



Tutorial: Application for new funding

“Deutschlandstipendium” of the University of Bremen for the winter semester

The application must be made via the online application module. The current application periods can be found on the Deutschlandstipendiat website (<https://www.uni-bremen.de/deutschlandstipendiat>).

1. Complete and finalize the online application at <http://www.uni-bremen.de/deutschlandstipendiat>. Registration (creating account) is required, then you will receive the access data via eMail (valucon apps GmbH - your access data to the application portal).

Please note: The online application must be completed by the end of the deadline - including uploading the supporting documents (PDF files).

2. Please upload evidence as PDF files and name files according to this list. Other file formats will not be considered:

- Tabular curriculum vitae
- Letter of motivation (max. 2 pages)
- Certificate of examination for university entrance qualification
- Certificate of enrollment

If you have just applied to the University of Bremen, you can apply to the Deutschlandstipendium with the certificate of examination for university entrance or the certificate of your first degree. The certificate of enrollment/letter of acceptance/confirmation of enrollment can be submitted in these cases by September 15.

3. The following documents (PDF) may be required to supplement your application:

- Academic achievements - PABO extract
- Professional qualifications and work certificates (part-time /mini-jobs for at least two years)
- Other acquired qualifications and knowledge
- Special awards and honors at the Federal Government or state level
- Community, social or family commitment (proof by certificate of voluntary work in German or English; or officially translated)
- Proof of illness and/or disability that has had an aggravating or hindering effect on the previous educational biography or has an effect on the studies (letters from doctors or similar required)

Proof of impairment:

Students whose studies are restricted by a physical or mental impairment will be considered accordingly in the application for the Deutschlandstipendium. It does not matter whether it is a visible or invisible disability, a physical or mental illness or whether there is official recognition (disability ID card) or not. In order for this impairment to be taken into account in the evaluation, it must be documented separately by two documents

1. the student describes in an informal letter how the specific impairment hinders his or her studies. This requires information about the symptoms, but not the naming of a diagnosis. The application should be comprehensible for a medical nonprofessional, which restrictions - related to the studies - are present.

2. a medical attestation proves the impairments mentioned by the student:

If possible, the attestation should be issued by the attending physician or therapist (with license to practice). This can be a specialist, but also a family doctor.

The medical evaluation should also be comprehensible to medical laypersons and show which study-related restrictions are present. It is not necessary to state the exact diagnosis or medical history. However, the symptoms that lead to an impairment in the study situation should be described as precisely as possible.

Diagnostic tests, such as for a reading/spelling disorder, should not be older than 5 years. The PBS (Psychological Counselling Centre) of the Student Services Organisation Bremen conducts tests for dyslexia and dyscalculia. These are free of charge for enrolled students of the universities in Bremen.

If you are in possession of a severely disabled ID, you are welcome to attach it to your documents. Simply uploading a copy of the severely disabled ID does not replace the required documents.

4. What comes after the application? - Selection procedure and approval

The decision on the awarding of a Deutschlandstipendium at the University of Bremen for the winter semester is made by the Scholarship Council in October, separately for undergraduate (bachelor's degree, state examination in law) and graduate (master's degree) programs. Based on the evaluated applications, the scholarship council will establish a ranking for the scholarship award.

The ranking criteria can be found online at <https://www.uni-bremen.de/deutschlandstipendiat/auswahlverfahren-1>.

5. The decision will be communicated to all applicants at the beginning of the winter semester



The award period of the Deutschlandstipendium is one year. The notification of award also specifies the amount of the scholarship and the maximum period of funding. The maximum period of funding depends on the regular degree duration of the respective degree program (bachelor's degree usually six semesters and master's degree max. four semesters) minus the semesters already studied at the time of application.

6. The notice of approval (will be sent to you by mail after acceptance):

The notice of approval also defines the evidence that the scholarship holder must provide by a specified deadline. The following proofs may be required:

- Attestations of achievements during the course of study (especially examinations, internships, stays abroad, excursions), which provide information about the quality of the achievement
- Short appraisal by a teaching staff member
- Brief account by the scholarship holder of further personal development since approval of the scholarship or since the last review, related to studies, including special personal or family circumstances, if applicable
- Certificate of enrollment