



Dear scholarship holder,

Welcome to the DAAD family!

We want to give you some hints for a successful start as a DAAD scholarship holder.

You are going to receive the following documents before your arrival in Germany:

- Cover letter;
- Letter of Award;
- DAAD Scholarship Certificate (hardcopy only);
- Acceptance Form;
- Health Certificate Form;
- Booklet “Ihr DAAD-Stipendium / Your DAAD-Scholarship”
- Information sheet: accident and indemnity insurance (hardcopy only);
- Information sheet: online German courses (hardcopy only).

Please note that the booklet “Your DAAD-Scholarship” mentioned in the DAAD Letter of Award is a very important guideline for your scholarship. It is the basis for your contract with the DAAD. The Letter of Award and the Acceptance Form (once signed and returned to the DAAD office) constitute an award contract under civil law.

Here are some key points to consider:

Checklist*:

*Please have a look at the pages 12-15 of our booklet “Your DAAD-Scholarship”

Your first steps now:

1. Within four weeks sign and return the Acceptance Form (via e-mail and originally signed) to the DAAD office in Bonn (“Your DAAD-Scholarship” 1.1.1)

Please send the Health Certificate to the DAAD office in Bonn at the earliest four months before you travel to Germany and at the latest four weeks before you start your scholarship. (“Your DAAD-Scholarship” 1.1.1)

If you live within a radius of 50 km from a German diplomatic representation, please ask whether a medical doctor is attached to the representation or ask for a list of independent examining doctors (Vertrauensärzte). If you live more than 50 km away from the nearest representation, go to a doctor of your choice. **Please note that you will only be able to commence your scholarship if you are healthy and if DAAD receives the completed Health Certificate. In case you are not in a healthy condition, please advise us immediately.**



Our address:

Deutscher Akademischer Austauschdienst (DAAD)
German Academic Exchange Service
442 - Afghanistan, Pakistan, transregional programmes Good Governance
Kennedyallee 50
53175 Bonn
Germany

3. Contact your local DAAD office or German Embassy or Consulate as soon as possible to find out about the requirements for your entry clearance. (“Your DAAD-Scholarship” 1.1.2)

You need the following papers to be able to apply for a visa:

- passport with sufficient validity period
- DAAD Letter of Award
- Completed visa application
- 2-3 passport photos
- Health Certificate
- possibly further documents

According to § 52, paragraph 5, AufenthV, the issuing of visa for scholarship holders who are financed from German public funds is for free.

4. Compile the documents and papers required for matriculation at your university or college (“Your DAAD-Scholarship” 1.1.5, 1.3.1):

- notification of acceptance/admission and any special documents specified at your university
- Curriculum Vitae or résumé written in German or English
- passport with a valid visa
- at least 2 passport photos
- original school leaving certificate (higher education entrance qualification) with all individual grades
- certificates with individual grades covering all annual examinations or intermediate exams (originals)
- certificates of all academic qualifications/degrees which you already hold (originals)
- where appropriate, proof of German language skills
- possibly further documents (please ask at your host university, if not clear)

5. Inquire at your host university which language skills are required for admission (“Your DAAD Scholarship” 1.1.6). If you already have some knowledge of German language, please send us a document proving your current level. If you study at a Master course in German or German and English, you will have to pass a language proficiency test (TestDaF or DSH) as a prerequisite for admission (www.testdaf.de). In this case please register immediately for Duo-Online using the PKZ in your Letter of Award and start taking German courses in your home country (http://www.deutschuni.com/duo_webshop/portal/daad/index_en.htm).



Before arrival to Germany:

- 6.** Inform DAAD, your language school (the Goethe Institut/ Test DaF Institut) and your university's contact person about your travel details and planned date/time of arrival ("Your DAAD-Scholarship" 1.1.8) Plan to arrive on the exact day of arrival stated by your language school. Please also observe the matriculation dates at your German university.
- 7.** Bring your Letter of Award and a financial reserve fund (around 400-500 Euro) with you ("Your DAAD-Scholarship" 1.1.9);
- 8.** It might be useful to bring a transcript of your curriculum/ detailed record of your studies issued by your home university ("Your DAAD-Scholarship" 1.3.4).

After arrival to Germany:

- 9.** You will receive your travel allowance as well as your first rate of pocket money (410 Euro) on your day of arrival at the language course centre.
- 10.** Please open a bank account in the first weeks. The language course staff will assist you. Then inform your DAAD consultant in charge about the following details by e-mail.:

Kontonummer
Bankleitzahl (BLZ)
Name der Bank

As soon as we have these details, your money will be transferred to you directly.

If you have further questions, please have a look at the booklet "Ihr DAAD-Stipendium / Your DAAD-Scholarship" or contact the DAAD staff in Section 442
Your consultants in charge are:

- Mr. Dennis Binder (d.binder@daad.de): University of Potsdam; Hertie School of Governance Berlin; Willy Brandt School at the University of Erfurt, University of Passau
- Ms Ruth Pahle (pahle@daad.de): University of Osnabrück, University of Applied Sciences Osnabrück, University of Duisburg-Essen, Leuphana University of Lüneburg

Last but not least: We are looking forward to welcoming you in Bonn in September 2013 at our "Orientierungsseminar". The definite date will be communicated later.

Sincerely,

Your Section 442 – Afghanistan, Pakistan, transregional programmes Good Governance –