

## Study and research in Germany

DAAD Information Centre Sydney

Applicant Checklist for Hochschulwinterkurs

Applicant: \_\_\_\_\_

To ensure that you submit a complete application that can be assessed by the panel in Germany, please go through the following criteria, making sure that you have checked off each point before submitting your application.

Please upload this checklist to the MOVE Portal as a part of your application and note that it's a mandatory document.

For further questions please refer to the FAQ, which was created to cover all our programmes <http://ic.daad.de/sydney/faq.htm>.

- I hold a **valid passport** from one of these countries: Argentina, Australia, Brazil, Chile, Ecuador, Columbia, Namibia, New Zealand, Paraguay, Peru, Zimbabwe, South Africa or Uruguay.
- I am **currently enrolled** at an Australian university and I have completed at least **two years of university level education** at the commencement of the *Hochschulwinterkurs* by January.
- At the commencement of the *Hochschulwinterkurs* by January, I will be at least **18 years of age**.
- I have not received a *Hochschulwinterkurs* Scholarship for the **last 3 years**.

### **Documents to be uploaded to the DAAD portal:**

- My **online application form** is filled out.
- I have included a full **curriculum vitae (CV)** in tabular form in German.
- I have included a **detailed letter of motivation** in German.
- I have included the following **academic Certificates**:
  - all university end of year Transcripts (*with explanation of grades*) **AND**
  - all university Diplomas/degree Certificates (*Testamur*) when applicable.
- I must have had **at least two years of German lessons** by January. I have included a list of **German language and German studies courses**, which I will have undertaken by January. (*Please include course number and title and note that German lessons/courses need not necessarily be at university level*).
- When I am in my **last year** of a Bachelor's programme, I am **intending to start a Master's (or Honours) degree programme** immediately after completing my Bachelor degree:
  - I have included a letter of confirmation by the higher education institution as proof **OR/AND**
  - I have stated my intention of starting a Master's or Honours in my letter of motivation, if the letter of confirmation is not applicable on that time.

**DAAD Information Centre Sydney**

c/o Goethe-Institut, 90 Ocean St., Woollahra NSW 2025

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<http://ic.daad.de/sydney/>

**DAAD**

Deutscher Akademischer Austausch Dienst  
German Academic Exchange Service

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- My German **language skills** are at least B1
  - I have included a *Sprachzeugnis*, which confirms my German language ability (*Please note that the language certificates B1 or TestDaF to TDN3 should be no more than one year old in all examined sections. Language certificates from B2 or TDN4 may be older in all examined sections*) **OR**
  - I have included a *DAAD-Sprachzeugnis*, completed by a recognised German teacher (*if a recognised Sprachzeugnis cannot be supplied*).
- I have included other documents which I think might be of relevance to my application (e.g. certificates of employment, evidence of placements etc.).
- I have included the Applicant Checklist for *Hochschulwinterkurs*.

### **Documents to be submitted by post to DAAD IC Sydney:**

- 2 copies of the „*Application Summary*“, which is generated in the portal in PDF format.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Application address:**

DAAD Information Centre Sydney  
c/o Goethe-Institut Sydney  
90 Ocean Street  
Woollahra NSW 2025  
Australia

### **Application deadline:**

August 15.

The courses are offered in January / February of the following year.

The duration is 6 weeks.

You will hear about the outcome late November.

### **Important Note:**

Your application is only valid if you submit all the required documents to the DAAD portal as well as by post. The postmark date serves as proof that the application was dispatched on time.

The DAAD portal closes at 24.00 hrs Central European Time (CET) on the last application day.

Applicants are responsible for ensuring that their applications are complete. Please read the instructions carefully. If you have questions concerning specific documents etc. please contact us as early as possible because late or incomplete applications cannot be considered.

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