

Scholarship Department

Information Sheet A 1 – 1 b

SCHOLARSHIP APPLICATION FOR INTERNATIONAL UNDERGRADUATE OR GRADUATE STUDENTS

February 2025

USie/UGD 02/25

Please check our website (www.boell.de/scholarships) for the latest version of this information before submitting your application as details of application requirements and information for specific target groups are updated regularly.

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1. Requirements for your scholarship application

The Heinrich Böll Foundation awards scholarships to international students who come to Germany to study. The programme is being implemented in accordance with the guidelines issued by Germany's Federal Ministry of Research, Technology and Space (BMFTR) and the Foreign Office (Auswärtiges Amt).

You will find details of special focus programmes on our website at <https://www.boell.de/de/stipendium-studium>.

	EU nationals/Students not educated in Germany	Non-EU nationals/ Students ¹ not educated in Germany ²
Degrees that qualify for scholarships	Master's degree or after intermediate diploma/ examination; copy of the first degree certificate / proof of first professional qualification must be provided	Master's degree or after intermediate diploma/ examination; copy of the first degree certificate / proof of first professional qualification must be provided
Application date	<u>Before</u> commencement of studies	<u>Before</u> commencement of studies
Application procedure at Studienwerk (scholarship division)	As of 1 st March and 1 st September	As of 1 st March and 1 st September
Courses that qualify for scholarships	All	All

¹ Please note that non-EU nationals may apply only at irregular intervals. For the latest information and application deadlines, visit <https://www.boell.de/de/stipendien-bewerbung>.

² Graduates from German schools abroad can submit their application for a Bachelor and Master scholarship normally twice a year (by March and September). The same requirements apply as for Germans/Foreign students educated in Germany.

	EU nationals/Students not educated in Germany	Non-EU nationals/ Students¹ not educated in Germany²
Universities	Degree courses at state or state-recognised universities in general in Germany	Degree courses at state or state-recognised universities in Germany
Regular duration of scholarship	Regular period of study, may be extended by one semester	Regular period of study, may be extended by one semester
Required proof of proficiency in German	Level B2 or DSH 1 (with certificate)	Level B2 or DSH 1 (with certificate)
Level of scholarship funding	Varies, like the German BAföG, according to parental income or own assets or earnings: max. €855 plus €300 study costs allowance per month; possibly plus family, childcare allowance, health insurance or similar	€992 per month plus various individual allowances, possibly health insurance or similar
Funding of limited periods spent abroad for purpose of study, internship or similar	Additional funding available for scholarship-holders only	For scholarship-holders only: Funding is available for limited periods spent abroad for purpose of study
Funding of tuition fees	Not possible in Germany. Possible to a limited extent in other countries	In certain cases possible in Germany

Refugees can apply regardless of their asylum status.

Refugees who wish to start or continue a bachelor's or master's degree (or diploma or state examination course) in Germany can apply anytime, regardless of their semester of study.

2. Selection procedure, stages and criteria

The Heinrich Böll Foundation's selection procedure for scholarship applicants consists of **three stages**:

- 1.1 **Stage 1:** Submission of **written application documents**, including a personal reference on your social commitment and an expert reference from a university lecturer or, in the case of new students - a schoolteacher via an online portal www.boell.de/scholarships. Two staff members from the Studienwerk and from another department of the Heinrich Böll Foundation decide whether the application will be forwarded to the second stage.
- 1.2 **Stage 2: An interview with a liaison lecturer**, usually at the place of residence of the liaison lecturer in Germany, by telephone or digitally.
- 1.3 **Stage 3: Digital interview with 3 to 4 selection committee members**, including 1 to 2 external members, one scholarship holder and one staff member of the Studienwerk.

At each stage only a small group is selected for the next stage. You will be informed in writing of the decision reached at each stage of the selection procedure.

Stage 1: Submission of written application documents

The key criteria for assessing written applications and admission to the next stage of the procedure are:

- **Very good school or college/university academic record**
- **Social commitment and political interest**
- **Convincing reasons for applying to the Heinrich Böll Foundation**
- **German language proficiency (DSH 1 or Level B 2)**

Stage 2: Interview with a liaison lecturer

At this stage a **report** by the liaison lecturer is added to your application. It is based on **an interview of about an hour that the liaison lecturer** (appointed by the Heinrich Böll Foundation) **holds with you, as a rule, at the lecturer's place of residence in Germany. In exceptional cases the liaison lecturer may agree to hold a telephone or digital interview.**

The interview with the liaison lecturer will address the applicant's ability to study, his or her academic record and main areas of study, how he or she sees the study discipline in question and – in some cases – the applicant's social commitment and political interest and awareness.

The liaison lecturer will then write an expert report on the interview covering the above-mentioned points.

Stage 3: Digital interview with committee

On the basis of the liaison lecturers' and the quality of the exposé applicants will be invited to the 3rd selection stage, the digital interview with committee.

The main focus of the interview is to assess the applicants' professional and personal abilities as described in our Mission Statement on Promoting Young Talent (see www.boell.de/missionstatement).

NB: If you have already attended stage 3 and received a letter of rejection you may not re-apply.

3. Deadlines

Application deadline (please note: we only accept online applications)	By 1 March*	By 1 September*
Stage 2: Interview with liaison lecturer	Generally by mid May	Generally by mid November
Stage 3: Digital interviews with committee	May/June/July*	Dec./Jan./Feb.*
Notification of scholarship award	June/July	January/February
Probable commencement of scholarship payments	At the latest 1 October	At the latest 1 April

* Application deadlines are binding, with no exceptions permitted. You will be notified of your digital interview date in stage 3.

Please note that additional special focus programmes (with a thematic focus or for a focus group) will be advertised in irregular intervals. Here, too, the above-mentioned deadlines for international students apply.

Please consult our website <https://www.boell.de/en/scholarships>.

The password-protected web portal for online applications is accessible at least six weeks before the application deadline.

4. Documents to include with your application

If you are interested in the Heinrich Böll Foundation's scholarship and funding programme, please use the web portal on <https://www.boell.de/en/scholarships> for your application.

A complete set of application documents needs to be uploaded to the web portal as pdf versions of the following documents; only if all documents are received by the deadline, the application is considered complete.

I. Application form („Bewerbungsbogen Studienstipendium“)

The document's template is available from our website and from the download center of the application portal <https://www.boell.de/de/stipendium-studium>. Please enter the following data online into the pdf form.

- Your personal data and CV
- Your motivation for applying to the Heinrich Böll Foundation
- An outline of your motivation for studying your chosen subject and of your main areas of interest
- An outline of your social commitments and political interests et al.

II. University entrance qualification

- A copy of your Abitur, baccalaureate or university entrance qualification
- If required, a German or English translation by a certified translator

III. Certified copy of your first degree certificate

- Certified copy of the degree certificate, with German or English translation if required, along with an explanation of the grading if it differs from the German system (cf *Modifizierte Bayerische Formel* on the Internet)

IV. Student enrolment certificate (“*Immatrikulationsbescheinigung*”): must be submitted with application or submitted at the latest by the time of the selection interview. If not possible, please inform us when you can expect to receive your certificate of enrolment.

V. For international applicants: Written proof of German language proficiency

- **Minimum requirement:** „Deutsche Sprachprüfung für den Hochschulzugang“ **DSH 1** or Level **B 2**
- The proof is absolutely necessary.

VI. For applicants for the programme *Medienvielfalt anders: Junge Migrantinnen und Migranten in den Journalismus*: Some Work samples

- The work samples should document your initial experience of media work gained at a school or students' magazine, for example, in local radio or with an agency. Proof of publication (or broadcasting) of the samples is needed.

VII. A third-party reference on your social commitment (please use the form provided):

This should be a confirmation and detailed description of your social commitment by a person of your choice who knows you well and is able to assess your previous and current commitment. This person should be neither a friend nor a member of your family. Wherever possible, he or she should be a representative of an institution or an organisation. Internship testimonials are not suitable for this purpose. Foreign applicants from conflict areas or similar who are unable to provide a reference must explain why.

Please inform your reference writer **to use the provided form** from our [website](#). The reference should contain the following informations:

- A description of your social commitment, especially in areas in which you have actively assumed responsibility. The reference should state exactly what you have done or achieved to date, assessing in particular aspects of your commitment that are not sufficiently apparent from your CV or your statement of motivation.
- A personal assessment of your specific concerns and which particular causes you support
- An assessment of your ability to reflect on political affairs and an appraisal of your personality
- The context in which the referee made your acquaintance and how long he or she has known you.

You can upload the reference to the application portal. The reference must include the author's contact details (full name, institution/organization, phone number, etc.) at the top **and must be signed**. Alternatively the reference writer may email the personal reference directly to the Heinrich Böll Foundation. A signature is not required if the reference is emailed directly by the author from his/her email account.

Please ensure **that only ONE submission method** is used: either upload it in the application portal, have the author send it via email at studienwerk@boell.de, or send it by post with the original signature.

VIII. An expert reference from a university or college lecturer (please use the form provided):

The **expert reference** written by a university lecturer should give details of the study programme you propose to enter, your study interests and your academic record to date.

International applicants should whenever possible, submit an expert reference by a university lecturer at the university in Germany where they would like to study or at least, if possible, from the same study programme at another university.

Please inform your reference writer that for the expert reference he or she **needs to use the form provided**. It can be downloaded from the [website](#).

The expert reference should preferably be sent directly to the scholarship department of the Heinrich Böll Foundation by the referee by email. If the reference is sent directly via email from the author's email address, the signature is not required. The email address of the scholarship department is studienwerk@boell.de.

If the expert reference is in your possession, please submit it directly with your application documents and upload it to the application portal yourself. The reference must include the author's contact details (full name, institution/organization, phone number, etc.) at the top **and must be signed**.

Please ensure **that only ONE submission method** is used: either upload it in the application portal, have the author send it via email at studienwerk@boell.de, or send it by post with the original signature.

Please note: The personal reference and the expert reference must come **from different persons**.

IX. Refugees are requested to enclose a document providing information on their residence permit (asylum status).

5. Important notes for applicants

Please note...

... on how to present your application documents:

- **The complete application – i.e. all application documents including (possibly separately submitted) expert and personal references** – must be submitted by the 1st March or 1st September. Only then can the application be deemed complete and ready for processing. We kindly ask for understanding that incomplete applications cannot be processed. If your application documents are not complete, we will let you know and inform you about the next application date.
- References sent to the Heinrich Böll Foundation by the referees directly must also reach us by the respective application deadline.
- Personal and expert references by university lecturers must contain the referee's original signature. This does not apply in case the referee sends the document directly to the Heinrich Böll Foundation by e-mail.
- **All documents have to be provided in German (we also accept personal and expert references in English)**

... on data protection:

- When you submit your application, your personal details will be saved electronically and later deleted in accordance with statutory data protection requirements.

... if your application is rejected:

- There is no legal entitlement to a scholarship or to funding.
- Please appreciate that we receive so many applications that we are unfortunately unable to state specific reasons why your application was unsuccessful.

...if you need more informations:

- Please look at our [FAQ-Page](#). If you need further informations you can contact us:

Adriell Kopp, Tel.: 0049 30 28534-400
e-mail: studienwerk@boell.de
<https://www.boell.de/en/scholarships>

Office hours:

Telephone times are available on the website.

6. Checklist

Checklist		
Students before the MASTER, after intermediate diploma/intermediate examination/ Physikum (1st intermediate state exam for medicine) Foreign Students (EU members and non-EU members) Timing: Application must be received before the start of the Master's program.		
Required Documents	Notes	Provided
Application form	Application form	
Higher education entrance qualification (Hochschulzugangsberechtigung) Copy	Abitur, entrance qualification for universities of applied sciences or other university entrance qualification	
Certified translation of the university entrance qualification in German or English	Exception: The certificate is issued in German or English	
List of previous academic achievements	- Excerpt from the examination office of the University - If no average grade is given, please calculate and enter it yourself	
OR		
Degree / Certificate of completion of previous studies	If applicable, with German or English translation with grade, not just certificate	
Enrolment certificate	This document can be submitted later, up to the 3rd stage (digital interviews)	
Written proof of good German language skills	German (international) Abitur or proof of at <u>least</u> B2 or DSH1	
Social commitment reference*	1-2 page letter, written in free form, describing current and previous social commitment. In German or English, with translation if necessary	
Academic Reference*	Form in German , Form in English	

* Academic and Social commitment references must be submitted by different experts/entities/individuals.

Note: Please refer to the informations [above](#) for more detailed information on the documents to be submitted.

Please note that **only complete applications** will be considered during the selection process.

We wish you success in preparing your application!