

APPLICATION FORM FOR A SCHOLARSHIP IN THE FORM OF (DEUTSCHLANDSTIPENDIUM) FOR THE ACADEMIC YEAR 2022/23

1. Personal Data

Last name: _____ First name: _____
Nationality: _____ Date of birth: _____
Gender: female male other

2. Course Details (referring to HMKW)

Status: Matriculated student of HMKW Prospective applicant/ student
Campus: Berlin Köln Frankfurt a. M.
Pursued program: Bachelor Master
Type of study: undergraduate studies secondary studies postgraduate studies

Field of Study: B.A. _____
 Dual (Cooperative Study Program)
 M.A. _____

Number of semesters studied by next winter semester (October 2021): _____
Total number of university terms (including terms from other universities): _____

I am currently or was previously matriculated at another university.
 I have a university degree. I have no university degree.

University: _____
(Desired) degree: _____

3. Contact Details

Current address (e.g. during your studies at HMKW)

Permanent address (address, where one is permanently accessible)

Telephone number: _____ E-mail: _____

4. Account Information

Account holder:* _____ Name of bank: _____
 IBAN.-No.: _____
 SWIFT/BIC: _____

* Scholarships are payable only directly to the account of the scholar.

5. Existing Financial Support

Do you receive BAföG? Yes No in applied
 Financial support or other scholarship:
 (worth more than 29,99€ monthly) Yes No

If yes, from which institution and how much: _____

6. Prior Academic Performance

Current grade point average at the HMKW
 (GPA, Acc. to overview of grades) : _____
 GPA of school leaving certificate, IB etc. *** _____
 GPA of your first university degree (if applicable) *** _____
 GPA other degrees *** _____

*** Please submit proof of the grading scale showing the minimum number of points required to pass and the maximum number of points possible (top grade).

7. Personal Information

One or both of my parents have a university degree: Yes No
 I have an immigration background: Yes No
 I was born in Germany: Yes No
 If you were not born in Germany, since when have you lived in Germany? _____
 I care for another relative/dependent in need of help: Yes No
 I care for _____ (number of children) own child/ children: Yes No
 I am a single parent: Yes No
 I have a chronic illness/disability/impairment: Yes No

8. Other Criteria

Awards, Prizes, Scholarships
Year and description of the prize/certificate of award. Please submit proof with your application.

Voluntary, Social or Political Engagement Time period and nature of the institution. Please submit proof with your application.

Other remarks: What else should we know about you in connection with your application for the scholarship „Deutschlandstipendium“?

Place, date	Signature
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Please attach the following documents to your application as an PDF-file (max. 6 MB total):

- Application form => BForm-yourLastName.pdf (for example BForm-Mohammed.pdf)
- Motivation Letter => BMotiv-yourLastName.pdf
- CV/ Résumé => CV-yourLastName.pdf
- University entrance examination/high school graduation/school leaving certificate
=> HZB-yourLastName.pdf
- Performance score/transcript of records (listing of all courses visited and all examination results)
=> TransR-yourLastName.pdf
- If applicable: copy of the first/other university degree or a letter of confirmation that you will complete your degree soon (if you have not yet received your degree/diploma)
=> StudBA- yourLastName.pdf | StudMA- yourLastName.pdf | StudMA2- yourLastName.pdf and so on

If applicable:

- Proof of awards, prizes, scholarships => Ehrung-yourLastName.pdf
- Proof of voluntary, social, or political engagement => SozPol-yourLastName.pdf
- Proof of support/care for relatives, next of kin or children => Pflege-yourLastName.pdf
- Proof of illness or disability => Sonst-yourLastName.pdf

Application deadline: 07.08.2022

Please send your application only via Email to m.groeger@hmkw.de

General Notice

Only fully completed applications can be considered. Applications received after the application deadline will not be considered. There is no right to legal claims. Applications are to be submitted only via E-Mail. The original documents only need to be handed if we ask for it. The deadline of the application process depends on the date of e-Mail receipt. For the expiry of the application period, the date of receipt of the e-mail in the mailbox of the HMKW counts, not the date of transmission in the applicant's outbox. There is no legal claim.

Announcement of Winners

The announcement will commence as of **10.10.2022** on HMKW's website. The winners will also be mentioned at the immatriculation ceremony for the winter term 2022/23. Additionally, only the winners will be informed in writing.

- I agree to having my name mentioned during the immatriculation ceremony as well as on the HMKW website.
- I do not agree and do not want my name to be mentioned.

Date and signature

Notice regarding the circulation of data for avoiding double subsidation and for statistical reasons:

Due to the scholarship program laws (StipG) the HMKW is obliged to forward all relevant data to the German Federal Ministry for Education and Research (BMBF). The BMBF can store or compare this data with other data.

§4 StipG Exclusion of double subsidation.

According to § 4 Abs. 1 StipG the BMBF conducts spot checks to avoid double subsidation. For this reason, the BMBF can request the name, first name, date of birth, address and location of the university of persons receiving a scholarship according to the StipG regulations. The BMBF can store this data and compare it with data from the „Begabtenförderungswerk“, the „Deutscher Akademischer Austauschdienst“, the „Stiftung Begabtenförderung“, and other similar national or international institutions. It is mandatory for the universities to transmit the data. The compiled data is destroyed after completion of the spot check.

§ 13 StipG statistic

According to § 13 StipG a federal statistic about all relevant subsidies is conducted. According to § 13 Abs. 2 StipG, the statistic annually records all characteristics of the scholar for the previous calendar year, such as gender, nationality, degree pursued, institution and its legal and educational content, course of study, amount of terms, amount of subsidised months and the receipt of benefits according to the BAföG program.

According to § 13 Abs. 4 StipG there is a duty of disclosure for the universities in regards to conducting the statistics. Because of the legal aspect pertaining to the disclosure, the transfer of the scholars necessary data is done independently of his or her consent. By participating in the national scholarship „Deutschlandstipendium“ you confirm your consent and acceptance of forwarding necessary data according to the aforementioned regulations.

I have understood and accepted the terms and conditions above.

Date, signature

Please note: The scholarship agreement can be revoked, if based on untrue information or when receiving double subsidation. The HMKW reserves its right to check the information and the possible enforcement of indemnification claims.

I ensure the information given is correct and truthful.

Date, signature

Guide on how to fill out the Application Form

2. Detail to Studies

Please indicate, which course you are going to complete or are intending to.

Status: **Matriculated student** – students, who have been enrolled at least for one semester and those who are in their second semester from the winter term 2022/23 onwards.

Prospective applicant/ student – persons, which are starting their courses as of winter term 2022/23. This includes all applicants, who are in their first semester as of October 1st 2021 or who entered directly into a higher semester.

Type of Study: **Undergraduate studies (initial course)** – Your course at the HMKW is your first course. You haven't been enrolled in any other university before.

Secondary studies – Prior to your course at the HMKW you have been enrolled at another university and completed your studies or discontinued. If you completed your initial course the field of studies was in a different professional branch than your current studies.

Examples

- BA in Graphic Design at another university and now BA studies in Psychology at the HMKW
- BA in Psychology discontinued at other university and now starting in the second semester BA Psychology at the HMKW

Postgraduate studies – You have a BA degree and are now studying at one of the HMKW Master's courses.

Field of Study: Please indicate your current course at the HMKW.

Number of Semesters: Please indicate, in which semester you are in as of October 1st. (acc. to study curriculum)

Examples:

- At the time of application (e.g. June 5th.) you are in your 2nd semester
⇒ indicate 3rd course semester
- You have taken a leave of absence for one semester and are continuing your studies as of the 01.10. in the 3rd semester
⇒ indicate 3rd course semester.
- You have studied Business Administration at another university for 2 semesters and are entering the 1st semester „Media-and Eventmanagement“ at the HMKW
⇒ Indicate 1st course semester

University terms: This includes **all** semesters, which you have ever enrolled in (HMKW and other universities). This includes all course specific semesters as well as leave of absence semesters and repeat semesters.

Examples:

- 6 semesters Bachelor studies at another university, no leave of absence or semester abroad, as of October 1st you are currently in the 3rd semester Graphic Design at the HMKW, but have taken a leave of absence semester in your 2nd semester.
⇒ 6 semester + 3 semester + 1 semester = 10 University semesters
- You are in your 1st semester at the HMKW as of October 1st and it is your first study.
⇒ 1st course semester, 1st university semester.
- You are in your 3rd semester at the HMKW, the 3rd semester needs to be repeated
⇒ 4th university semester, 3rd course semester

4. Bank Details

Please note that the „Deutschlandstipendium“ scholarship grant can only be paid into the account of the scholar. If no bank details are given while applying they can be handed in at a later time.

5. Existing Financial Support

BAföG and Deutschlandstipendium can be received simultaneously. Other scholarships are generally not combinable with the Deutschlandstipendium and have to be checked case to case. Please see the attachment „Overview of legality upon receiving other scholarships simultaneously with the Deutschlandstipendium“.

6. Prior Academic Performance

Current grade point average at the HMKW	If you are a course applicant and have not yet received any grades from HMKW, please do not enter anything
GPA of school leaving certificate, IB etc.	Please enter the GPA of your highest school education
GPA of first university degree (if applicable)	Please enter your GPA here, if you have already completed an other study course at either the HMKW or any other university. If you have completed more than one degree, please calculate an average using both GPAs
GPA other degrees	For example: Vocational training, etc.

7. Personal Information

Within the scope of the Deutschlandstipendium a so-called „disadvantage compensation“ („Nachteilsausgleich“) is considered for specific personal or familial circumstances, such as migration background, single-parenting, fostering or assistance of own children or relatives, parents without a secondary degree, physical disability or chronic illness.

Migration background:	A person is considered to have a migration background, when he/she/they him/herself/themselves or at least one parent is not born with a German nationality.
Chronical illness:	e.g. diabetes, Crohn's disease, epilepsy, Multiple sclerosis
Physical disability:	e.g. mobility, vision, hearing, speech impairment
Psychological illness:	e.g. autism (Asperger), AD(H)S, depression, eating disorder
Partial impairments:	e.g. dyslexia, dyscalculia

You are not obliged to disclose your illnesses/impairments. If you chose to do so, your information will be treated sensitively and confidentially. Please be advised that any circumstances you name need to be supported through proof or evidence there of.

Please approach us for any questions you may have on supporting documents.

8. Other Criterias

Social engagement:	Working on a free and charitable basis, investing time or money into charitable programs
Political engagement:	Membership of a political party, youth organisation, etc.
Honory office:	Involvement in public functions (generally legitimated by vote), e.g. active membership in sports clubs, Students' Union, Executive committee, etc.
Practical work experience, Further education:	Occupation that benefits personal or professional qualifications. The occupation can be compensated but cannot serve as means of steady income, such as waiter/waitress or similiar.