

## FAQs for Applicants for a University Summer Course Grant, an Intensive Language Course Grant or a University Winter Course Grant

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## DAAD Language Course Grants for Foreigners

The DAAD offers grants worldwide in its programmes "University Summer Courses", "Intensive Language Courses", and "University Winter Courses". To find out whether and how you can apply for a grant, please go to the DAAD Homepage:

<http://www.daad.de/deutschland/foerderung/stipendiendatenbank> or: [www.funding-guide.de](http://www.funding-guide.de)

### A) The University Summer Course Programme

The Call for Applications <http://www.daad.de/deutschland/foerderung/ausschreibungen> for this programme states that these grants are meant for the attendance of language and regional studies courses offered by state and state-recognised German higher education institutions (universities). The courses run for at least 18 class days with at least 25 lessons per week. The language of instruction is German, and the courses are offered at German universities during the summer months in the out-of-session period (from the end of May at the earliest). The grants cannot be extended.

Applications must initially be submitted in the home country on a specified date. The application deadlines differ from country to country. For information on this please read the country-specific information:

<http://www.daad.de/stipendien>.

The choice of course organisers (DAAD Homepage: [www.sommerkurse-in-deutschland.de](http://www.sommerkurse-in-deutschland.de)) offering a DAAD University Summer Course are marked with a green star. This link is listed in the application under the section "Course Choice".

### B) The Intensive Language Course Programme

With its Call for Applications <http://www.daad.de/deutschland/foerderung/ausschreibungen> for this programme, the DAAD offers students from certain countries grants for attending intensive German courses at a language school in Germany.

The grants last two months and can be taken between June and January. The grants cannot be extended. Applications must initially be submitted in the home country on a specified date. The application deadlines differ from country to country. For information on this please read the country-specific information:

<http://www.daad.de/stipendien>.

A list of DAAD-funded Intensive Language Courses is available on the DAAD Homepage:

<http://www.daad.de/deutschland/download/03118.de.html>. This link is listed in the application under the section "Course Choice".

### C) The University Winter Course Programme

With its Call for Applications <http://www.daad.de/deutschland/foerderung/ausschreibungen> for this programme, the DAAD offers students from certain countries a "German Studies Winter Course" at some universities in Germany. These grants are meant for attending language and regional studies oriented German courses.

The courses last up to six weeks and are offered in the months of January and February.

A list of course offers will be published in the Call for Applications in due course:

<http://www.daad.de/deutschland/download/03118.de.html>. This link is listed in the application under the section "Course Choice".

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## D) Application process questions

### 1st Where do I apply?

Go to the DAAD Homepage and then to : [www.funding-guide.de](http://www.funding-guide.de) (a database of grants and scholarships) to find your application address. Please read the country-specific information. <http://www.daad.de/stipendien>. You must not send your application direct to Bonn.

### 2nd What are the application deadlines?

- when applying for a University Summer Course Grant?
- when applying for an Intensive Language Course Grant?
- when applying for a University Winter Course Grant?

### The following applies to all three programmes:

Applications must initially be submitted in the home country on a specified date. The application deadlines differ from country to country. For information on this please read the country-specific information:

<http://www.daad.de/stipendien>

### 3rd Where can I find the application form?

An online application process has been introduced in some countries. Please check with your application address for further information. Otherwise, please use the following download form:

<http://www.daad.de/deutschland/download/03118.de.html>.

### 4th What aspects must I observe when applying?

Write clearly if you fill in the form by hand. Please give us your full address.

Please make sure that you give us at least one Email address. Otherwise, neither the DAAD nor the course organiser will be able to contact you if there are any questions. Nor will they be able to send you the Letter of Award., if you are successful. This makes all the correspondence more difficult, and particularly makes it more difficult for your course organiser to send you the course confirmation note.

Please repeat your full address in your Curriculum Vitae (CV) or Résumé.

Please do not use plastic pockets. Do not staple the application papers. Please use simple paperclips.

### 5th What happens after I send my application?

All applications are first collected at the application address in the home country. After receiving your application at the application address and after checking and assessing it there, each country sends the collected applications to the DAAD in Bonn. By the end of January (University Summer School and Intensive Language Courses) we will have received around 3000 applications from around 100 countries. The application deadline for the University Winter Courses ends on 31 August.

### 6th When can I expect a selection decision?

All applications pass through various processing stages before a selection decision is made. As a rule, the last Letters of Award will have been dispatched by the end of April (University Summer School Courses and Intensive Language Courses). The confirmation notes for the University Winter Courses will have been dispatched by around mid October. We kindly request that during this time, when we need to process your applications, you do not call us or send us any inquiries. Only by doing so can you help us to complete the process as quickly as possible.

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## **7th Can I accept two grants simultaneously?**

No, this is not possible. If you applied for two grants, you will have to choose one of these after you receive the Letter of Award.

In your application, please state whether you have applied for a further DAAD grant and/or other grants. Please specify the name of the programme and the start and end dates for the grant.

## **8th When will I be told which course I am in?**

The Letter of Award will tell you which course you are in.

## **E) Grant amount questions**

### **1st Part-cost grants**

The grants for the University Summer Courses, University Winter Courses and Intensive Language Courses are part-cost awards, not full-cost awards. They include the grant instalment, the course fee subsidy and, possibly, a travel subsidy which differs from country to country ([http://www.daad.de/rkp-hsk\\_isk](http://www.daad.de/rkp-hsk_isk)). As a rule, the part-cost grant does not cover all the costs of the stay.

### **2nd When do I receive the grant amount?**

The course organisers pay out the grants (minus the costs for course fees, accommodation and possibly a social programme) after the grant holders have arrived in Germany. The universities are free to pay out the grants in 2 or 3 instalments.

### **3rd Travel subsidy**

As a rule, the travel subsidy is also paid out by the course organiser after your arrival in Germany. This means you initially have to pay the ticket yourself. In some countries, the travel subsidies are paid out to the grant holders in their home country. You can check the amount in advance by going onto the DAAD Homepage ([http://www.daad.de/rkp-hsk\\_isk](http://www.daad.de/rkp-hsk_isk)). Grant holders will be advised of how the payout is organised.

### **4th What costs must I reckon with during my stay in Germany?**

Firstly, there are the course and accommodation costs. These vary from one course organiser to the next. Please read the DAAD Homepage for detailed information on the course content and the various costs.

University Summer Courses: <http://www.daad.de/deutschland/deutsch-lernen/sommerkurse/00490.de.html>

Intensive Language Courses and University Winter Courses:

<http://www.daad.de/deutschland/download/03118.de.html>

Please calculate your costs as realistically as possible. Please take the following into account:

How expensive is the course?

Are any costs charged for the social programme (e.g. excursions, exhibitions, etc.)?

How high are the accommodation costs? What travel expenses must I reckon with?

How much money do I need for my other living expenses, i.e. my private costs, such as leisure activities, going out, cinema, etc.?

For a stay in Germany and depending on your personal requirements and needs, you should reckon with around 14 euros per day for your living expenses. Please remember that many items can be more expensive in Germany than in your home country.

The DAAD does not reimburse any costs that exceed the grant sum. So if you choose an expensive course, you must finance the additional costs yourself.

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**The following table will help you calculate your costs:**

Amount of Funding (Part-Cost Grant) in Euros			
	Courses offered from: End of May to around Mid-October	Courses offered from: End of May to December	Courses offered from: January to February
	University Summer Course Grant	Intensive Language Course Grant	University Winter Course Grant
Grant Instalment	650	1300	975
+ Course Fee Subsidy	200	1000	750
Total Amount of Funding (Part-Cost Grant)	850	2300	1725
possibly + Flat-rate Travel Allowance	<a href="http://www.daad.de/rkp-hsk_isk">http://www.daad.de/rkp-hsk_isk</a>		<a href="http://www.daad.de/rkp-hwk/rkp-hwk.pdf">http://www.daad.de/rkp-hwk/rkp-hwk.pdf</a>

**HSK: see DAAD Homepage:**

[www.daad.de/deutschland/deutsch-lernen/sommerkurse/00490.de.html](http://www.daad.de/deutschland/deutsch-lernen/sommerkurse/00490.de.html)

**HWK and ISK: see DAAD Homepage**

**Download - Intensivsprachkurse – Kursübersicht:**

<http://www.daad.de/deutschland/download/03118.de.html>

### Course Organiser Costs

- Course costs
- Accommodation costs
- Other costs (e.g. registration fee, excursions, social programme, etc.)

Subtract all the course organiser costs from the above-mentioned total funding amount.

Either some money remains, which the course organiser will pay out to you as pocket money, or you have to pay any costs that exceed the grant. Please remember: If you choose an expensive course, you have to finance any additional costs you have yourself. The DAAD makes no additional payments over the grant sum itself.

- Private living expenses (food and drink, leisure activities, other aspects)

You also have to cover your own private living expenses.

For more information on this, please read Section D.), Items 3.) and 4.).

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## F) Courses offered

### 1st Choice of course

When applying, applicants must already make a clear choice of their course wishes. Therefore, you should give a lot of thought to your choice. The better you prepare, the fewer unpleasant surprises you will have in Germany.

### 2nd Can I change the course after sending the application?

Any change of course that we have to make after you submit the application causes a major administrative workload.

A change of course is only allowed in urgent exceptions and must be applied for in writing together with the presentation of an official confirmation note (for example: an examination). The DAAD will then decide whether a change of course is possible or not.

### 3rd What language documents must I present?

(see enclosure: List of Language Levels)

The Call for Applications specifies the required language documents for this programme. At the time of application, the language document must be no older than six months, as documented by certificates, for example

Goethe Institute or comparable recognised certificates, or  
onDaF tests by recognised German teachers or DAAD Lektors ([www.ondaf.de](http://www.ondaf.de)) (see enclosure).

### 4th Who registers me for my chosen course?

The DAAD in Bonn registers you. You cannot register yourself with the course organiser.

### 5th Is my first choice of course considered?

The course organisers provide the DAAD with a specific number of course places. If the contingent of available places for the chosen course is used up, the DAAD expressly reserves the right to place you in another course,

### 6th Who organises the accommodation?

The course organiser generally organises the accommodation.

You can also organise your own accommodation. After the grant has been awarded, you will receive a Letter of Award. The DAAD registers you for the course. The course organiser sends you an invitation. As soon as you receive this, you should inform the course organiser if you are organising your own accommodation.

University Summer Courses: <http://www.sommerkurse-in-deutschland.de>

Intensive Language Courses: <http://www.daad.de/deutschland/download/03118.de.html>

University Winter Courses: <http://www.daad.de/deutschland/download/03118.de.html>

The course organiser will answer any questions relating to course content or accommodation.

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## **G) Visa application questions**

### **Does the DAAD apply for the visa?**

No, you have to organise a visa yourself. Please begin by contacting the German Embassy in your home country in order to obtain information on the required entry provisions.

The DAAD Homepage offers useful information and advice on this:

<http://www.daad.de/deutschland/deutschland/leben-in-deutschland/06166.de.html>

## **H) Health insurance questions**

### **Am I insured in Germany?**

The DAAD takes out accident, private/personal liability and health insurance cover for each grant holder for the duration of the course. After arriving in Germany, grant holders receive the insurance policy via the course organiser. The insurance only covers acute illnesses or diseases.

The health insurance does not cover the treatment costs of longer standing illnesses or of dentures and glasses.

Should grant holders wish to travel to Germany earlier or fly home slightly later, we recommend that they insure themselves in their home country for these divergent course times (e.g. with an EHIC/European Health Insurance Card).

The health insurance taken out in the home country is generally also valid in Germany and covers treatment costs for emergency medical care.

After arriving in Germany, the course organiser will hand the insurance policy to the grant holder together with an information sheet on the conditions and with information from the health insurance company.

In Germany, a medical fee is charged when visiting to a doctor's practice or surgery. Grant holders do not have to pay these fees, because they are covered by the DAAD insurance.

The DAAD does not take out any other kinds of insurance (such as life insurance or travel insurance) during the University Summer Course, Intensive Language Course or University Winter Course.

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## Enclosure on Section F) 3: List of Language Levels

	CEFR Level* *Common European Framework of Reference for Languages		Former Division of Stages			onDaF Test
		Examinations				
Basic Level	A1	Start Deutsch 1		A1.1 – A1.3	Equal to Grundstufe I	
	A2	Start Deutsch 2		A2.1 – A2.2	Equal to Grundstufe II	
	B1	Zertifikat Deutsch	→	B.1.1	Equal to Grundstufe III	
Intermediate Level	B2	Zertifikat Deutsch für den Beruf		B.1.2 – B2.1	Mittelstufe I	TDN 3
	C1	Zentrale Mittelstufenprüfung (ZMP)		B2.2 – B2.3	Mittelstufe II Zentrale Deutschprüfung (ZDP)	
	C1	Prüfung Wirtschaftsdeutsch		C1.1 - C1.2	Mittelstufe III	TDN 4 TDN 5
				C1.3	Oberstufe	
Advanced Level	C2	Zentrale Oberstufenprüfung		C2.1 – C2.2	Oberstufe II	Deutsches Sprachdiplom I (DSDI)
		Kleines Deutsches Sprachdiplom		C2.3 – C2.4	Oberstufe III	
		Grosses Deutsches Sprachdiplom				

A DSH or a TestDaF (TDN IV) language certificate is required for admission to studies at a German university. Other regulations, especially regarding international courses of study, will be arranged by the German Universities.

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