

Checklist

- **For all types of scholarship:**

Please note that only applications that are submitted including **all required documents** within the deadline will be admitted to in the selection process. Therefore, please check the completeness of your application by ticking the boxes that apply to you. Please also keep in mind that the uploaded file is limited to max. 20 MB.

An application is only complete if the following documents have been uploaded as a **single PDF file**:

- the application agreement filled out by you, signed by hand and scanned (you can find the agreement here: <https://www.portal.uni-koeln.de/bewerbung.html>)
 - the social criteria form you have completed (you can find it here: <https://www.portal.uni-koeln.de/bewerbung.html>),
 - CV in tabular form (max. 2 pages),
 - Cover/motivation letter (max. 1–2 pages in A4 format)
 - Qualification for admission to higher education
 - first-year students: letter of admission,
 - certificate of enrolment, if available,
 - BAföG notice(s), if applicable
 - in the case of Master's applications: Bachelor's certificate and credited overall grade,
 - for students from the third semester upwards: current transcript of records
 - transcript of records from previous or parallel studies,
 - training certificate or proof of professional experience, if applicable
 - other documents supporting the previous information (e.g. honorary post etc.)
- **For the Sozialstipendium:**
- proof of social need – if possible – by medical or official medical as well other official certificates,
 - on an extra sheet of paper, detailed list of all available monthly financial resources from parents, other relatives, BAföG, scholarships, rent subsidies, subsistence allowances, child benefits etc.,
 - details of parents' occupation and income,
 - copies of statement of earnings or income tax assessment
- **For the Scholarship for Students with Disabilities/Special Needs or Chronic Illness:**
- evidence of disability or chronic illness (medical or official medical reports and official documents; in particular, a pass for disabled persons or an assessment notice on the degree of disability, if available, must be submitted).
- I understand that incomplete applications will not be considered.**