

**Application Agreement for a Deutschlandstipendium at the HAW Hamburg  
Announcement Winter Semester 2019/20  
Funding period: 01.03.2020 - 28.02.2021**

**Please fill in:**

Surname, first name: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Matriculation number: \_\_\_\_\_

Date of birth (if the matriculation number does not exist yet): \_\_\_\_\_

Please note all of the following three subsections of this application agreement for a Deutschlandstipendium and add if necessary your personal details and your signatures:

- 1. Informed consent to privacy**
- 2. Instructions for application (15.12.2019 – 15.01.2020)**
- 3. Participation Statement**

Submit this application form completed and signed in the appropriate places along with the printout of your online application form (not stapled, etc.) and the printed PDF with all supporting documents by **15.01.2020** by mail (receipt stamp HAW) to the following address:

**Hochschule für Angewandte Wissenschaften Hamburg  
Studierendensekretariat  
Deutschlandstipendium  
Stiftstraße 69  
20099 Hamburg**

Only applications received in full, on time, completed and signed at the HAW Hamburg are valid and go into the selection process!

We wish you much success!

**Please read carefully the information on the HAW website about the Deutschlandstipendium. The instructions there are partly more detailed than this short version!**

## **1. Informed consent to privacy**

Your personal data given here will be treated confidentially and collected and processed solely for the selection of suitable applicants and for the implementation of the Deutschlandstipendium. The legal basis for this is § 10 of the Stipendienprogramm-Gesetz (StipG). According to this, applicants for the scholarship program are bound to provide the information necessary for the examination of the conditions of eligibility and suitability and to provide the corresponding evidence.

**The Federal Ministry of Education and Research (BMBF)** supports the universities in documenting the scholarship application and selection process with a server-based database for the storage and processing of applicants' information. We are aware that the information is in some cases highly confidential information, some of the information (for example, about diseases or migration background) are also so-called special types of personal data in terms of data protection laws. Your data will always be treated confidentially and, together with our IT service provider, always protected by the latest technical security measures. Your data will be stored with us in case of a scholarship for 6 years, in case of rejection for a maximum of 12 months. Please keep in mind that your registration at the DSTIP application portal will continue after an application period ends.

### **Statistics / Evaluation Anonymization**

Pursuant to Clause 13 of the Stipendienprogramm-Gesetzes, we are required to submit scholarship data to the Statistische Landesamt Nord in order to compile the federal statistics. This is done under a pseudonym, so without notification of your name. In order to avoid double funding (Deutschlandstipendium plus other scholarships from public funds), the BMBF will randomly check the data of Deutschlandstipendium holders. The following data is required: **surname, first name, date of birth, address.**

**I declare my consent** that the personal data provided by me in accordance with § 10 StipG will be processed and stored by HAW Hamburg solely for the purpose of selection for a Deutschlandstipendium and, if applicable, for the purpose of granting a Deutschlandstipendium. In addition, I agree that my data may be passed on to the BMBF for the purpose of a random check.

I can revoke the data protection consent given here at any time. If this consent is revoked, my data will be deleted immediately and the submitted documents will be destroyed for privacy reasons.

(Note: In the case of not accepting or revocation of consent, the scholarship applied for can not be granted or no longer granted.)

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

X \_\_\_\_\_  
Signature applicant

## 2. Instructions for application

The application for the Deutschlandstipendium has two parts and includes:

1. the transmission of personal data as well as the certificates, proofs and other documents in digital form by means of the **online application** form as well as
2. the submission of the signed **application agreement** together with a **printout of the online application form** including the **uploaded attachments** and the **checklist**. The checklist can be found on the website and should be placed at the top of your application.

### **Application Agreement:**

Please ensure that **all sub-items are signed** before submitting this application form together with the printout of your online application.

### **Online application form:**

Apart from the mandatory fields, it is up to you which information you provide and with which information you present yourself as a candidate for the scholarship. In the selection process, however, we can only take into account the information in your favor that we have and which has been substantiated by appropriate evidence. Therefore, we recommend that you fully answer the non-binding questions in the online form as completely as possible.

In the online form under the item **Further Selection Criteria** you will find, among others the options "Caring for relatives", "Taking care of your own children" as well as "Migration background".

HAW Hamburg understands **relatives** as the spouse or the life partner according to the Lebenspartnerschaftsgesetz, a relative in ascending line or siblings.

According to its own statutes, HAW Hamburg understands **children** who live in the same household than you.

A **migration background** is defined as follows: All people who immigrated to the present territory of the Federal Republic of Germany after 1949 as well as all foreigners born in Germany with at least one immigrant parent or with a parent who was born in Germany as a foreigner (lt. Statistisches Bundesamt: Fachserie 1, Reihe 2.2 Bevölkerung und Erwerbstätigkeit, Bevölkerung mit Migrationshintergrund, Wiesbaden 2010, Textteil: Methodische Bemerkungen mit Übersicht über die Ergebnisse).

Please include in your contact details a correspondence address under which you can be reached through March 2020 for written communications (eg authorization). If this correspondence address changes in the meantime, please inform us to **deutschlandstipendium@haw-hamburg.de**.

## **Required Documents:**

All documents that you submit in addition to this application agreement must be submitted once printed and attached to the online form in digital form as a file attachment (PDF).

### **For all applicants:**

- Checklist (signed!)
- Application agreement (signed!)
- Proof of enrollment (if already available)
- CV

**For special attention:** Students of the study courses Mode-/Kostüm-/Textildesign, Kommunikationsdesign and Illustration submit either the result of the aptitude test (first year student), the module examination (advanced bachelor) or the BA Thesis (master students) depending on the status of their studies.

**Bachelor students in the 1st and 2nd semester** submit the certificate of university entrance qualification; in case of foreign certificates, you need translation and conversion into the German grading. In addition, proof of a special qualification that entitles students to study in the respective degree program at HAW Hamburg can be submitted.

**Advanced undergraduate students** submit proof of previous study achievements (Helios printout with the average grade and credits earned by the status of the last completed semester). In addition, evidence of subject-related qualifications and achievements can be provided.

**First semester Masters** provide proof of admission to HAW Hamburg (can be submitted later) and, if applicable, the result of the aptitude test, if the degree program provides for this (written notification).

**Master students** submit the certificate of completion of a first university degree with final grade as well as further proof of achievement (printed from Helios with the average grade and the achieved credits by status at the last completed semester) in accordance with the admission and selection regulations for the master's program.

In addition, please submit evidence (certificates, references, etc.) that substantiate your information in the online form. The following categories are possible:

- previous study achievements (e.g. first degree)
- professional qualifications, internships and work experience
- other acquired qualifications and knowledge (e.g. languages)
- special achievements, awards and prizes
- extra-curricular or extra-occupational engagement, e.g. volunteer work, participation in association, religious community etc.
- special family situation, e.g. care of own children or care of relatives
- circumstances that have an impact on your educational biography

**Please note: Certified copies and original documents are only necessary, if the application documents are not written in German or English. Only then, a certified translation must be provided in German language.**

**Do not forget the checklist as the first document of the hardcopy !!**

**NOTE ON UPLOADING THE ANNEXES:**

For technical reasons, the number of possible annexes is limited to 10 files whose total size is limited to max. 50MB. Bigger amounts of data are not accepted by the system. You can group several documents in one PDF so that your files do not exceed 10 pieces. Also, when scanning/converting to PDF format, make sure you have an appropriate file size.

You can add attachments to your online application later, but within the application deadline ("Submit Attachments" button). In order to gain access to your already sent application, you must log in again at <https://bewerbung.dstip.de/>.

**3. Participation declaration**

**I hereby apply** for one of the Deutschlandstipendien, which will be awarded by the HAW Hamburg from March 2020 to February 2021. I warrant that my statements are true in the course of both online data collection and this application agreement. (Note: The scholarship grant may be revoked if it is based on false information or a double grant takes place.) The university reserves the right to verify the information. Please make sure, to make changes not only in your online application but in the paper version, too.

\_\_\_\_\_

Place, date

X \_\_\_\_\_

Signature applicant