



## Application for an Excellence Scholarship for International Bachelor Students

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### Application requirements

Applicants must meet the following criteria in order to apply for the scholarship:

- You are an international bachelor student at the HAW Hamburg.
- You have already completed at least two semesters at the HAW Hamburg with a grade total of "very good" or "good".
- You have completed your school education abroad or have successfully graduated from a Studienkolleg.
- You are not eligible for a BAföG loan (Federal Training Assistance Act). If you fulfill the criteria for a BAföG loan you are not eligible for the scholarship even if you do not actually receive the funding.
- Students from the courses Illustration, Communication or Textile Design cannot apply for the scholarship.

### Application after the first study year:

Applicants from the engineering\* courses may apply when their grade is better than 2,9 when they have passed all exams or with a grade better than 2,5 if up to two subjects are missing. Applicants from the non-engineering courses need to have passed all exams so far. Their average grade must be "very good" or "good".

### First-time application in a later semester:

Applicants from a later semester (3rd, 4th, ect.) need to have passed all of the exams so far. Their average grade needs to be "very good" or "good".

### Application for an extension:

Applicants who want to prolong their scholarship for a further semester need to have passed all exams in the semester. Their average grade needs to be "very good" or "good".

\* All courses from the faculties of Engineering and Computer Sciences (TI), Life Sciences (except for Ökotrophologie und Gesundheitswissenschaften) as well as Medientechnik, Media Systems und Technische Betriebswirtschaftslehre (Logistik und Marketing).

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### Required documents

The following documents have to be submitted for the application:

1. Application form (signed below)
2. Letter of Motivation
3. Curriculum Vitae
4. Transcript of records (if you are applying for an extension mark the latest results)
5. Letter of Recommendation from a professor at the HAW Hamburg
6. Confirmation from the chairman of the examination board (last page of the application form)
7. Confirmation of enrollment (Immatrikulationsbescheinigung, download from HELIOS)
8. Copy of your residence permit (for non-EU citizen) or ID/passport (for EU citizens)

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### Submitting the application:

Please submit your complete application no later than...

**30th September** for the winter semester.

**30th March** for the summer semester.

...at the International Office (Stiftstraße 69, 20099 Hamburg, Building G, 1st floor). You can use the post box next to the International Office to submit your application outside of the consultation hours.

For further information:

Mariana Paunova

International Office (Raum 116)

Stiftstraße 69, 20099 Hamburg

T +49.40.428 75-9834

[mariana.paunova@haw-hamburg.de](mailto:mariana.paunova@haw-hamburg.de)

Consultation hours: Donnerstags: 14 - 17 Uhr



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## Application

### I hereby apply for...

- a first-time funding.
- a first extension. I received funding in WiSe/ SoSe \_\_\_\_\_.
- a second extension. I received funding in WiSe/ SoSe \_\_\_\_\_.

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## Personal details

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Date and place of Birth: \_\_\_\_\_ Matriculation Nr.: \_\_\_\_\_

Country of Origin: \_\_\_\_\_ male  female

Family status:  single  married  divorced Number of children: \_\_\_\_\_

Course of study: \_\_\_\_\_

Commenced studies in the: WS / SoSe \_\_\_\_\_ currently in my \_\_\_\_\_ semester in this course of study

Address:

Street: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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The following questions are only to be answered by ***nationals from the EU, Norway, Iceland, Lichtenstein and Switzerland***

1. Have you been living in Germany for more than 5 years?  Yes  No
  - a) Does your spouse/husband/wife have the German nationality?  Yes  No
  - b) Is your spouse/husband/wife non-German but living in Germany with the permission to work and move freely within the EU/Germany?  Yes  No
2.
  - a) Are your parents German?  Yes  No
  - b) Are your parents foreign, but live in Germany and have the permission to freely work and move within or the EU/Germany? Or did one parent work in Germany for at least 3 years within the last 6 years?  Yes  No
3. Did you finish the main part of your schooling /training here before your studies at the HAW Hamburg?  Yes  No
4.
  - a) Did you work in Germany before you started studying?  Yes  No
  - b) Are your studies connected to your previous work in Germany (specialty/field)  Yes  No
  - c) Was the termination of your previous working contract due to faulty behavior on your part?  Yes  No



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**Financial situation**

Do you receive a BAföG funding?  Yes  No

Monthly earned income (after tax): \_\_\_\_\_ €

Money received from parents, relatives or spouse (monthly): \_\_\_\_\_ €

Financial support received from state funds or foundations: \_\_\_\_\_ €

Foundation's name: \_\_\_\_\_

Other income (e.g. blocked account): \_\_\_\_\_ €

*In case none of the above applies, then kindly state here how you are presently financing your studies.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Declaration of Consent**

I hereby declare that my particulars and financial situation as stated above are correct and complete and that I will notify the International Office of the Hamburg University of Applied Sciences of any changes.

I consent to my data being checked with the databases of other public and /or private funding institutions.

I am aware that it is my responsibility to ensure that my application documents are complete. The International Office will not consider incomplete applications. Applications have to be received by the International Office before the application deadline. I am also aware of the fact that I am not legally entitled to claim this scholarship.

Hamburg, date \_\_\_\_\_ Signature \_\_\_\_\_



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**Bank details**

*Please note that payments are only possible if you provide the following information:*

**Bank details / Tax details**

Bank: \_\_\_\_\_

Account Nr: \_\_\_\_\_ Swift code: \_\_\_\_\_

IBAN: \_\_\_\_\_ BIC: \_\_\_\_\_

Tax ID Nr: \_\_\_\_\_

Name and address of your tax office (Finanzamt): \_\_\_\_\_

\_\_\_\_\_

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**Decision of the commission** (to be filled out by the International Office)

Ein Leistungsstipendium in Höhe vom \_\_\_\_\_ € wird bewilligt

Für die Monaten \_\_\_\_\_

Von Mitteln der \_\_\_\_\_

Der Antrag auf Leistungsförderung wird abgelehnt.

Grund:

\_\_\_\_\_

\_\_\_\_\_

Hamburg, den \_\_\_\_\_ Unterschrift und Stempel \_\_\_\_\_



**Bescheinigung des Prüfungsausschussvorsitzendes**

(nur bei einem Antrag auf Verlängerung oder Erstantrag nach dem ersten Semester ausfüllen)

Ich bestätige, dass

Herr/Frau \_\_\_\_\_

Geboren am \_\_\_\_\_ in \_\_\_\_\_

Studiengang \_\_\_\_\_ Fachsemester \_\_\_\_\_

**1. Bisher in jedem Semester durchschnittlich 30 CPs erreicht hat.**  Ja  Nein

Wenn **nein**:

Es fehlen \_\_\_\_\_ Leistungen aus den \_\_\_\_\_ Semester.

Anmerkungen:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Die Gesamtnote der bisher von ihr/ihm erbrachten Leistungen ist „gut“ oder „sehr gut“ und beträgt**

\_\_\_\_\_.

**3. Leistungen von anderen Hochschulen/Departments angerechnet wurden.**  Ja  Nein

Wenn **ja**, wie viele CPs entspricht das?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anmerkungen:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hamburg, den \_\_\_\_\_

Unterschrift: \_\_\_\_\_

(Prüfungsausschussvorsitzender)

Name: \_\_\_\_\_

Department: \_\_\_\_\_

(Stempel)