

DAAD New York: Application Checklist for Research Grants

Please use the following list, and you have checked off each point to ensure you submit a complete application. **These guidelines are region specific for North American applicants only.** Certificates, proof of credits, certifications and translations maybe scanned in non-certified form, and uploaded to the DAAD portal.

DOCUMENTS TO BE UPLOADED TO THE DAAD ONLINE PORTAL (in pdf format):

✓	Documents
	1. Online application form (please register for the online portal here).
	2. Full resume (max. 3 pages).
	3. List of publications (max. 5 pages), if applicable
	4. Extensive and detailed description of the research proposal which has been discussed with the academic adviser and a description of previous research work (max. 5 pages)
	5. Schedule of planned research work <u>OR</u> In case of structured doctoral study program in Germany, description/course catalog of the chosen program.
	6. Letter confirming supervision by an academic adviser in Germany, which refers to the applicant's proposal and confirms that the host institute will provide a workplace <u>OR</u> For structured PhD programs, proof of admission to a PhD program or evidence of existing contact with the university
	7. University degree Certificate(s), if applicable (e.g. Bachelor or Master)
	8. Transcripts of ALL university studies, make sure that individual grades are listed and to include the explanations of the grading system (which are usually on the back). <ul style="list-style-type: none"> • Doctoral level transcripts (if applicable) • Master's level (or JD) transcripts (if applicable) • Undergraduate transcripts

	<p>9. DAAD language evaluation form (Sprachnachweis):</p> <p>Additional info: If you have any knowledge of German, submit this document signed by a faculty member (professors or teaching assistants) of the German Department at your institution. If you have no knowledge of German and your study language in Germany is English, be sure to submit this certificate anyway, indicating that your study language is English, and write at the top "No knowledge of German." (Please note that German is not a requirement for the Study Scholarship). You can download the form here under 'Application Guidelines'.</p>
	<p>❖ Please disregard the following requirement on our head office's website:</p> <ul style="list-style-type: none"> - Other documents you think might be of relevance to your application (e.g. certificates of employment, proof of placements). - Proof of admission to a doctoral program at the home university insofar as the applicant intends to take a doctoral degree there

DOCUMENTS TO BE SUBMITTED BY POST (please make sure your complete application package arrives WITHIN 1 WEEK after the portal deadline)

✓	Documents
	<p>3 copies of the "Application Summary", which is generated in the portal in PDF format, and which can be printed out after the online application procedure is completed; please send to the application address below (printed one-sided, not stapled).</p> <p>This should contain ALL documents (1-9) in the table above.</p>
	<p>3 total copies of signed reference form from a university professor in your major field (ie signed original + 2 copies of signed original)</p> <ul style="list-style-type: none"> - All 3 copies must be placed in individual envelopes, and included in the complete application package. - Your reference must send a scan of the signed form via email to gradscholar@daad.org <p>If you are applying for a "Research Grant-Doctoral Programmes in Germany": Please note that this grant requires <u>two references</u>. All other conditions as outlined above still apply.</p> <p>The reference form is available on the DAAD portal, also called referee's report.</p>

Mail application hard copy to: DAAD (German Academic Exchange Service)
 Research Grant
 871 United Nations Plaza
 New York, NY 10017

Your application is only complete when we have received both your electronic application and the paper version. Please note that incomplete or late applications will not be accepted.