

# APPLICATION AGREEMENT

## APPLICATION FOR A GERMANY SCHOLARSHIP AT THE LEUPHANA UNIVERSITY OF LÜNEBURG

Salutation \_\_\_\_\_  
Surname, first name \_\_\_\_\_  
Date of birth \_\_\_\_\_  
Matriculation no. \_\_\_\_\_  
Street House number: \_\_\_\_\_  
Postcode Town: \_\_\_\_\_  
Telephone number and email \_\_\_\_\_

*This application agreement should make it easier for you to apply for the Germany scholarship at the Leuphana University of Lüneburg. Please follow the instructions and read through the information on page 2 and the participation declaration carefully.*

### Instructions

A complete application for a Germany scholarship includes the following documents:

1. A signed application declaration (*this document*)
2. Certificates about your entitlement to access higher education (for certificates from overseas a transferable translation for the German system / conversion to the German grade system)
3. Matriculation certification with details of the current semester, or letter of admission for new students
4. Curriculum Vitae (CV) in table format
5. Higher semesters: Proof of prior study/examination performance, proven by a current export of qis, with average grade of prior examination performance and number of prior CPs

And, if applicable – corresponding to the information in your application – certificates or evidence of:

6. Successfully completed prior course of study
7. Special awards, achievements and prizes
8. Previous internship and employment references
9. Extra-curricular or non-academic involvement
10. Special personal or family circumstances: Chronic illnesses and disabilities; care of your own children or relatives requiring care; migration background (according to Section 6 of the Migrationshintergrund-Erhebungsverordnung) or refugee background (refugee background no longer than 60 months from arrival in Germany); cooperation in a family business or employment alongside studies (to a significant extent); status as Erstakademiker\*in (the first person in your family to go to university).

*Please upload the application documentation in PDF format to the application portal for the Germany scholarship. Label the files with your names and group the files according to:*

1. **Bewerbungsvereinbarung\_Surname-firstname:** Signed application agreement (*this document*)
2. **Studium\_Surname-firstname:** Certificates, transcript of records from the student's office, certificate of matriculation
3. **Lebenslauf\_Surname-firstname:** Curriculum Vitae (CV) in table format
4. **Nachweise\_Surname-firstname:** Certificates and certifications for internships, employment, awards, prizes as well as engagement within the meaning of Section 2 para. 2 StipV, such as cooperation in religious societies, associations, clubs, ...
5. **Sonstiges\_Surname-firstname:** Information about special social, family or personal circumstances, for example, resulting from family origin or a migration or refugee background, provided these are of importance for your application.

## Information about and conditions for the Germany scholarship

### *INFORMATION ABOUT DATA PROTECTION*

The personal data you provide here is treated with confidentiality and only collected and processed to select suitable applicants and carry out the Germany scholarship. The legal basis for this is Section 10 StipG (scholarship programme law). According to this, applicants to the scholarship programme are obligated to provide information required to assess the achievement and suitability requirements and to present the corresponding evidence. We are aware that this information is sometimes highly confidential information, some of the information (for example about illnesses, migration backgrounds) is also a special kind of personal information according to the Federal Data Protection Act.

Your data is always treated as confidential. The persons involved in the selection process are also independently obligated to confidentiality.

### *STATISTICS / EVALUATION / ANONYMISATION*

According to Section 13 StipG, we are obligated to communicate scholarship holder data to the Federal Statistical Office for the purpose of federal statistics. This is carried out under a pseudonym, meaning without communicating your name.

### *RANDOM SAMPLING TO ELIMINATE DOUBLE FUNDING*

The Federal Ministry of Education and Research (BMBF) carries out random sampling according to Section 4 para. 2 StipG using the data from the funded students to prevent double funding. For this purpose, the BMBF can request and store the surname, first name, date of birth, address and university location of individual funded students and compare these with data from other funding institutions. The university is legally obligated to transmit this information. The data is deleted once the random sampling has been carried out. For this purpose, the data is stored for a duration of six years after the end of the funding if a scholarship is granted. If your application is not successful in this selection process, we shall store your data for a maximum of 15 months to simplify a new application during the next selection process and to keep you in mind in the event of an awarded scholarship going unclaimed.

## Participation declaration

I hereby declare that I have read the information about data protection. In particular, it has been indicated to me that I determine the scope of the personal data made available for the Germany scholarship application. I have been made aware that it is up to me which information I submit for the application. I also declare my consent for the personal data made available by me may be processed according to Section 10 StipG by the Leuphana University of Lüneburg for the purposes of awarding a Germany scholarship. I can withdraw this permission at any time. If I withdraw my permission, my data shall be deleted without delay and the submitted documents destroyed in accordance with data protection law. In the event that I do not issue or withdraw my permission, the scholarship applied for cannot or can no longer be awarded to me.

I assure that I am not receiving any other material funding related to my talents or achievements awarded by a scholarship system or other domestic or overseas institution, where the funding amount exceeds 30 Euro per month. Payments made through the Bafög scheme do not count as other funding and can also be obtained in addition to the Germany scholarship.

I hereby declare that my information is correct and complete. I know that I have no legal right to be awarded a Germany scholarship. In the event of false information, the Germany scholarship can be reclaimed in whole or in part and lead to permanent exclusion from the selection process for the Germany scholarship.

I know that the Leuphana University of Lüneburg expects committed participation in the scholarship group.

Place, date \_\_\_\_\_

Applicant signature \_\_\_\_\_