

# DAAD Requirements

This information is based on the DAAD-homepage (2017)

## Selection criteria and procedures for DAAD scholarship recipients ensure that:

- priority target candidates have proven, development-related motivation and can be expected to make full use of their scholarship and education by taking on social responsibility later in their careers, acting as agents of change who stimulate and support development in their personal and professional surroundings (motivation, commitment to development),
- the candidates have the professional and academic qualifications necessary to ensure successful completion of the degree programme in Germany (final scores on previous academic examinations, language skills),
- women and candidates from disadvantaged groups who meet the required academic and professional standards and show proven commitment to development-related issues are especially targeted for programme admission.

## The Typical Scholarship Holder:

- Works either for a public authority or a state or private company in a developing country and, as such, is engaged in the planning and execution of directives and projects with emphasis on development policies having a bearing on technological, economic or social areas.
- Holds a Bachelor's degree (normally four years) in a related subject.
- Has completed an academic degree with far above average results (upper third) and ideally at least two years of related professional experience after the first degree (bachelor).
- His/her academic degrees should normally not be more than six years old

## Language Skills:

IELTS (Band 6) certificate or TOEFL (minimum score: 550 paper based, 213 computer based, 80 internet based)

## Proof of current work situation:

All applicants must state their current work situation at the time of application and submit the following proof: Certificate(s) of employment that include the exact position and period of employment; a letter of reference from the employer(s), ideally guaranteeing re-employment after completion of the postgraduate course in Germany.

## Statement of Motivation:

Applicants must submit a statement of motivation explaining why they are interested in attending a particular postgraduate course with reference to their current employment.

## Application Formalities:

Applications have to be sent to the course directly!

Applications sent to the DAAD will not be forwarded to the respective course/university.

They become property of the DAAD and will NOT be returned. The applicant has no right to claim for reimbursement.

Applications sent via e-mail to the DAAD cannot be considered either during the selection process.

Applicants are asked to state whether they are able to pay for cost of living expenses and their studies in Germany themselves or whether they can only complete the postgraduate course with financial support from a DAAD scholarship. Qualified applicants for whom self-financing is possible, have a good chance of being accepted by a postgraduate course.

You can apply for up to three courses. If applying to more than one course, please list courses in order of priority in the DAAD application forms and do not change the priorities in the according application form!

Please note:

Scholarships cannot be awarded without the official DAAD application form.

Many courses, however, have their own forms, which must be submitted in addition to the DAAD application form (see details under course descriptions).

#### Admission:

The postgraduate course and/or the university decide on admission after consideration of the application documents. Admission to the university is a prerequisite for receiving a DAAD scholarship. However, applicants do not need to request early or pre-admission to the university.

### Required Documents for a DAAD scholarship application (in the following order):

- DAAD application form [https://www.daad.de/medien/deutschland/stipendien/formulare/forschungsstipendium\\_en.pdf](https://www.daad.de/medien/deutschland/stipendien/formulare/forschungsstipendium_en.pdf)
- Hand-signed CV (please use the sample europass form <http://europass.cedefop.europa.eu/>)
- Hand-signed Letter of Motivation (with reference to current occupation, two pages maximum)
- Research Proposal (if required by university)
- Academic Letter/s of Recommendation from your university; the letter must have a signature and official stamp and must be of recent date (not in a sealed envelope)
- Professional Letter/s of recommendation from your employer; the letter must have a signature and official stamp and must be of recent date (not in a sealed envelope)
- Certificate(s) of Employment from the employer in the home country and if possible, a guarantee of re-employment upon returning home.
- Proof of Language Skills: •English – IELTS or TOEFL (Note: The institutional TOEFL is not accepted.)
- Copies of Academic Degrees
- Copies of Academic Transcripts
- Copy of School Leaving Certificate
- Applicants from the People's Republic of China are asked to submit an APS Certificate with their application documents.

#### Note:

Some courses may require additional documents. For detailed information, please see the relevant course description on the following pages and on the respective websites.

#### IMPORTANT:

Incomplete applications cannot be considered.

If applying to more than one course, please list courses in order of priority in the DAAD application forms.