

## Advance Preparations

Familiarize yourself with the [program](#) and its [key features](#). Read [advice from our application workshop](#), then:

- contact the scholars you will ask to write a **recommendation** on your behalf well in advance
- acquire **(a) language evaluation(s)**
- acquire **graduate transcripts** (*for dissertation fellowship applications only*)
- note that application materials from **previous years cannot be reactivated**
- do not include material that has not been requested; such materials will be removed from your file

## Technical Requirements & Mechanics

**Software requirements:** You will need Adobe Reader or Acrobat to complete the forms. **Do not use Preview (Mac) to fill out the forms.** Due to significant malware security concerns email attachments in [old Office formats](#) **will be blocked by our server.** Please submit **PDFs only.**

**Download** the application forms, save them by **including your name in the file names** (i. e. yourlastnameappformBP2023.pdf, yourlastnameproposaldocsBP2023.pdf, yourlastnamesignatureBP2023.pdf).

**Formats:** As a matter of fairness to all applicants, **forms and proposals which do not comply with the format** (e.g. are handwritten, exceed the length, use a small font or are single-spaced instead of double) **cannot be accepted.** All major citation styles of your choosing (MLA, Chicago, Harvard, etc.) are welcome.

**Language of application and documents:** You can complete our forms in either English or German. For documents in languages other than English or German, please provide official translations in either English or German.

**Merging files:** It will be necessary to compile the requested materials (proposal, CV, additional documents) in one file named yourlastnameproposaldocsBP2023.pdf

**File size:** The file size of yourlastnameproposaldocsBP2023.pdf may not exceed **10 MB.** If you are having problems submitting your application due to file size, try reducing the resolution of scanned documents.

## Submission & Deadline

**Submission:** Applicants must submit their material consisting of three files via email by December 1, see below.

**Late applications** cannot be considered in the competition. **Your submission is final** and cannot be edited or changed after submission.

**Competition opening:** November 1

**Deadline:** December 1

**Reapplications:** The number of reapplications for each fellowship category is limited to two.

The information provided applies to the application for all fellowships in our program.

Documents to be Submitted by Applicant	Application Form	<p><a href="#">Application Form</a></p> <p>Download and save the <b>application form</b> on your computer with your name in the file name, i.e. yourlastnameappformBP2023.pdf. Do not complete it in your browser.</p> <p>Please note: US-postdoc applications will automatically be considered for FU and Max Kade.</p>
	Research Proposal	<p>Remember that the Berlin Program is a multidisciplinary residential program lead by an academic advisory committee of diverse areas of expertise who will review your application. Read our instructions on <a href="#">composing a proposal</a>.</p> <p><b>Format:</b> letter size or A4, 12-point font, standard margins, double spaced (bibliography single-spaced), major citation style of your choosing (MLA, Chicago, Harvard, etc.)</p> <p>Proposal length: <b>10 pages</b> double-spaced Bibliography length: <b>2 pages</b> single-spaced</p>
	CV	<p>Please include a short curriculum vitae of <b>3 pages maximum</b></p>
	Additional Documents	<p><b>Postdoc Fellowships:</b></p> <ul style="list-style-type: none"><li>• a 1-page abstract of your dissertation project (300 words maximum)</li><li>• a table of content of your dissertation</li><li>• a writing sample, preferably a dissertation chapter (about 25 pages)</li></ul> <p><b>Dissertation Fellowships:</b></p> <ul style="list-style-type: none"><li>• current graduate school transcripts—official or unofficial (nominees will be asked to submit official ones)</li></ul>
	Signature Page	<p><a href="#">Signature Page</a></p> <p>Declaration of Consent and Release: Please note that by applying for a fellowship you agree that the information in the application will be stored electronically and used by us. You also release third party documents submitted as part of your application to us, and you agree to our <a href="#">terms and conditions</a>. Please print, sign, and scan the signature page and create a file named yourlastnamesignatureBP2023.pdf.</p>

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Documents on Behalf of Applicant

Recommendations

[Recommendations](#)

Applicants are required to have 3 **letters of recommendation/LORs** submitted on their behalf. Referees can either send us a **completed recommendation form or a LOR on institutional letterhead as a PDF directly to:**

bprogram[at]zedat.fu-berlin.de **by December 1.**

Postdocs are welcome to send in interfolio dossiers.

Language Evaluation(s)

[Language Evaluation](#)

Applicants are required to demonstrate sufficient German-language skills to complete the project and **to participate in the program's German-language research colloquium.** If more than one language is relevant for your project, have an evaluation submitted for each. Native speakers do not need to submit a language evaluation.

Evaluators must be **faculty members or language instructors qualified to evaluate language skills.** We do not accept evaluations older than two years. Completed forms are to be submitted by the evaluator **as a PDF directly to:** bprogram[at]zedat.fu-berlin.de **by December 1.**

## How to Submit

We recommend the following final checks:

- proofread and double-check all documents
- send a test application package to yourself before submitting the material to us.

Submit one email containing three files to bprogram[at]zedat.fu-berlin.de:

- File 1: Completed application form (yourlastnameappformBP2023.pdf)
- File 2: Proposal and application materials as described above (yourlastnameproposaldocsBP2023.pdf)
- File 3: Signature page (yourlastnamesignatureBP2023.pdf)

## Notification & Feedback

All applicants will be notified in March about the fellowship nominations. Although specific ratings remain confidential, applicants may request general feedback on their application.