

Applying for a Deutschlandstipendium at Freie Universität Berlin

1. Do you meet the criteria?

Who can apply	Who is not allowed to apply
<input type="checkbox"/> I am enrolled as a student at Freie Universität Berlin during the entire funding period (winter and summer semester) in my major field of study	<input type="checkbox"/> I am not enrolled at Freie Universität Berlin.
<input type="checkbox"/> I applied for a study placement at Freie Universität (first semester or higher) and am already enrolled for my first semester at Freie Universität.	<input type="checkbox"/> I am only enrolled at Freie Universität in my minor field of study. My major field of study is not at Freie Universität.
<input type="checkbox"/> I applied for a study placement at Freie Universität (first semester or higher) and received a letter of acceptance .	<input type="checkbox"/> I am a Doctoral student at Freie Universität.
<input type="checkbox"/> During the entire funding period (winter and summer semester), I will still be within the standard time to degree for my degree program .	<input type="checkbox"/> I applied for a study placement at Freie Universität but did not receive a letter of acceptance or received a rejection letter.
Evaluation: If you ticked two boxes in this column, you are eligible to apply.	<input type="checkbox"/> I am enrolled at Freie Universität but I will have exceeded the standard time to degree during the funding period.
	<input type="checkbox"/> I already receive merit-based support of more than 30 euros per month and I prefer this support over the Deutschlandstipendium scholarship.
	<input type="checkbox"/> I am not seeking a degree from Freie Universität (for example, Erasmus students or other exchange students who are only at Freie Universität for a few semesters).
	<input type="checkbox"/> I study at Charité – Universitätsmedizin Berlin.
	Evaluation: If you ticked at least one box in this column, you are not allowed to apply.

2. Assembling your application materials

We highly recommend you to use this checklist when preparing your application materials for your online application. We will only be able to take into consideration the information you provide in the online application if it is backed by the required documentation.

- ✓ Please submit all documents via our online application system as PDFs. The specific documents should be uploaded to the appropriate fields in the application system. Individual files should not exceed 3 MB.
- ✓ Please do not send us documents by e-mail or postal mail.
- ✓ If you have documents that are in a language other than German or English, please include official certified translations of the documents in German or English.
- ✓ Please do not submit any extra documents that we have not specifically requested, such as résumés, recommendation letters, photos of documents, or letters of motivation.
- ✓ Once the application deadline has passed, you can no longer submit any other application materials.

Document	Explanation
Academic performance documents (secondary school and university level) (required)	
<input type="checkbox"/> University Entrance Certificate/Abitur Certificate	<ul style="list-style-type: none"> • This only applies if you are a student applicant or a student enrolled in the first or second semester in a bachelor's degree program or state exam program. • You do not need to upload a copy of your university entrance certificate. The relevant information from your university entrance certificate (grade, date, location) will already be available because of data processing for your initial enrollment. • However, in some cases, an automatic transfer of the grade of your university entrance qualification is not possible. If you see that the grade of your university entrance qualification is missing in the online application form, please manually upload your university entrance qualification. If you obtained your university entrance qualification outside of Germany, please also upload your uni.assist evaluation report here, which shows the university entrance qualification converted into the German grading system.
<input type="checkbox"/> Previous University Degrees and Certificates	<ul style="list-style-type: none"> • Only if you have already finished a degree program at the time of application. If you have already completed one or more university degrees, please upload your most recent degree certificate here. • If your grades are based on a system outside of Germany, please upload the evaluation report provided by uni.assist and upload it.
<input type="checkbox"/> Transcript of Records from Campus Management	<p>Only for students who will be in their second semester (or higher) in their degree program during the upcoming winter semester:</p> <ul style="list-style-type: none"> • We can only accept grade reports from the Campus Management system (transcript of records) that show your performance for modules that you have already completed. • Please do not submit individual certificates or grade reports for specific modules, assessments, transfer credits, etc. • If you have grades or exam results that are not recorded in Campus Management, please contact the appropriate office in your department/institute and ask them to provide a report that shows the coursework you have completed (assessments, written exams, etc.) and includes your grade point average.

- In reviewing applications, we will only factor in your performance in modules that are marked as complete with credit points in Campus Management.
- **Please note:** If certain grades or credits have not yet been entered into Campus Management, please ask your professor or instructor to do so. If you have completed modules that are still marked as incomplete in Campus Management or recognized coursework that has not yet been entered into the system, please contact your examination office and asked them to update your records. Please be aware that these steps can take some time, so do not delay!
- Your application is only considered complete if you submit a current transcript of records at the time of application.

Special cases:

- **Pharmacy students before taking the first state exam:** Please submit a report that includes all assessments and written exams taken up to this point. The report should indicate the grades you received and can be requested from the secretary's office at your institute. Please enter your grade point average into the online application form.
- **Pharmacy students after taking the first state exam:** Please submit documentation of your grade on the first state exam and enter your average grade on the state exam into the online application form.
- **Veterinary students before taking the pre-Physikum exam** If you have not completed your pre-diploma and do not yet have graded documentation of your performance, then we will factor in your grade from the last degree/certificate you received from either a secondary school or university. Please submit a proof of courses incl. grades and ECTS points that you have completed so far. (e.g. screenshot from your list of courses in Campus Management).
- **Veterinary students after taking the pre-Physikum exam** If you are an advanced student of veterinary medicine, depending on how far along you are, one or both of the following assessment results will be taken into consideration:
 - Your grade on the natural sciences portion of the veterinary medicine preliminary exam (pre-Physikum exam)
 - Your grade on the anatomy and physiology portion of the veterinary medicine preliminary exam (Physikum exam)

Please request your assessment results from the State Office for Health and Social Affairs – LAGeSo and submit the appropriate documentation through the online application system.

Documenting work-related activities, volunteer work, and recognitions (if applicable)

<input type="checkbox"/>	<p>Documentation for work-related activities: → internships → jobs</p>	<p>Recognized activities: We will only consider internships or jobs that...</p> <ul style="list-style-type: none"> involved a minimum of 120 hours took place after January 2018 for internships: only extracurricular internships done on a voluntary basis (internships done as part of your degree program or for school do not count) <p>Valid documentation:</p> <ul style="list-style-type: none"> Certificates of employment, employment contracts, certificates issued and signed by the supervising institution The documentation you provide here should include the following information: Your name, the name of the supervising institution, the number of hours worked, the start and end dates of the activity, a short description of the experience, a signature from the institution/employer <p>Please note:</p> <ul style="list-style-type: none"> Please select a maximum of three internships and/or three jobs that meet the criteria mentioned above (max. 6 in total) When reviewing your application, we will only be able to consider activities for which you provide documentation
<input type="checkbox"/>	<p>Documentation of extracurricular volunteering</p>	<p>We will only consider the following activities:</p> <ul style="list-style-type: none"> for example, volunteer positions, involvement in social organizations, student government, or political groups or participation in religious organizations, associations, or clubs Voluntary community service, such as the German Federal Voluntary Service (BFD), the Voluntary Social Year (FSJ), etc. Active participation in the Model United Nations or conferences will also be considered. Volunteer activities that took place after January 2018 A given activity should generally involve at least 15 hours Activities for which you were paid a salary do not count. Receipt of an expense allowance under 500 euros per month is permissible. <p>Please note:</p> <ul style="list-style-type: none"> Please select a maximum of three volunteer activities that meet the criteria mentioned above When reviewing your application, we will only be able to consider activities for which you provide documentation Work and travel activities or simply being a member of a club, association, or political party (without active participation) will not be taken into account
<input type="checkbox"/>	<p>Documentation for recognitions, prizes, and scholarships</p>	<p>Please note:</p> <ul style="list-style-type: none"> Mobility grants like PROMOS and Erasmus+ scholarships do not count here. However, DAAD full scholarships for study abroad do. E-fellows online scholarships will not be taken into account When reviewing your application, we will only be able to consider recognitions for which you provide documentation

Social background and Criteria (if applicable)

<input type="checkbox"/>	Proof of chronic illness/disability	<ul style="list-style-type: none"> Please submit a copy of your disability identification card or a doctor's note. Psychological and physical illness are both considered relevant.
<input type="checkbox"/>	Proof of childcare responsibilities	<ul style="list-style-type: none"> Please upload a copy of your child's birth certificate or some other proof of parenthood.
<input type="checkbox"/>	Refugee status	<ul style="list-style-type: none"> Please submit a document issued by the Federal Office for Migration and Refugees that indicates your resident permit status or that shows you are currently seeking asylum.
<input type="checkbox"/>	Vocational training certificates („Abgeschlossene Berufsausbildung“)	<ul style="list-style-type: none"> Please submit any relevant diplomas or graduation certificates.
<input type="checkbox"/>	Non-traditional university qualification („zweiter Bildungsweg“)	<ul style="list-style-type: none"> Please submit any relevant diplomas or graduation certificates

Other documents (if applicable)

<input type="checkbox"/>	Application for further funding from the Deutschlandstipendium from a bachelor's degree (ending in Wintersemester) at Freie Universität to a consecutive master's degree (starting in summer semester) at Freie Universität	After completing a course of study (e.g. Bachelor's degree), you must normally re-apply for a Deutschlandstipendium if you are starting another study program (e.g. your Master's). Only if you end your Bachelor's at Freie Universität Berlin during the winter term, and will start a consecutive Master's program after in summer semester the following applies: Since an application is only possible for the winter semester, we created a bridging opportunity with this application, which enables you to be funded for two semesters by the Deutschlandstipendium (the last semester in your Bachelor's and the first semester in your Master's at Freie Universität Berlin). Please upload this form (only available in German) at the designated place in the online application system. Please read the information in the application form carefully. You have to apply again for a Germany scholarship for the second semester of your master's degree.
<input type="checkbox"/>	For competitive athletes: Proof of your official athlete status	Applicants belonging to an Olympiakader, Perspektivkader, Ergänzungskader, Nachwuchskader 1, Nachwuchskader 2 or Paralympicskader squad, built on federal level, belonging to a federal association of the DOSB and catered by an Olympic Training Center (OSP) in Berlin or Brandenburg must submit a current proof of squad-membership issued by the professional association (Fachverband).
<input type="checkbox"/>	For competitive athletes: Proof of success	<ul style="list-style-type: none"> Successful participation in National Championships Successful participation in International Championships (European Championships, World Championships, Olympic Games etc.) Team member at Bundesliga level of any sport
<input type="checkbox"/>	Proof of working on starting a company	For example, documentation showing that you participated in the business plan contest „Business Plan Wettbewerb“ , the Funpreneur competition at Freie Universität, or proof of successfully founding a company.