

Scholarship Department

Information sheet A 1 - 1

SCHOLARSHIP APPLICATION FOR UNDERGRADUATE AND GRADUATE STUDENTS

Valid from: September 2009

Please note that details of the application process are subject to change. Before submitting your application, we, therefore, recommend checking www.boell.de/scholarships for the latest version of this application.

- Requirements for your scholarship application
- Selection process: stages and criteria
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- Application documents to be submitted
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Requirements for your scholarship application

The Heinrich Böll Foundation awards scholarships to German and foreign¹ students in keeping with the guidelines provided by the German Federal Ministry of Education and Research (BMBF) and the Federal Foreign Office (AA). The scholarship will be awarded for the regular period of study.

A) The following requirements apply to German citizens, EU citizens and students who have gained their university entrance qualifications from a German school (funded by the Federal Ministry of Education and Research):

The maintenance scholarships which are awarded to German citizens, EU citizens and students who have gained their university entrance qualifications from a German school will be calculated on the same basis as BAföG, depending on your parent's income and/or your own income and personal assets. Irrespective of this, an independent book grant of 80 € per month will be awarded to all successful applicants.

You are entitled to receiving a scholarship if you are enrolled at a state or state-recognized institution of higher education (university, college or equivalent) in Germany, Switzerland or in a member state of the EU. To all institutions of higher education outside Germany applies a priority of M.A. programs (i.e. applicants from international B.A. programs will be funded in exceptional cases only).

- **Earliest application date:** if you intend to enrol for a Bachelor or Masters degree, for a Diploma, Magister or State Examination, you can apply for a scholarship before your studies begin, but the earliest date for receiving payment will be the beginning of the first semester. We advise you to make your application in time for the start of your studies.
- **Latest application date:** within the prescribed maximum period of study you should still have at least four semesters before your final examinations. That way, the foundation can support you for at least three semesters past your successful application.

¹ Applicants from outside the EU must check [/www.boell.de/scholarships](http://www.boell.de/scholarships) for up-to-date information on deadlines and further information on the application process.

B) The following requirements apply to students from outside the EU (funded by the Federal Foreign Office):

You must be enrolled at a state-recognized university or college (e.g. Fachhochschule) in Germany at the time the scholarship payments begin.

- You should provide proof that you have already graduated with an initial professional qualification. This programme only supports students aiming for a **Masters degree**.
- You need a good knowledge of German, and we kindly ask you to provide proof of your proficiency. Please note that the selection workshop (interviews, group discussions) will normally be in German. Exceptions (interview in English) are, however, possible².
- The current guidelines specify that, generally, **we cannot support foreign scholarship holders for stays abroad in third countries** for more than four weeks.

The following requirements apply to all German and non-German students wishing to pursue a Masters degree or post-graduate studies:

- You should definitely apply for a scholarship **before the start of your studies**, in order to ensure long-term support and cooperation.
- The Heinrich Böll Foundation cannot award you a scholarship, if you are studying for a **one-year Masters degree** and were not previously supported by the foundation.
- **Tuition fees** for fee-paying courses in Germany **cannot** be financed by the Heinrich Böll Foundation.

Selection process: stages and criteria

Three stages are involved when the Heinrich Böll Foundation selects applicants for its scholarships:

1. The submission of your **written application documents**, including a personal reference on your social involvement and an expert reference from a university lecturer, or a school teacher in the case of school graduates
2. **An interview with a liaison lecturer**, usually at the university you wish to attend (in exceptional cases interviews by phone are also possible)
3. Participation in a **selection workshop** in Berlin with an individual interview and a group discussion

At each stage only a small group is chosen from all of the applicants. This group then proceeds to the next stage. You will receive a letter informing you about the decisions following each selection stage.

Stage 1: Submitting your written application

These are the key criteria for choosing written applications and admitting you to Stage 2:

- **Outstanding school or college/university achievements**
- **Social involvement and/or assuming socio-political responsibilities**
- **Convincing reasons for your application to the Heinrich Böll Foundation**

Stage 2: Interview with a liaison lecturer

During this stage your application is complemented by a **report** from a liaison lecturer. The Heinrich Böll Foundation appoints a liaison lecturer, usually at the university you wish to attend. He or she then conducts an interview of about **one hour** with the applicant.

This conversation with the liaison lecturer concentrates on discussing your ability to study, your study achievements, your main areas of study and your main subject.

Stage 3: Selection workshop

Based on the liaison lecturers' reports and the quality of the written applications, invitations to the selection workshops will be sent to applicants. At this stage there are about twice as many applicants as the number of available scholarships.

² Successful candidates with insufficient German language skills may be able to receive additional financial support for an intensive German language course.

The selection workshop is composed of a **structured individual interview** and a **group discussion**. During this workshop a key role is played by the assessment of your personal abilities as described in our 'Mission Statement: Promotion of young talent' (see www.boell.de/scholarships).

Please note: we are sorry, but if you took part in a selection workshop and have received a letter of rejection, we cannot consider a second application.

Deadlines

Application deadlines are **normally** twice a year: in spring and autumn. However, the deadlines and dates listed here may be liable to change. For this reason please always check the **current information** on our **homepage** www.boell.de/scholarships.

Deadlines are normally:

	Spring	Autumn
Application	until 1 March	until 1 September
Liaison lecturer's report	generally 1 May	generally 1 November
Selection workshops	June/July*	December/January*
Notification of a scholarship award	July	January/February
Expected commencement of grant payments	1 October	1 April

* The exact date of each workshop will be sent by letter to the participants.

Please understand that these application deadlines are **binding**, and we are unable to make any exceptions.

Application documents to be submitted

If you are interested in the Heinrich Böll Foundation's scholarship and funding programme, please send **three sets** of your written application (1 original with original signature and two identical copies) to the Scholarship Department of the Heinrich Böll Foundation. Your documents should all be written **in German**. (Personal reference and expert reference from a college or university lecturer, or a school teacher for school graduates, may be written in **English**.)

Please ensure to keep all submitted application documents for later reference. In case of your acceptance to the second stage of the application process, you need to send an identical copy of all application documents (points I – XI) to the liaison lecturer.

Your application documents include:

I. Application form:

Please download the application form (cover letter) from the website of the Scholarship Department www.boell.de/scholarships and complete the details on your monitor **before** you print it.

II. Letter of motivation (1 page):

- Give your reasons for applying to the Heinrich Böll Foundation for a scholarship
- Indicate your motivation to study, your study goal and your related career plans
- Describe your socio-political involvement and your basic motivation for this
- In the case of foreign students: please describe your connections in, or with, Germany so far
- Please remember to sign your letter of motivation.

III. Curriculum Vitae in tabular form (1 page) including:

- School education including final exam grades
- College/university studies
- If applicable, vocational training, including final qualification and grades
- If applicable, professional experience before/during/after your first college/university course

- Type and length of practical experience
- Language skills
- Prizes, awards, scholarships
- Type and length of stays abroad
- Socio-political activities (your role, the duration)
- Other skills, interests etc.

IV. Description of your previous studies, or school development and study plans in the case of school graduates (1 page):

- A summary of your previous studies, or school development, main areas of interest and further study plans in the case of school graduates
- A list of credits gained in courses so far, including grades

V. Personal reference from a third party on your socio-political involvement (1 to 2 pages):

This reference should contain confirmation and a detailed description of your socio-political involvement. It should be written by a person of your own choice who knows you well and is able to give a good assessment of your level of commitment. This person may, but does not have to, belong to an institution. Certificates for practical experience and references from personal relatives are not suitable for this purpose.

Please inform the person providing your reference to include the following important items:

- A description of your socio-political involvement, especially the areas in which you have actively assumed responsibility and what exactly you have done or brought about so far.
- A personal assessment of your specific concerns and which particular causes you support.
- An assessment of your ability to reflect on political matters, and an appraisal of your personality

The person providing your reference could send the reference also directly to the Heinrich-Böll-Foundation. Please ensure that the reference arrives in time, before the official deadline for applications (1 March/1 September). The Scholarship Department will copy the reference and add it to your application documents.

VI. Expert reference from a university or college lecturer or a school teacher for school graduates (1 to 2 pages):

The **expert reference** written by a university or college lecturer provides insights into and assesses your proposed studies, your study interests and credits to date.

In the case of students we particularly appreciate an expert reference from a professor (also junior professors, adjunct professors). But we also accept expert references from assistant professors or post-doctoral research associates (not temporary lecturers).

Please inform the person providing your expert reference to include the following aspects:

- An assessment of your ability to study, your main study areas and/or interests
- A general classification of your study, or school, achievements and your suitability in comparison with others in your semester or school year. For instance: 'Ranks among the top five per cent in...', or 'ranks among the top 20 per cent' or 'cannot be judged', 'a comparison is not possible'. Reasons should be given for the ranking.
- A description of individual achievements and outstanding individual achievements (with grades)
- An assessment of your analytical abilities, communication skills and perceptive faculties. An overall assessment of your specialist and personal suitability
- A description of the context, and since when, the reference provider came to know you.

The expert reference could also be directly to the Heinrich-Böll-Foundation. Please ensure that the reference arrives in time, before the official deadline for applications (1 March/1 September). The Scholarship Department will copy the expert reference and add it to your application documents.

VII. Copies of school graduation certificates/qualification for university entrance:

- If applicable, with a German or English translation by a professional translator
- If applicable, the last three interim certificates, if the school graduation certificate has not yet been issued.

- If you are awarded a scholarship, you must send us an **officially certified** copy of your school graduation certificate or your qualification for university entrance, in order to receive your first scholarship payment.

VIII. Copy of intermediate exam certificate and/or the first degree certificate, if already issued:

- If applicable, with a German or English translation
- If you are taking up studies for a Masters or post-graduate degree, but **cannot yet include** a copy of your first degree certificate with your application, please send us a list of your credits to date, including grades. You can then send the copy of your degree when it is issued.
- If you are awarded a scholarship, you must send us an **officially certified** copy of your intermediate exam certificate or degree certificate, in order to receive your first scholarship payment.

IX. Proof of current college or university enrolment (pasted onto an A4 page):

This document may be sent to us at a later date, but it must be in our office by the time grant payments begin.

X. For foreign applicants: proof of German language skills

There are many possibilities for proving German fluency, for instance the Deutsche Sprachprüfung für den Hochschulzugang (DSH), TestDaF, Goethe Institute certificates, or similar.

XI. For applicants of the program “Medienvielfalt anders: Junge Migrantinnen und Migranten in den Journalismus”: work samples

The work samples should give an impression of the applicant’s previous experiences in the field of media. These may include contributions to school or student newspapers, news agencies or radio features.

Important notes for applicants

... how to present your application documents:

- Please submit **three sets** of your application documents (1 clearly marked original with original signatures, 2 identical copies).
- Points II to VI of your application should not exceed a total of **8 pages**.
- When sending the three identical sets of documents, please **staple and punch** each set, but do not place them in separate folders. The original set should be easy photocopyable.
- Please use a **12 pt font and 1.5 line spacing**.
- Please **do not enclose any original personal documents, certificates etc.**, only **copies**.
- Please **do not enclose any additional expert references, certificates of practical experience, photos or proof of credits**.
- Please send your three identical applications together as **one single postal item and in printed form**. We regret we cannot accept applications or individual parts of the application via fax or E-mail. We can accept no liability for applications which go missing in the post.
- We regret that we **cannot process incomplete application documents**. This also applies to the **personal reference and the expert reference**, both of which have to arrive at the Scholarship Department by the application deadline (post mark 01 March/01 September).

... Data protection:

- When you submit your application your details will be saved in an address management programme. The details of unsuccessful candidates will be deleted after six months. The details of successful candidates will be transferred to a separate scholarship management programme.

... Rejection:

- No legal claim can be made for a scholarship.
- Regretfully, the number of applications is so large that we cannot give you individual reasons for rejections.
- Rejected application documents will be destroyed in keeping with data protection regulations.

We look forward to receiving your application. Please send it to the following **postal address**:

Heinrich-Böll-Stiftung e.V.
Studienwerk – Scholarship Department
Schumannstr. 8
10117 Berlin

Further information:

Bärbel Karger
Tel.: +49 (0)30 28534-400
E-mail: studienwerk@boell.de

Consulting hours:

Monday, Tuesday, Thursday and Friday from 10 a.m. to 1 p.m.