

# APPLICATION AGREEMENT

## APPLYING FOR A DEUTSCHLANDSTIPENDIUM AT THE LEUPHANA UNIVERSITY OF LÜNEBURG

Salutation \_\_\_\_\_  
Surname, first name \_\_\_\_\_  
Date of birth \_\_\_\_\_  
Matriculation no. \_\_\_\_\_  
Street Nr: \_\_\_\_\_  
Zip code City: \_\_\_\_\_  
Telephone number, e-mail \_\_\_\_\_

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

### Instructions

A complete application for a Deutschlandstipendium includes the following documents:

1. signed application agreement,
2. certificate of higher education entrance qualification (in the case of foreign certificates, a translation and conversion into the German grading system)
3. certificate of enrollment, stating the current semester of study, or letter of admission for first-year students
4. certificate of study stating the (individual) standard period of study
5. tabular curriculum vitae
6. higher semesters: Proof of previous study and examination achievements with average grade and number of CPs earned to date by means of current proof.

As well as, if applicable - according to the information in your application - certificates or evidence for:

7. successfully completed previous studies
8. Special awards, achievements and prizes
9. previous internship and job references
10. extracurricular or extracurricular commitment
11. special personal or family circumstances: chronic illnesses and disabilities; care of own children or relatives in need of care; migration background (according to §6 of the Migration Background Survey Ordinance) or refugee background (refugee background no longer than 60 months after arrival in Germany), work in the family business or gainful employment during studies (to a significant extent); status as a first-time graduate.

Please upload the application documents as a PDF in the application portal in the required place (not grouped together at the end as in previous years). However, always label the files with your name. e.g.

1. **application\_agreement\_surname-first name**: signed application agreement (this document)
2. **certificate of enrollment\_surname-firstname AND certificate of study\_surname-firstname**
3. **curriculum vitae\_surname-firstname**: tabular curriculum vitae
4. and **correspondingly named files** for:
  - Certificates and certificates of internships, employment, awards, prizes and
  - Commitment within the meaning of §2 paragraph 2 StipV, e.g. participation in religious societies, associations, clubs, ...
  - Proof of special social, family or personal circumstances, e.g. resulting from family origin or a migration or refugee background, insofar as these are relevant to the application.

## Information and conditions for the Deutschlandstipendium

### *NOTES ON DATA PROTECTION*

Your personal data provided here will be treated confidentially and collected and processed exclusively for the selection of suitable applicants and for the implementation of the Deutschlandstipendium. The legal basis is § 10 StipG. According to this, applicants for the scholarship program are obliged to provide the information required to assess the performance and eligibility requirements and to submit appropriate evidence. We are aware that some of the information is highly confidential and that some of the information (e.g. about illnesses, migration background) is also so-called special types of personal data according to the Federal Data Protection Act.

Your data will always be treated confidentially. The persons involved in the selection process are of course also obliged to maintain confidentiality.

### *STATISTICS / EVALUATION / ANONYMIZATION*

According to § 13 of the StipG, we are obliged to transmit scholarship holder data to the Federal Statistical Office in order to compile federal statistics. This is done under a pseudonym, i.e. without disclosing your name.

### *RANDOM CHECKS TO RULE OUT DOUBLE FUNDING*

The Federal Ministry of Education and Research (BMBF) carries out random checks on the data of funded students in accordance with § 4 Para. 2 StipG in order to avoid double funding. For this purpose, the BMBF may request and store the surname, first name, date of birth, address and university location of individual sponsored students and compare them with the data of other sponsoring institutions. The university is legally obliged to transmit this data. After the random sample has been carried out, the data will be destroyed. If a scholarship is awarded, the data will be stored for this purpose for a period of six years after the end of funding. If your application is unsuccessful in this selection procedure, we will store your data for a maximum of 15 months in order to facilitate a new application in the next selection procedure and to be able to consider you in a succession procedure if necessary.

## Declaration of participation

I hereby confirm that I have taken note of the data protection information. In particular, I have been informed that I myself determine the scope of the personal data provided for the application for the Deutschlandstipendium. I have taken note of the fact that it is up to me which information I provide for the application. Furthermore, I declare my consent that the personal data provided by me in accordance with § 10 StipG may be processed by Leuphana University of Lüneburg for the purpose of granting a Deutschlandstipendium. I can revoke this consent at any time. If I withdraw my consent, my data will be deleted immediately and the submitted documents will be destroyed in accordance with data protection regulations. In the event of non-granting or revocation of consent, the scholarship applied for cannot or can no longer be granted.

I confirm that I do not receive any other talent- and performance-related material support from a scholarship organization or any other domestic or foreign institution whose funding amount exceeds 30 euros per month. Benefits under the Bafög do not count as other funding and can be received in addition to the Deutschlandstipendium.

I hereby confirm that the information I have provided is correct and complete. I am aware that there is no legal entitlement to the award of a Deutschlandstipendium. In the event of false information, the Deutschlandstipendium may be reclaimed in whole or in part and I may be permanently excluded from the selection process for the Deutschlandstipendium.

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

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

Unterschrift Bewerber\*in \_\_\_\_\_