Manual

Application Portal

Helmut-Schmidt-Programme

M.A. Development Studies and M.A. Governance and Public Policy

University of Passau

DAAD (uni-passau.de)

General Instructions

Please prepare the following documents as PDF files before you apply via the application portal:

- All information about the required documents for application is available on the DAAD website:

   DAAD-Stipendiendatenbank

Language requirements:

- electronic copies of a language certificate, testifying your English language skills equivalent to at least level B2 of the "Common European Framework of Reference for Languages (CEFR). We do not accept certificates issued more than two years ago.

- In case the general medium of instruction at your previous university was English it is sufficient to attach a confirmation of your university on officially headed paper. **If available**, electronic copies of a language certificate, testifying your German language skills on officially headed paper.

MANDATORY Practical/professional experience:

- Working time certificates for any listed internships, volunteer work and work experience must be included. These must be signed and bear the date, letterhead and stamp.

   This has to be **at least 4 months** to be considered.

> **!**
> - Please only submit legible copies of your documents. Please consider that illegible documents can lead to a formal rejection. Only use scans in a very good quality (no mobile phone scan apps)!
> - In case your application is sent to more than two universities or if nonspecific priorities are given your application will not be accepted.
> - Documents that are not originally in the English or German language must be handed in with an official English or German translation.
> - If you do not upload job references or certifications, **your practical or work experience won't be considered in the application process.**

General Instructions

Starting the application process:

- Please be aware that you must complete the online form in one session as it is not possible to save reports for completion/submission at a later time/date.

- Sections marked with * are mandatory fields. Unless stated differently, also the upload of PDF files is mandatory. If you miss those fields or uploads, you won't be able to proceed to the next page.

- In order to navigate between different pages please do <u>NOT</u> use your browser's navigation tools. If you do so, it might delete documents which have already been uploaded. Within our portal, please switch pages by using the buttons at the end of each page:

STEP 1: Personal data

Picture

- If available, please upload a picture of yourself

About you

- **Please avoid inserting any special characters or accents!**

- Please type in all the required information by using both capital and small letters (if you only use capital letters, we face technical problems with aggregating our dataset)

- You need to choose your nationality from the drop-down menu. If it is not mentioned there, your country is not on the official list of the Federal Foreign Office, and you can't apply for a Helmut-Schmidt-Programme scholarship.

STEP 1: Personal data

Family relations

- Your family relations have no impact on your application result.

Correspondence address

- Please make sure that your email address is correct. It is needed to notify you about your application result and for all our future correspondence.

- If you type in a wrong email address, we won't be able to contact you in case of being selected asa scholarship holder!

DAAD Application form + AND THE DAAD Checklist form

- Please upload the completed DAAD Checklist form <u>filled out</u> and <u>signed by hand</u> and the green DAAD application form <u>filled out electronically</u>. **Applications lacking this form cannot be considered.**

- If you hand in two different versions of the DAAD application form or forget to put date and signature on the document, **you will be excluded from the application process!**

STEP 1: Personal data

Curriculum Vitae *

Europass curriculum vitae in reverse chronological order with exact information about your studies and practical experience, including the date of issue. All time gaps must be included.

Datei auswählen | Keine Datei ausgewählt

Curriculum Vitae

- Please upload your CV-Europapass with current date.

Proceed to STEP 2

- If you have filled out all the necessary fields and uploaded all the documents, you can proceed to the next page by selecting:

Education >

STEP 2: Education

Secondary school

- Please type in all the necessary information. and upload the required document(s). If you need to upload more than one page or document, please merge them into one single PDF file.

- For merging PDF files, you could use this free online tool: https://www.ilovepdf.com/

STEP 3: Application

Higher education

- Please type in all of the necessary information and upload the required document(s). If you need to upload more than one page or document, please merge them into one single PDF file.

- If you have already absolved more than one study programme,

  please use the field "+ Add entry".Please be aware that you must prove all of your academic steps with transcripts of records andcopies of your acquired university degrees. Please also merge them into one single PDF file.

Proceed to STEP 3

- If you have filled out all of the necessary fields and uploaded all of the documents, you can proceed to the next page by selecting:

STEP 3: Application

Your stay

Your stay

- Please select the priorities as chosen in the DAAD application form and type in all the necessary information. Please make sure that these priorities are the same in the DAAD application form.

  Please be aware that applying for more than two Helmut-Schmidt-Programme universities in Germany at the same time or switching between priorities in your application documents, will lead to an immediate expulsion from the application process.

Choice of host university/institution in Germany

Priority 1 *

-- please choose --

Priority 2

-- please choose --

Why have you chosen this/these particular institution(s)?

Letter of motivation

- Make sure that your letter of motivation contains the current date. Addressing the selection criteria (max. 2 pages long)

Chosen studies

Chosen studies

Chosen field of study/specialization at German host university/institution *

Do you intend to obtain a degree?

no ◉   yes ○

Study/research projects in Germany

Please present your project here, providing a precise and detailed description.

- Please type in „Development Studies" or "Governance and Public Policy". If you apply for both in first and second choice, please mention both starting with your first priority.

- You can mention study/research projects that you are planning to work on in Germany. Please only indicate projects if you already have a special idea. This is not a mandatory information. If you don't have a special idea, you don't need to write down anything.

STEP 3: Application

Letter of recommendation

- Please upload the recommendation letter (<u>recently dated</u>, <u>official letterhead</u> and <u>stamp/signature</u>). We do not accept letters sent via e-mail or postal service.

STEP 3: Application

Language skills

- Please indicate the level of skills in each language you speak. After that, we need an English language certificate or a confirmation of your university that your whole under degree programme was taught in the English language

- If you have German language knowledge (<u>NOT</u> mandatory for application), please upload a certificate testifying your knowledge.

STEP 3: Application

Other scholarships

Have you received a DAAD scholarship in the past?

no ⦿   yes ○

Are you/Have you been sponsored by other institutions?

no ⦿   yes ○

Are you applying under another DAAD programme for the same period of time?

no ⦿   yes ○

Are you currently applying to other institutions?

no ⦿   yes ○

Please notify the DAAD immediately, should you be granted another scholarship.

Other scholarships

- Please select your answers by activating „no" or „yes"

Proceed to STEP 4

- If you have filled out all the necessary fields and uploaded all of the documents, you can proceed to the next page by selecting:

Additional data >

STEP 4: Additional data

Previous visits abroad for study or work of at least one month

- If you have already studied or worked abroad, please fill out the gaps. You can add several fields by selecting "+ Add stay abroad ".

Mandatory practical/work experience

- Please indicate your practical/work experience or social/political engagement and, if available your present professional occupation. This had to be at least **4 months** to be considered.

- Please be aware that all of your practical/work experience or social/political engagement has to be documented **by job references or certifications.**

- If you do not upload job references or certifications, **your practical or work experience won't be considered in the application process.**

- If you have more than one job reference, please merge them into one single PDF file.

- Please fill out the rest of the section.

Other

- Please feel free to add additional information here.

STEP 4: Additional data

Name and address of person to be notified in case of emergency
Name
Street/Post box
Post/Zip code, City
County/State/Province
Country
Phone, area code   E-Mail

Name and address of person to be notified in case of emergency

▪ Please type in the name and address of a person to be contacted in case of an emergency.

Proceed to SUBMISSION OF APPLICATION

▪ If you have filled out all the necessary fields and uploaded all of the documents, you can finally submit your application by selecting:

Submit application ❯

After the application process

As soon as you have clicked on "Submit application >", you should see this message:

Your data has been saved.

- This indicates that your application was uploaded to our system successfully. If it doesn't appear, the upload hasn't worked, and you need to re-apply. If you are not sure, if you have applied correctly, **you can re-apply as often as needed**. We will then pick the latest version of your application in our system.

- Furthermore, you should receive a notification e-mail about your successful application. If you do not receive this email, you typed in an invalid e-mail address. This means, you must re-apply via the portal because we won't be able to communicate with you in future time. Please do not send us e-mails with additional information. Due to data protection issues, we are not allowed to change anything in your dataset manually.

Good luck and all the best,

The Helmut-Schmidt-Programme team at the University of Passau