do I receive the grant?

The payment of the grant can only be made by a transfer to a German bank account.

Will I get the registration fee back?

Yes, however this only applies to foreign students. If the full amount has been paid, you should contact the Admissions Office.

After I have won a grant can I lose it again?

Exmatriculation:	No grant
Course change at the EUV:	Decided on a case by case basis
Leave of Absence:	No grant
Change of university:	No grant

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