

CHECKLIST of application documents for a PROMOS scholarship

The complete application includes:

Certificate of Enrolment

Online application form: signed

Letter of Motivation

Your letter of motivation is crucial for evaluating your PROMOS application. Please elaborate on the study-related motivation and the academic benefits of your project abroad and specify your goals. *What motivates you? Why this country/this university/institution? What is the academic relevance of your stay? What do you hope to achieve professionally/personally? What are your qualifications? What are you planning to do abroad and why? How are you going to prepare?*

Curriculum Vitae: without photo

Feel free to include all activities that have shaped your career so far, such as work experience, internships, voluntary work, previous projects abroad, etc. A complete CV allows us to get a comprehensive picture of you and your motivation.

Transcript of records or FlexNow overview of grades: signed and stamped by the Examination Office/Dean's Office. (Master's students must also submit their Bachelor's degree certificate.)

Language certificate: language of instruction

If the working language and the national language are not the same, you can submit additional proof of the national language. Please inform yourself in advance about the recognized language examinations! Language certificates can be submitted later, provided that a confirmation of registration for the language test is enclosed with the application

Tabular overview of the costs to be expected during the stay abroad: cost breakdown for accommodation, meals, local transport, etc.

Please also indicate any financial support you may receive (e.g. other scholarships, public or private foundation, BAföG abroad, or similar) or salary for the internship.

Additionally for study abroad:

Acceptance letter from the host university or nomination letter (JLU)

Learning Agreement (LA)

Must be submitted at the latest at the start of the stay abroad!

Additionally for internship stays:

Confirmation of internship

With exact dates of stay as well as information on language of instruction and salary.

***For mandatory internships, please also take care of your recognition in advance**

Additionally for the final work:

Confirmation from the supervisor at JLU

Confirmation of the host institution

Proof of a contact person abroad.

Detailed timetable for the implementation of the project abroad

Additionally for Summer/Winter Schools:

Confirmation of acceptance by the host institution

With more details on the type, duration, programme, language of instruction, fees and conditions of participation of the selected specialised course.

Proof of credits

Credits that can be acquired in the course (students please inform themselves in advance at the department about the recognition!).