

Dear applicants,

We would like to support you in writing your cover letter for your application for a Deutschlandstipendium with these guidelines. You are responsible for the layout, the design and wording – this is part of your application performance.

Put yourself in the situation of the selection committee: little time for many applications. You should ask yourself the following questions when writing:

- What advantages do I have over other participants?
- Why is it worth supporting me in particular?
- Why am I a particularly good fit for this programme?

The cover letter should not be longer than one to max. two A4 pages – write briefly and concisely and structure the letter clearly and logically into sections.

Mention everything that speaks for you, makes you unique and your CV exciting.

Formalities

- return address and address of the University of Cologne
- place and date
- subject line without writing out the word “Betreff” (subject)
- address ALWAYS: Sehr geehrte Damen und Herren (Dear Sir or Madam)

Facts

- studies: degree programme, course-related semester, planned date of completion, if applicable
- professional experience (if applicable): profession learned, degree, occupation as [...]
- special technical knowledge and skills; language skills
- honours, prizes and awards received, if applicable

Motivation to study

- What motivates me to study?
- Why am I particularly suited for this; what do I like about it?
- What are my academic goals?
- What is my career goal after completing my degree?

Motivation to apply for the Deutschlandstipendium

- Why do I apply for the Deutschlandstipendium?
- Please do not only mention the financial support as your motivation!
- How can the scholarship support me in reaching my career and personal goals?
- Volunteer work parallel to studies or at the University
- Have I already received prizes and awards during my time in school or my studies?
- How has my career developed so far? Were there any particular biographical “hurdles” that I overcame?