

## FAQs for Grant Holders

in the University Summer Course,  
the Intensive Language Course or  
the University Winter Course Programmes

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## General questions

You have received a University Summer Course Grant, an Intensive Language Course Grant or a University Winter Course Grant and would like to know what happens next.

We aim to answer your questions in our FAQs.

### A) 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>

### B) Letter of Award questions

#### 1st What information does the Letter of Award contain?

The Letter of Award will tell you which course you are in, where the course is held and how long the course lasts. The Letter of Award will also tell you how much funding you will receive, whether a travel subsidy is paid and where you have to go to receive grant payment, etc.

#### 2nd What happens with the Acceptance Form?

When you get your Letter of Award, you will also receive an Acceptance Form. This again tells you where your course will be held, how long the course will last and also what the course is called. By signing this form you confirm that you accept the grant and the course details.

The contract between the DAAD and the grant holder then becomes valid. You promise to accept and meet the conditions specified in the Letter of Award.

Please send the Acceptance Form in single copy to the DAAD Bonn within two weeks of receiving the Letter of Award (either by fax or email in a Microsoft-compatible format (max. 500 KB). Any documents sent more than once result in delays.

We would like to take this opportunity to ask you not inquire whether the Acceptance Form has been received. All receipts are recorded. If your Acceptance Form is not received, the DAAD will write to you.

#### 3rd When do I have to submit the questionnaire and the cover sheet?

Please send the cover sheet and the questionnaire in which you report on your experiences during the course stay in Germany to the DAAD within four weeks of the end of the course at the latest. Please download the following form:

<http://www.daad.de/imperia/md/content/de/deutschland/formulare.doc>

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## **C) Funding questions (see FAQs for Applicants)**

### **1st 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 have received the Letter of Award.

### **2nd When do I receive the funding?**

The course organiser pays out the grants (minus any costs for course fees, accommodation, possibly the social programme) after the grant holders have arrived in Germany. The universities can choose to pay out the grants in 2 or 3 instalments.

### **3rd Travel subsidy**

As a rule, the travel subsidy will also be 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 subsidy is paid out to grant holders in the home country. To find out how much this is, please check the DAAD website: [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 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. 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 Fees 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.

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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## D) Course questions

### 1st Does the course organiser pick me up when I arrive in Germany?

These services are not always available. Please check these questions with the course organiser direct. However, there is no reason for concern. Town maps, for example, can be printed out via the internet, friendly people will help you find the right path and a bit of independence will help you reach your destination safely.

In addition, the course organiser will generally include instructions on how to reach the course, including timetables for the various means of transport, when you are sent the course confirmation note. You will get all the help you need to be able to reach your course venue.

### 2nd Can I arrive before the course begins?

Yes, you can travel earlier. However, you must arrange your accommodation yourself. Please check with the course organiser whether you are allowed to go to the booked accommodation earlier than planned. Please also think about your health insurance, because the DAAD only insures you for the course length specified in the Letter of Award. The course organiser will advise you of the exact times of arrival and departure when the course confirmation is sent to you.

You must arrive on time for the beginning of the course. If there are any compelling reasons for a late arrival, please inform the DAAD in Bonn, the course organiser, the Lektor and, if necessary, the Embassy. Please state the reasons for your late arrival.

You may arrive up to a maximum of three days after the course begins. Otherwise, the grant will be reduced.

### 3rd May I depart early?

In this case, too, you must advise the DAAD in Bonn, the course organiser, the DAAD Regional Office or the Information Centre and/or as necessary, the German Embassy in your home country. You may depart up to a maximum of three days early. If you leave any earlier, your grant will be reduced.

### 4th What happens if I have to discontinue the course?

Such action constitutes a breach of contract. Just as the Letter of Award specifies that you are obliged to attend the course for its whole duration, the DAAD is obliged to pay the course organiser for the costs (course fee, accommodation) etc.

This is why you must give the reasons for discontinuing the course in person and immediately by informing the DAAD, the course organiser, the DAAD Regional Office or the DAAD Information Centre. If no Lektor is available on site, the German Embassy must be informed. The DAAD reserves the right to demand the repayment of the grant.

### 5th Can I change the course after sending the application form?

Any change of course means a major administrative workload. A change of course is only allowed in urgent exceptions and so must be explained in writing. The DAAD will then decide whether a change of course is possible or not.

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## **6th Is my first choice of course considered?**

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

## **7th Who registers me for my chosen course?**

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

## **8th Who sends me the course confirmation note?**

After the DAAD has registered you for the course, the course organiser will contact you. You will receive the course confirmation note and further information on the course, accommodation, etc.

## **9th When do I receive the course confirmation note from the course organiser?**

The DAAD books the courses in the months from April to July. The course organisers will contact you as soon as our registrations are received. Please take into consideration that the course organisers then have a lot of work to do. So there is no need to worry if you don't hear anything.

For example, all the grant holders for the June/July courses will be informed first, followed by the August/September courses. This depends on the number of registered DAAD grant holders. In addition, the course organisers also have to deal with the self-paying applicants.

You will receive the course confirmation note for the University Winter Courses from the course organisers in around October/November.

## **10th Do I have to register online with the course organiser?**

Although the DAAD has registered you with the course organiser, some course organisers expect you to additionally register online. However, please only do this once you have received our Letter of Award and have sent the Acceptance Form to the DAAD.

As soon as you receive the Letter of Award, please open the Homepage of your chosen course organiser and check whether the course organiser requires you to submit an online registration.

If the course confirmation note from the course organiser arrives before the Letter of Award and the Acceptance Form, the Acceptance Form must still be sent to the DAAD.

## **11th Who organises the accommodation?**

The course organiser also organises the 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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## E) Health insurance questions

### Am I insured in Germany?

The DAAD takes out accident, private/personal liability and health insurance 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 health 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 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).

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