

CHECKLIST of application documents for a PROMOS scholarship

The complete application includes:

- Online application form: signed**
- Curriculum Vitae: without photo**
- Letter of Motivation**
- Certificate of enrolment**
- Transcript of records or FlexNow overview of grades: signed and stamped by the Examination Office/Dean's Office.**
Master's students must also submit their Bachelor's degree certificate.
- Language certificate: language of instruction**
You can also submit additional proof of the language of the host country if this is not the same as the language at the host institution
Please inform yourself in good time about all recognised language examinations!
- Tabular overview of the costs to be expected during the stay abroad: cost breakdown for accommodation, meals, local transport, etc.**
Please also state whether you are receiving or have applied for further financial support for the stay (e.g. other scholarships, public or private foundation, BAföG abroad, etc.) and, if you are doing an internship, whether and to what extent the activity is payed

Additionally for study abroad:

- Acceptance letter from the host university or nomination letter (JLU)**
- Learning Agreement (LA)**
Must be submitted at the latest at the start of the stay abroad!

Additionally for internship stays:

- Confirmation of the department**
Only for obligatory internships
- Confirmation of internship**
With exact dates of stay as well as information on language of instruction and salary

Additionally for the final work:

- Confirmation from the supervisor at JLU**
- Confirmation of the host institution**
Proof of a contact person abroad.
- Detailed timetable for the implementation of the project abroad**

Additionally for Summer/Winter Schools:

- Confirmation of acceptance by the host institution**
With more details on the type, duration, programme, language of instruction, fees and conditions of participation of the selected specialised course.
- Proof of credits**
Credits that can be acquired in the course (students please inform themselves in advance at the department about the recognition!)