



## - frequently asked questions (FAQ) -

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### 1. What documents do I have to send?

#### a) For **First Time Applications**:

1. an **online application form** that is filled-in completely (see [www.bayhost.de](http://www.bayhost.de) → “Scholarships”, it is not needed to send a printed version of the online application form by post)
2. **letter of motivation**, in which you state the reasons for undertaking your planned studies (1-2 pages)
3. certified proficiency of **German language** (for English programs see also question Nr. 8)
4. a certified copy as well as certified German translation of your **university degree** or **document** stating that you will graduate by the end of July 2013 (see question 5)
5. proof of **citizenship** (copy of passport or identity card)
6. **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) (see also questions Nr. 2 & 3)
7. **CV** (personal data sheet) in German or English and with a recent **photo**
8. optional: **additional documents** on volunteering, internships, publications etc. (maximum of ten, simple copies without translations)
9. for PhDs: a **project draft** (2 pages) as well as a **time schedule** for the complete project
10. 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

b) For **Extensions**:

1. an **online application form** that is filled-in completely (see [www.bayhost.de](http://www.bayhost.de) → "Scholarships", it is not needed to send a printed version of the online application form by post)
2. a current **certificate of matriculation** of the upcoming summer term
3. a **justification for the extension** of the study visit in Bavaria (1- 2 DIN A4 pages)
4. an **estimation** of which **new perspectives** have developed during the past year of studies
5. **CV** (personal data sheet) in German or English and with a **photo**

for **Masters Studies**:

6. proof of **study achievements** received in Bavaria so far (as copies)
7. 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)
8. **two expert opinions** by professors of your course of study

for **Ph.D. 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. **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

## 2. What is a „Betreuungszusage“?

A "Betreuungszusage" (=letter of endorsement) is a letter written by a professor or course coordinator from a Bavarian university which states that he or 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 for a written "Betreuungszusage". If you intend to participate in a Masters program, please contact the coordinator of the program. Your professor or coordinator can mail the "Betreuungszusage" directly to BAYHOST. Sending the signed letter as a scanned attachment by email is possible. (See question 12)

## 4. Can I hand in documents later?

You can only hand in a notarized copy of your diploma later (see question 5). Everything else has to be there by the set deadline.

## 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 citizenship?

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

## 7. Do I have to apply to the university as well for a place in the study program?

If the subject you want to study has a restricted admission in Bavaria - which is the case with most master's programs – you will also have to apply for a place in the course.

**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 (see question 12) 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) → "Funding" / "Förderung"

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

A certified certificate stating your proficiency in English will be sufficient, if you plan to participate in a course of studies taught in English. However, we expect you to be willing to learn German during your stay.

If you plan to come to Bavaria for a research sojourn, please include as well a letter from your Bavarian supervisor, stating that knowledge of English is sufficient for your research project.

## 9. 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.

## 10. What studies can be funded with a BAYHOST scholarship?

Funding can only be given for study programs conducted at Bavarian state universities (universities, universities of applied sciences and art academies) and at the church universities (Katholische Universität Eichstätt-Ingolstadt, Katholische Stiftungsfachhochschule München and Evangelische Fachhochschule Nürnberg). BAYHOST grants scholarships for all subjects, but only for postgraduate studies (mainly master's and Ph. D. programs - no BA-studies) at Bavarian universities. In general, funding can only be given for study programs, that do not charge any additional course fees (administration fees are exempted here). If you are awarded with a scholarship this means that you have to be enrolled at a Bavarian university for the duration of the scholarship program. If you are already doing a Ph.D. in your home country, you can apply for a one-year study sojourn in Bavaria.

## 11. What are the 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
- for Ph. D.s: 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
- \* 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

NB: some of the criteria mentioned above marked \* are not obligatory, but it would be good to include them (at maximum 10 certificates) if you have such experiences.

## 12. How can I find a suitable course and academic supervisor?

You can search for courses and subjects via the following websites:

[www.study-in-bavaria.de/en/](http://www.study-in-bavaria.de/en/) (→“What & where to study in Bavaria”)

[www.daad.de/en/](http://www.daad.de/en/) (→“Information for Foreigners” →“ Courses of study in Germany”)

Once you have found a suitable course, take your time and read through the information carefully. For Master projects it would then be best to contact the course coordinator, for Ph. D. a professor, who is an expert in your topic. When contacting your aspired future supervisor, contact them first by email. Make sure you include a CV and a brief outline of your academic profile and what studies/research you plan to do. It's important that your first contact makes a good impression. Please also add a link of the annual scholarship program and the guidelines for the letter of endorsement so that the course coordinator or professor has some information on the scholarship program.

### 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** (not email or fax!).