

## FAQ – annual scholarship program of the Free State of Bavaria

### 1. What documents do I have to send after filling out the online application form?

#### For First Time applications:

1. certified proficiency of German language
2. an above average university degree (certified copy as well as certified German translation of the document)
3. proof of nationality (certified copy of passport or identity card)
4. letter of endorsement (“Betreuungszusage”) from a Professor (or the course coordinator of a Masters programme) of a Bavarian university (→ can also be sent directly to BAYHOST by the professor or coordinator)
5. CV (personal data sheet) in German and with a passport photo
6. letter of motivation, in which you state the reasons for undertaking your planned studies (1 - 3 pages)
7. for PhDs: a project draft (2 pages) as well as a time schedule for the complete project
8. if applicable: marriage certificate, birth certificate of a child (in case family allowance should be applied for ) both as a certified copy and with a certified German translation.

#### For extensions:

1. a current certificate of matriculation (copy of matriculation card)
2. a justification for the extension of the study visit in Bavaria (1- 2 DIN A4 pages)
3. an estimation of which new perspectives have developed during the past year of studies

#### for Masters Studies:

4. proof of study achievements received in Bavaria so far (as copies)
5. a report (1-2 DIN A4-pages) giving account on the most important events of your past year of studies (i.e. seminar and lectures you visited, grades or certificates you received)
6. two expert opinions by professors of your course of study

#### for PhD students:

6. an interim report (max. 4 DIN 4 pages) on your research results in Bavaria referring to your project outline in your first application (which points were you already able to realise?)
7. for *dissertations in Bavaria*: two expert opinions from Bavarian professors from your field of study at your Bavarian university. One expert opinion has to be by the supervisor of your dissertation.

for *dissertations in your home country*: two expert opinions from Bavarian professors from your field of study at your Bavarian university as well as one expert opinion by the supervisor of your dissertation at your home university (makes a total of three expert opinions).

## **2. What is a „Betreuungszusage“?**

A “Betreuungszusage” (= letter of endorsement) is a letter written by a professor or course coordinator from a Bavarian university in which he or she states that he/she will oversee and support your academic progress (e.g. your Master/Ph. D. studies) during your stay. The letter of endorsement needs to be written on the department’s official letter paper and contain the signature of your supervisor.

## **3. How can I obtain a „Betreuungszusage“?**

Contact your future professor in Bavaria and ask him for a written “Betreuungszusage“. If you intend to participate in a master’s program, please contact the coordinator of the program. Your professor or coordinator can mail the “Betreuungszusage” directly to BAYHOST.

## **4. Can I hand in documents later?**

You can only hand in a notarized copy of your diploma later. (See question 5)

## **5. I will finish my studies in the upcoming summer term. Can I still apply?**

Yes, you can send us your application. Please include a letter from your university, stating that you will presumably have finished your studies successfully by the end of July. As soon as you get your diploma, please send us a notarized and translated copy.

## **6. What is a proof of nationality?**

A copy of your passport or travel document which clearly states your nationality.

## **7. Do I have to apply at the university?**

Usually you don’t have to apply at the university. You should apply only if the subject you want to study has restricted admission in Bavaria, which is the case with many master’s programs.

Attention! Your application for a **BAYHOST scholarship** and an application for a master’s program (or any other with **restricted admission**) **are two different applications to two different institutions!** Your admission to a master’s program (or any other) doesn’t mean that you automatically receive a BAYHOST scholarship. Also, if you receive a scholarship from BAYHOST it doesn’t mean that you will be admitted to a restricted admission program at the university.

Therefore, we advise you to apply to several universities and for several scholarship programs. On our webpage you can find links to other institutions and scholarship programs. See [www.bayhost.de](http://www.bayhost.de) “Foundations”.

## **8. Is the knowledge of German language mandatory?**

A certificate stating your proficiency in English will be sufficient, if you plan to participate in a course of studies taught in English. If you plan to come to Bavaria for a research sojourn, please include a letter from your Bavarian supervisor, stating that knowledge of English is sufficient for your research project.

**9. What does it mean that I have to be enrolled at a Bavarian university in additional or postgraduate studies, masters' or Ph. D. program for the duration of the scholarship disbursement?**

BAYHOST grants scholarships only for postgraduate studies, master's and Ph. D. programs or additional studies at Bavarian universities. Therefore you have to be enrolled for the duration of the scholarship program. You shouldn't yet be enrolled at a Bavarian university at the time of application for the scholarship.

**10. Am I obliged to complete my Ph. D. studies at a Bavarian university if I receive a BAYHOST scholarship?**

You can complete your Ph. D. studies in your home country and use the scholarship for a research sojourn in Bavaria. In this case your scholarship is generally restricted to one year and cannot be renewed. If you plan to complete your Ph. D. studies at a Bavarian university, your scholarship can theoretically be extended twice for up to three years.

**Please note:**

We can only accept applications that arrive **by the set deadline** and that are **complete** (see list of documents needed in the application form). Mail postage only.

**Criteria of selection:**

- sufficient knowledge of German language that will enable studying at a German university (or knowledge of English, see question 8)
- excellent university degree from a university of your home country
- practical experience \* (i.e. internships, voluntary work, part-time jobs)
- prizes or scholarships \*
- publications \*
- previous conferences attended \*
- foreign language skills \*
- voluntary work \* (i.e. clubs, student initiatives, culture, politics, NGO, religious)
- convincing letter of motivation
- conclusive explanation of the importance of your study visit in Bavaria for your future profession
- For PhDs: convincing description of your research project in Bavaria and the academic relevance of your topic of research as well as its relevance for your future profession.

NB: some of the criteria mentioned above marked \* are not obligatory, but it would be good to include them if you have such experiences.