



## Checklist: documents that have to be submitted to apply for a scholarship in the Helmut-Schmidt-Programme

<b>Application</b> possible languages: German or English	<input type="checkbox"/> mandatory
<b>DAAD application form</b> <ul style="list-style-type: none"><li>• Host University (Question 7):<ol style="list-style-type: none"><li>1. First choice of programme</li><li>2. Second choice if you are interested in more than one programme</li></ol></li><li>• Please type your answers or make sure they are easy to read</li></ul>	<input type="checkbox"/> mandatory <input type="checkbox"/> mandatory if you are applying for more than one master's course <input type="checkbox"/> mandatory
<b>Letter of motivation addressing the selection criteria (max. 2 pages long)</b>	<input type="checkbox"/> mandatory
<b>CV</b> <ul style="list-style-type: none"><li>• Format: <a href="#">EUROPASS</a></li><li>• Full CV without any unexplained gaps</li><li>• In reverse chronological order</li></ul>	<input type="checkbox"/> mandatory <input type="checkbox"/> mandatory <input type="checkbox"/> mandatory
<b>University Certificates</b> <ul style="list-style-type: none"><li>• Degree / Diploma Certificates (Please provide a certified translation if the original is not in German or English.)</li></ul>	<input type="checkbox"/> mandatory
<b>Transcript</b> <ul style="list-style-type: none"><li>• Full set of transcripts (Please provide an explanation of the grading system if this is not part of the transcript.)</li></ul>	<input type="checkbox"/> mandatory <input type="checkbox"/> mandatory
<b>Practical experience relevant to the Helmut-Schmidt-Programme</b> <ul style="list-style-type: none"><li>• Written confirmation for any work experience, internships or professional experience (This must be printed on headed paper, include a signature, the date of issue and a stamp.)</li><li>• Proof of any political activities and/or service to your community, such as volunteering or work for charities or NGOs (If possible, on headed paper, signed, dated and stamped)</li></ul>	<input type="checkbox"/> mandatory if you wish your practical experience to be considered  <input type="checkbox"/> mandatory if you wish your practical experience to be considered
<b>Current written reference</b> <ul style="list-style-type: none"><li>• The reference must be from your current employer or from a university lecturer if you are a student at present (This must be printed on headed paper, signed, dated and stamped)</li></ul>	<input type="checkbox"/> mandatory
<b>Proof of language skills</b> <ul style="list-style-type: none"><li>• English</li><li>• German (only if required, certificate must not be older than one year)</li></ul>	<input type="checkbox"/> mandatory



## DAAD Selection Criteria for the Helmut Schmidt Programme

### Formal Criteria:

- A complete set of documents including a completed and signed version of this form
- A completed DAAD application form. All information provided on the DAAD application form must match the information in your letter of motivation, on your CV, in applications to other degree programmes and in applications to other scholarship programmes
- A first degree completed with above-average grades. If your official degree certificate is not available yet, please provide confirmation from your university about your first degree
- practical experience relevant to the goals of the Helmut-Schmidt-Programme:
  - confirmation of any work experience, internships or professional experience (This must be printed on headed paper, include a signature, the date of issue and a stamp) and/or
  - confirmation of any political activities and/or service to your community, such as volunteering or work for charities or NGOs (if possible, on headed paper, with a date, signature and stamp)
- Candidates who already hold a master's degree have to make a well-argued case as to why they should be funded for another postgraduate degree. Please explain why you would like to study for this particular second master's and how it expands on the one you hold already
- The candidate's last university degree should normally be no more than six years old
- Candidates who have spent more than the past 15 months in a country not listed on the DAC list are not eligible

### Letter of Motivation:

- This must include a convincing explanation of your academic, professional and personal reasons for applying to this programme in Germany
- If you are applying for two master's courses:
  - You must provide the SAME letter of motivation for both courses you are applying for and it must explain your academic and professional reasons for applying to these programmes
  - You must explain your order of priority, i.e. why is your first choice of programme your first choice, why is your second choice your second choice
- Please address any practical experience relevant to your programme, be it professional experience, internships or other activities in your community.
- Please address how your motivation relates to the goals of the Helmut-Schmidt-Programme.

### **Criteria of the Master's programmes being part of the Helmut-Schmidt-Programme**

All master's courses have their own selection criteria (degree, grades, language skills, work experience, etc.) that have to be met in addition to the DAAD's selection criteria.

This signature confirms that all information provided in my application is correct, up-to-date and complete. The green DAAD application form, the CV and the letter of motivation do not have to be signed separately. I will inform the DAAD of any changes in my circumstances.

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Date, Location

Signature