

**Checklist for the application for the Deutschlandstipendium at the HfWU (funding period 01/09/2024 to 31/08/2025)**

Required documents/information	Group A (Bachelor im 1 st semester)	Group B (Bachelor from 2nd semester)	Group (Master 1st semester)	Group D (Master from 2nd semester)
Signed curriculum vitae in tabular form	X	X	X	X
Receipt of BaföG or other material support dependent on talent and performance? (declaration)	X	X	X	X
Certificate of higher education entrance qualification (with possible translation and conversion of foreign degree)	X	X	X	X
Final grade of previous degree programme (with possible translation and conversion of foreign degree)			X (Bachelor's certificate)	X (Bachelor's certificate)
Proof of academic achievements to date (with possible translation and conversion of foreign degree)		X (current Bachelor's grade point average)		X (current Master's grade point average)
Certificate of enrolment (I) or letter of admission (Z)	I or Z	I	I or Z	I
Bank details, tax identification number, tax office	X	X	X	X
Achievements and commitment				
Special achievements, awards and prizes (related to the degree programme)	Proof of successes, prizes, awards, Germany Scholarship			
Previously completed professional training	Proof of completed vocational training in a recognised training occupation (e.g. IHK certificate)			
Social commitment in a management function (> 1 year) * (e.g. voluntary work in clubs, associations, etc.)	Proof with the required details. Alternatively, the form 'Proof of voluntary work' can also be submitted.			
University commitment (at least 2 semesters)* (e.g. ASTA/USTA, member of Senate or Faculty Council etc.)	Proof with the required details. Alternatively, the form 'Proof of voluntary work' can also be submitted.			
Special personal or family circumstances:**				
Diseases and disabilities	Evidence (e.g. medical certificates or severely disabled person's pass) showing that there are restrictions in everyday life.			
Care of own children	Birth certificate of the child Confirmation of registration or declaration that the child lives in the same household			
Care for close relatives in need of care	Proof of the need for care of the person to be cared for (e.g. decision of the MDK); if no care degree is available, confirmation of the need for care by a doctor or expert opinion Proof or description of how and to what extent the person in need of care is supported by the carer.			
Working in a family business	Certificate containing information about the activity, the period and the time spent (stamped and signed by the parents)			
Personal circumstances (e.g. orphan, non-academic household, overcoming obstacles in personal education, etc.)	Evidence that unequivocally demonstrates the stated circumstances (e.g. certificate of orphan status; written self-declaration of parents regarding highest educational qualification; proof of refugee status, etc.).			

\* in the period from 01/03/2024 to 31/08/2025

\*\* since 01/03/2024

**Please note: Criteria can only be considered if the evidence is meaningful, comprehensible and, if possible, official.**