

Checklist for the application for the Deutschlandstipendium at the HfWU (award procedure for the period 01.09.2024 to 31.08.2025)

Required documents/ data	Group A (Bachelor 1st Semester)	Group B (Bachelor from 2nd semester onwards)	Group C (Master 1st semester)	Group D (Master from 2nd semester onwards)
Signed tabular curriculum vitae	X	X	X	X
Declaration stating if you are in receipt of Bafög or other financial grants which are merit or talent based	X	X	X	X
Grade of the university entrance qualification; if issued abroad: translated and converted into the German grading system	X	X	X	X
Final grade from your previous degree program (if issued abroad: translated and converted into the German grading system)			X (Bachelor's degree)	X (Bachelor's degree)
Documents detailing results at the HfWU so far ("Notenbescheinigung" from FlexNow)		X (current average grade Bachelor)		X (Current average grade Master)
Enrolment certificate/ official letter of admission (OLA)	X or OLA	X	X or OLA	X
Bank data, tax identification number, tax office	X	X	X	X
Documents for (if applicable):				
- Special achievements, awards and prizes (relevant to the degree programme)	X	X	X	X
- Certificate of previous completed professional training	X	X	X	X
- Social engagement (> 1 year)* (i. e. voluntary work in clubs or societies etc.)	X	X	X	X
- Involvement in University Committees (at least 2 semesters)* (i. e. ASTA/USTA, Senate, Faculty Council etc.)	X	X	X	X
Documents for exceptional personal or family circumstances** (if applicable):				
- Illnesses and disabilities	X	X	X	X
- Caring for own children/ single parent	X	X	X	X
- Care for close relatives in need of care	X	X	X	X
- Working in a family business	X	X	X	X
- Family background (e.g. non-academic household, overcoming obstacles in personal education etc.)	X	X	X	X

* in the period from 01.03.2023 to 31.08.2024

** since 01.03.2023