

- Important advice and FAQ -

The following documents are required by the **1st April 2014**:

1. an **online application form** that is filled-in completely (see www.bayhost.de „Scholarships“, it is not needed to send a printed version of the online application form by post)
2. **letter of motivation** concerning your participation in a German language course in Bavaria (1-2 DIN A4 pages, in German or English)
3. a **tabular CV** with a recent photo → a possible model format can be found at:
<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>
4. proof of **previous exams** (i.e. a copy of your study book or university transcript). A translation or authorisation of these documents is not necessary.
5. **proof** that you are **currently enrolled** at a university in your home country (i.e. copy of current transcript or student ID)
6. a photocopy of your **passport** or ID-card
7. **proof of German proficiency of at least A2-level** (any certificate/letter proving your German knowledge will be sufficient).
8. Optional: proof of internships or voluntary work (These documents are not obligatory, but it would be good to include them if you have such experiences.)

Please do not send the originals of these documents, but **copies only**. You do not need to have them translated or certified legally.

Please note:

Application deadline is the 1st April 2014, meaning that all documents have to be at the BAYHOST office by then. Keep in mind possible obstacles such as strikes, customs control, holidays etc.

This date is a cut-off period! Late applications cannot be considered and will be excluded from the selection process. The same applies to applications that are incomplete or do not comply with the set formalities.

Please send your documents to the following address:

BAYHOST, Stichwort: „Sommersprachkursbewerbung“
UNIVERSITÄTSSTR. 31
93053 REGENSBURG
DEUTSCHLAND

Application documents sent to us by fax or email will not be considered! Please note that we are unable to return application documents that were sent to us. Please don't use plastic foils or folders for your application documents!

We will contact all candidates at latest by 1st July 2014. Unfortunately, we are unable to give reasons for refusal of the application.

Advice regarding the online application form

You can find a link to the online application form on our website. Please click on this link and follow the instructions in the questionnaire. Only fields that are colored are mandatory. In case you didn't fill out one or more field(s) you will be asked once more to fill in these fields completely.

As part of the application form you will be asked to give information on your CV (Curriculum Vitae), incl. grades and reports. Therefore, you might need relevant documents at hand when filling out the application form. Please note that a good application takes time, so please take the necessary time and peace that is required to complete the application form.

If you have the relevant documents at hand when filling out the form, it should take you about 20min (working steadily through it) to complete it.

After you have fully completed the form and submitted it, you will receive an email confirmation. If you do not receive such an email, this means that we have not received your application either.

FAQ list

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1. Where can I find further information on the summer school scholarships?

Further information can be found on the website www.bayhost.de under the category "scholarships". Here, you will also find an overview of all the universities offering summer schools that are supported by BAYHOST as well as the online application form. Our website also exists in a complete English version. To access the English version, click on "English Version" and select the category "scholarships" on our homepage.

You can find the reports on former scholarship holders' stay in Bavaria here under "Sprachkurse IN" <http://www.uni-regensburg.de/bayhost/alumni/erfahrungsberichte/index.html>

2. Eligibility: Who can apply?

Students and young scientists with the nationality of the following countries: Bosnia-Herzegovina, Croatia, Macedonia, Serbia, Slovenia and the Ukraine. Applicants have to be enrolled or employed at a university of these countries at the time of application. Basic knowledge of German (at least A2 level) is required.

3. Where do I have to send the additional documents to?

Please send the additional documents **per post** to BAYHOST (postage by fax or email will not be accepted):

BAYHOST
Stichwort: „Sommer Sprachkursbewerbung“
UNIVERSITÄTSSTR. 31
93053 REGENSBURG
DEUTSCHLAND

4. Will I receive a confirmation of reception for these additional documents?

No. After you have submitted the online application form, you will receive an email from us confirming the reception of your online-form. Unfortunately, we are unable to give any further confirmation.

5. Is there an English version of the online-application form?

No.

6. Can I apply for several courses?

Please name two summer courses in your application form that you will be able to attend as far as dates are concerned. On receipt of the scholarship you will be allocated one of the two chosen courses.

7. What do I have to pay attention to in terms of my choice of course?

You have to select at least two courses. We will try to adhere to your preference, but cannot give any guarantee. Please note that places at all courses have restricted numbers. Courses in Bayreuth, Regensburg, Eichstätt and Passau are offered for all course levels. The course in Augsburg demands a minimum knowledge of B2.

8. What costs are covered by the scholarship?

The scholarship covers the costs of the course, accommodation and includes a small allowance for food. Travel costs, insurance and visa costs will not be reimbursed! Costs for excursions will only be covered, if they were already included in the course fee.

9. What are my obligations, if I am awarded a scholarship?

If you receive a scholarship and accept this you are obliged to participate in and be present at the whole language course from beginning to the end. Further, scholarship holders are obliged to send a report on their stay in Bavaria as a Word-Doc via email to BAYHOST by 1st October 2014.

10. What do I do, if I want to change my data?

In order to change your data you will have to fill in the whole online form all over again. It is important that you use the same name and email address.

11. What happens to the data, if my computer crashes whilst I am filling in the form?

Should your computer crash, whilst filling in the application form, the data that you filled in up to this point will be lost. The same happens if you stop the application prematurely (i.e. before all necessary information was given). Unfortunately, you will have to start again in both these cases.

12. What language should I write the letter of motivation in?

In German or in English. If you're already advanced, then try to write the letter of motivation in German as much as you can. It's always good to show you tried.

We won't be strict about grammatical or spelling mistakes. It would, on the other hand, seem strange, if you were a beginner of German language and wrote your motivation in perfect German...

More important is that your letter is comprehensible and convincing. The letter of motivation is an essential part of the application, so of course you want to have a good argumentation. Whether you write in German or in English is your choice according to your knowledge of German.

13. Do I have to register for the language course at the same time?

No, only if you would also want to participate in the course without a scholarship. In the case that you are rewarded a scholarship from BAYHOST, there will be a place reserved for you in one of the language courses mentioned on our scholarship webpage. Please always name at least two courses of your choice. We will do our best to take your wishes into account.

! Please note that BAYHOST is only in charge of the scholarships. If you have questions regarding the courses you have to direct these to the respective course organisers. !

14. “Isn’t your time frame for contacting selected candidates a bit neat?”

We always try to select and contact first the candidates from countries where a visa is still needed. So far all candidates have always managed to organise themselves in order to take part in the language course of their choice. Moreover it is written that we try to contact the candidates **at latest by** [!] 1st July 2014, i.e. we aim to do this earlier, or as early as we possibly can.

15. Who can I contact regarding questions or problems?

Should further questions arise when filling out the form or you encounter difficulties, please contact Ms Katrin Döppe (doeppe[at]bayhost.de).

16. Can I apply, if I haven’t done an internship or voluntary work, yet?

Yes. The proof of internships and voluntary work is additional information – it is not obligatory. Not having done an internship or voluntary work does not mean that you won’t have a chance to get the scholarship.

BAYHOST, 14th February 2014