

<b>THE DAAD LANGUAGE COURSE SCHOLARSHIPS FOR FOREIGNERS .....</b>	<b>2</b>
<b>A) THE UNIVERSITY SUMMER COURSE PROGRAMME .....</b>	<b>2</b>
<b>B) THE INTENSIVE LANGUAGE COURSE PROGRAMME.....</b>	<b>2</b>
<b>C) THE UNIVERSITY WINTER COURSE PROGRAMME.....</b>	<b>2</b>
<b>D) QUESTIONS ABOUT APPLICATION PROCEDURES.....</b>	<b>3</b>
1. <i>Where do I apply? .....</i>	3
2. <i>When are the application deadlines?.....</i>	3
3. <i>Where can I find the application form?.....</i>	3
4. <i>What should I remember when applying? .....</i>	3
5. <i>What proof of language proficiency do I have to provide?.....</i>	3
6. <i>What happens after I submit my application in my home country .....</i>	4
<b>E) QUESTIONS ABOUT FUNDING .....</b>	<b>4</b>
1. <i>Scholarships.....</i>	4
2. <i>Can I receive two scholarships at the same time?.....</i>	4
3. <i>When can I expect notification from the selection committee?.....</i>	4
4. <i>When do I receive the scholarship? .....</i>	4
5. <i>Travel allowance .....</i>	5
<b>F) QUESTIONS ABOUT COURSES.....</b>	<b>5</b>
1. <i>Selecting courses .....</i>	5
2. <i>Will I get the course of my choice?.....</i>	5
3. <i>How do I register for my desired course?.....</i>	5
4. <i>Will I be picked up by the course organiser when I arrive in Germany?.....</i>	5
5. <i>Can I travel to Germany earlier? .....</i>	5
6. <i>Can I arrive later/depart earlier, or do I have to attend the entire course?.....</i>	6
7. <i>What if I do not start the course after receiving the scholarship award notice? .....</i>	6
8. <i>What if I discontinue the course?.....</i>	6
9. <i>Can I change my course?.....</i>	6
10. <i>Who arranges my accommodation? .....</i>	7
11. <i>What expenses can I expect during my stay in Germany? .....</i>	7
12. <i>Do I have to pay for the language course test myself? .....</i>	7
<b>G) FOR SCHOLARSHIP RECIPIENTS: QUESTIONS ABOUT THE SCHOLARSHIP AWARD NOTICE.....</b>	<b>9</b>
1. <i>What information is contained in the scholarship award notice?.....</i>	9
2. <i>What is the purpose of the acceptance form? .....</i>	9
3. <i>When do I receive the course confirmation from the course organiser? .....</i>	9
4. <i>Do I have to register online with the course organiser?.....</i>	9
6. <i>When do I have to submit the questionnaire? .....</i>	10
<b>H) QUESTIONS ABOUT VISA APPLICATIONS.....</b>	<b>10</b>
1. <i>Who applies for a visa for me?.....</i>	10
<b>I) QUESTIONS ABOUT HEALTH INSURANCE .....</b>	<b>10</b>
1. <i>Will I be insured in Germany? .....</i>	10

## FAQs

### Scholarships for university summer courses, intensive language courses and university winter courses

#### The DAAD language course scholarships for foreigners

The DAAD scholarships for university summer courses, intensive language courses and university winter courses enable students around the world to take language courses in Germany. To learn whether you are eligible for a scholarship, and if so, how to apply, please visit the DAAD website:

[www.funding-guide.de](http://www.funding-guide.de).

#### A) The university summer course programme

As stated in the call for applications [www.funding-guide.de](http://www.funding-guide.de) these scholarships provide funding to foreign students who wish to attend language and regional studies courses, offered by state and state-recognised German universities. The courses consist of at least 18 days of instruction (maximum of 5 days a week excluding arrival and departure days) with at least 25 hours of instruction per week. Taught in German, the courses are offered at German universities in the summer months during the lecture-free period (usually starting in June). Awarded scholarships cannot be prolonged. Candidates are required to submit their applications in their home country by a certain date. Because application deadlines vary from country to country, we recommend reading the application details pertaining to your specific country:

<http://www.daad.de/stipendien>. On the DAAD website [www.daad.de/hsk-kursliste](http://www.daad.de/hsk-kursliste), you will find a green star next to the course providers which offer DAAD university summer courses. This link is listed in the application under the section "Kurswunsch". If you apply for a summer course scholarship, you are **not eligible** to apply for an intensive language scholarship.

#### B) The intensive language course programme

As stated in the call for applications [www.funding-guide.de](http://www.funding-guide.de) these scholarships provide funding to foreign students who wish to attend intensive German language courses at a language school in Germany. The scholarships last two months and can be used for courses between June and December. Awarded scholarships cannot be prolonged. Candidates are required to submit their applications in their home country by a certain date. Because application deadlines vary from country to country, we recommend reading the application details pertaining to your specific country: <http://www.daad.de/stipendien>. For a list of intensive language courses funded by the DAAD, please visit the DAAD website [www.daad.de/isk-kursliste](http://www.daad.de/isk-kursliste). This link is listed in the application under the section "Desired course". If you apply for an intensive language course scholarship, you are **not eligible** to apply for a university summer course scholarship.

#### C) The university winter course programme

As stated in the call for applications [www.funding-guide.de](http://www.funding-guide.de) this programme offers students from specific countries the opportunity to take a German Studies winter course at selected universities in Germany. The scholarships provide funding to students who wish to attend German language and regional studies courses. The courses last up to six weeks and are offered in the months of January and February. A list of available courses will be provided in the call for applications under:

[www.daad.de/hwk-kursliste](http://www.daad.de/hwk-kursliste). This link is listed in the application under the section "Desired course".

[Table of contents](#)

## D) Questions about application procedures

### 1. Where do I apply?

To find out where to apply to, visit the DAAD scholarship database at [www.funding-guide.de](http://www.funding-guide.de). We also recommend reading the "Country information" at <http://www.daad.de/stipendien>. Please **do not submit** your application to our headquarters in Bonn. For more advice, visit <https://www.daad.de/deutschland/nach-deutschland/de/>

### 2. When are the application deadlines?

- Applying for a university summer course scholarship?
- Applying for an intensive language course scholarship?
- Applying for a university winter course scholarship?

The following applies to all three programmes:

You are required to submit your application in your home country by a certain date. You can find the application deadlines for your respective country in the call for applications provided on [www.funding-guide.de](http://www.funding-guide.de) or under the heading "Country Information" (<http://www.daad.de/stipendien>).

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

In some countries, candidates can submit applications online. For more details, please enquire at the application office in your home country. If online application is not available in your country, you can download the appropriate form here: [www.daad.de/de/form](http://www.daad.de/de/form).

### 4. What should I remember when applying?

- Write clearly if you fill in the form by hand.
- Enter your full address.
- Make sure to provide at least one e-mail address, otherwise neither the DAAD nor the course organiser will be able to notify you if there are any questions concerning your application – or more importantly – if you are awarded the scholarship. Without an e-mail address, we and the course organiser will have a harder time sending you correspondence, in particular, the course details.
- Remember to include your full address in your CV.
- Please do not use plastic pockets.
- Do not staple the application papers together – use basic paperclips instead.

### 5. What proof of language proficiency do I have to provide?

The required level of language proficiency is indicated in the call for applications [www.funding-guide.de](http://www.funding-guide.de) and application forms [www.daad.de/de/form](http://www.daad.de/de/form) for the university summer course, intensive language course and university winter course scholarships.

You will find useful information on the following DAAD websites:

Comparison of proficiency levels according to the Common European Framework of Reference for Languages (CEF):

[http://www.testdaf.de/institution/tz-hochschule\\_niveau.php](http://www.testdaf.de/institution/tz-hochschule_niveau.php)

Explanations of the CEF proficiency levels:

<https://www.daad.de/deutschland/studienangebote/sommerkurse/de/15297-gemeinsamer-europaeischer-referenzrahmen/>

[Table of contents](#)

## 6. What happens after I submit my application in my home country (place of application)?

After you submit your application in your home country (place of application) and it passes a preliminary review, all the applications in your home country are sent to the DAAD headquarters in Bonn. By the end of January, some 3,500 applications (for university summer courses and intensive language courses) from around 100 countries are sent to the organisation's headquarters in Bonn. The application period for the university winter courses concludes on 31 August. Please note that each country also specifies varying deadlines for applications for university winter courses, as well (see section D, P2 "Country Information").

## E) Questions about funding

### 1. Scholarships

The scholarships ([www.funding-guide.de](http://www.funding-guide.de)) for the university summer courses, winter courses and intensive language courses contain the scholarship instalment, the course fee allowance and a travel allowance (if applicable) which may vary depending on your country ([http://www.daad.de/rkp-hsk\\_isk](http://www.daad.de/rkp-hsk_isk)). For some countries, no flat-rate travel allowance is granted. Please note that the scholarship may not cover all the costs of the programme (see no. 4). For details about the course fees, please visit:

- University Summer course: [www.daad.de/hsk-kursliste.de](http://www.daad.de/hsk-kursliste.de),
- Intensive course: [www.daad.de/isk-kursliste](http://www.daad.de/isk-kursliste),
- University Winter course: [www.daad.de/hwk-kursliste](http://www.daad.de/hwk-kursliste)

### 2. Can I receive two scholarships at the same time?

No, that is not possible. If you have applied for two scholarships and received an award notice for both, you will have to decide on one scholarship in accordance with our scholarship terms and conditions. In your application, please tell us whether you have applied for a further DAAD scholarship or other grants. Also specify the name of the programme and the start and end dates of the funding period. **When choosing a course, please pay attention to the course schedule in order to avoid conflicts with planned examinations, other scholarship applications and important dates.**

### 3. When can I expect notification from the selection committee?

All the applications proceed through various processing phases before the final decisions are made by the selection committee. In most cases, the scholarship award notices are sent out around the end of April (for university summer courses and intensive language courses). The award notices for the university winter courses are sent out around mid-October. The candidates, whose applications are not accepted, either receive a letter of rejection or notification that they have been waitlisted. Depending on the postal delivery in your home country, it can take between two and six weeks until you receive notification. We kindly ask you to refrain from enquiring by phone or e-mail about the status of your application during the processing period. By being patient, you help us speed up the application process.

### 4. When do I receive the scholarship?

The DAAD transfers payment of your scholarship to the course organiser. The course organiser deducts the costs (course fees, accommodation, etc.) from the total and pays the remainder to the scholarship recipient upon arrival in Germany. The universities are permitted to pay out the scholarship in 2 or 3 instalments.

Questions about accommodation are answered in Section F) Item 10.

[Table of contents](#)

## 5. Travel allowance

The travel allowance is generally paid out by the course organiser after your arrival in Germany. This means that you have to pay for your ticket in advance. In some countries, the travel allowances are paid out to the scholarship recipients in their home country. To find out the amount of the travel allowance allotted to participants in each country, visit: [https://www.daad.de/rkp-hsk\\_hwk\\_isk](https://www.daad.de/rkp-hsk_hwk_isk). Scholarship recipients are notified as to how the travel allowance is paid.

### Please note:

The call for applications for the next scholarship year is usually announced **in May** of the current year (e.g. in May 2012 for the scholarship year 2013). However, the travel allowance rates for the next year are updated **in October** of the current year. This means that applicants may have to submit their applications in their home country without knowing what the new travel allowance rates will be. If possible, please check the DAAD website for updated information about such changes (e.g. under Country Information.). You can find the link to the travel allowance rates under the call for applications on [www.funding-guide.de](http://www.funding-guide.de).

## F) Questions about courses

### 1. Selecting courses

- University Summer course: [www.daad.de/hsk-kursliste.de](http://www.daad.de/hsk-kursliste.de),
- Intensive course: [www.daad.de/isk-kursliste](http://www.daad.de/isk-kursliste),
- University Winter course: [www.daad.de/hwk-kursliste](http://www.daad.de/hwk-kursliste)

Applicants must provide the names of their desired courses in the application. Therefore, choose carefully! The better you prepare, the less likely you'll experience an unpleasant surprise in Germany. You are not permitted to make any course changes once you have submitted your application.

### 2. Will I get the course of my choice?

The course organisers allot the DAAD a certain number of spots in the courses. If there is no more space in your desired course, the DAAD explicitly reserves the right to place you into another course. Therefore, make sure to choose various course locations and course periods.

### 3. How do I register for my desired course?

The DAAD in Bonn registers you with the course organiser. You are not permitted to register with the course organiser yourself.

### 4. Will I be picked up by the course organiser when I arrive in Germany?

This service is not always available. Therefore, you should ask the course organiser whether you can be picked up on arrival. If it's not possible, don't worry. You will reach your destination – all you need is a little self-reliance, a city map (e.g. printed out from the Internet) and some friendly people who can point you in the right direction. Furthermore, the course organiser generally includes directions and public transport timetables with your course confirmation letter. You will get all the help you need to reach your course location.

### 5. Can I travel to Germany earlier?

Yes, you can come earlier if you wish. However, you will be responsible for arranging your own accommodation until the course begins. Please ask your course organiser whether you are permitted to book accommodation earlier than planned. **Also think about your health insurance;** the DAAD only covers you for the duration of the course specified in your scholarship award notice. The course organiser will notify you of the exact arrival and departure dates in your course confirmation letter.

**Please inform the DAAD in Bonn immediately if you wish to travel to Germany earlier.**

[Table of contents](#)

## 6. Can I arrive later/depart earlier, or do I have to attend the entire course?

As a rule, you are required to attend the entire course. If there are compelling reasons (important examinations, visa processing delays, etc.) for late arrival or early departure, you must immediately provide an explanation in writing to the DAAD in Bonn and the course organiser. You must start the course within three days of commencement and may depart no earlier than three days before conclusion, otherwise your scholarship will be reduced in proportion to the number of days you missed. If you fail attending the course without explanation for a longer period of time, the whole scholarship may be cancelled.

**Please inform the DAAD in Bonn immediately, if you wish to arrive later or depart earlier than planned.**

## 7. What if I do not start the course after receiving the scholarship award notice?

As stated in the award notice, you are obliged to regularly attend the course for its entire duration. If you do not start or complete your course, you are not entitled to the scholarship, and any scholarship payments that have already been made must be paid back.

If you do not wish to accept the scholarship, you are required to inform the DAAD immediately. You will be charged for any cancellation costs that are incurred.

Exception:

- Examinations upon submission of official confirmation.(When submitting applications, candidates should ensure that university summer courses, intensive language courses and/or university winter courses do not clash with examination or other dates.)
- Health problems upon submission of a medical certificate.

**The DAAD then decides whether to charge cancellation fees.**

## 8. What if I discontinue the course?

Such action constitutes a breach of contract. According to your scholarship confirmation, you are obliged to attend the course for its entire duration. If you discontinue your course, you must provide reasons in writing to the DAAD and course organiser immediately.

You will be required to pay for any costs incurred as a result of discontinuing your course.

Exception:

- Examinations upon submission of official confirmation.(When submitting applications, candidates should ensure that university summer courses, intensive language courses and/or university winter courses do not clash with examination or other dates.)
- Health problems upon submission of a medical certificate.

**The DAAD then decides whether to charge cancellation fees.**

## 9. Can I change my course?

It is not possible to change your course. The DAAD, however, reserves the right to change courses (see call for applications [www.funding-guide.de](http://www.funding-guide.de)).

[Table of contents](#)

## 10. Who arranges my accommodation?

The course organiser generally takes care of the accommodation.

Of course, you may also organise accommodation yourself. After you are selected for a scholarship, the DAAD sends you a scholarship award notice and registers you for the course. Then the course organiser sends you an invitation. As soon as you receive this letter, you should inform the organiser that you would like to find accommodation yourself.

- University summer courses: [www.daad.de/hsk-kursliste](http://www.daad.de/hsk-kursliste)
- Intensive language courses: [www.daad.de/isk-kursliste](http://www.daad.de/isk-kursliste)
- University winter courses: [www.daad.de/hwk-kursliste](http://www.daad.de/hwk-kursliste)

Your course organiser can answer any specific questions you have about the course content and accommodation.

## 11. What expenses can I expect during my stay in Germany?

There are the course fees and accommodation costs which vary depending on the course organiser. For more information about the course content, accompanying programmes and a list of the individual costs, please visit the following DAAD web pages:

- University summer courses: [www.daad.de/hsk-kursliste](http://www.daad.de/hsk-kursliste)
- Intensive language courses: [www.daad.de/isk-kursliste](http://www.daad.de/isk-kursliste)
- University winter courses: [www.daad.de/hwk-kursliste](http://www.daad.de/hwk-kursliste)

### **Please calculate your expenses carefully. Consider the following:**

- How expensive is the course?
- Will I have to pay additional costs for an accompanying programme (e.g. excursions, exhibitions, etc.)?
- How expensive is my accommodation?
- What kind of travel expenses can I expect?
- How much money will I need to cover additional living expenses (e.g. food, leisure activities, going out, cinema, etc.)?

Depending on your needs and wishes, you should plan on spending 14 euro per day to cover living expenses during your stay in Germany. Please bear in mind that many things are more expensive in Germany than in your home country. The DAAD does not cover any costs which exceed the total amount of funding – which means that if you choose an expensive course, you will have to finance the additional costs yourself.

## 12. Do I have to pay for the language course test myself?

### **University summer courses:**

Some course organisers offer final tests. If you choose such a course, you are obliged to take the test. If the test is part of the course programme, the costs are covered by the scholarship. In any other case, you are required to pay for the test yourself.

### **Intensive language courses:**

If a final test is offered, scholarship recipients can take this test on a voluntary basis. The costs of the test, however, must be paid for by the scholarship recipient him/herself.

### **University winter courses:**

see University summer courses

[Table of contents](#)

The following table can help you calculate your expenses:

Example: Funding amount (scholarship) in euro			
Course offerings	End of May to approx. mid-October	End of May to December	January to February
Programme	University summer course scholarship	Intensive language course scholarship	University winter course scholarship
Total funding (scholarship) = scholarship payment + course fee allowance	€ 850 / € 1,025 (Least Developed Countries)	2,300	1,725
+ flat-rate travel allowance (if applicable)	<a href="https://www.daad.de/rkp-hsk_hwk_isk">https://www.daad.de/rkp-hsk_hwk_isk</a>		

University summer courses: see DAAD website: [www.daad.de/hsk-kursliste](http://www.daad.de/hsk-kursliste)

University winter courses: see DAAD website

– Download – University winter courses – Course overview: [www.daad.de/hwk-kursliste](http://www.daad.de/hwk-kursliste)

Intensive language courses: see DAAD website

– Download – Intensive language courses – Course overview: [www.daad.de/hwk-kursliste](http://www.daad.de/hwk-kursliste)

**Please read call for applications [www.funding-guide.de](http://www.funding-guide.de)**

### Expenses covered by the course organiser

- Course fees
- Accommodation costs
- Other expenses (e.g. registration fee, excursions, accompanying programme, etc.)
- If applicable, costs of final test (see Item F) 12

Deduct all the expenses covered by the course organiser from the total funding amount listed above. If there is money left over, you will be paid the remainder in cash by the course organiser. If the funding amount does not cover the total expenses, you will have to pay the difference out of your own pocket. Remember – if you select an expensive course, you may end up paying additional costs. The DAAD does not award additional scholarship money to cover these expenses.

- Private living expenses (food, leisure activities, miscellaneous).

You are obliged to cover your own living expenses.

For more details, read Section E) Items 4) and 5).

[Table of contents](#)



## **G) For scholarship recipients: Questions about the scholarship award notice**

### **1. What information is contained in the scholarship award notice?**

In your scholarship award notice, you will find information about the course for which you are registered, the course location and the course schedule. The scholarship award notice also tells you how much funding you have been awarded, whether you have been granted a travel allowance, where payment is to be made, etc. You will also find a scholarship certificate, additional information sheets and an acceptance form enclosed with the notice.

### **2. What is the purpose of the acceptance form?**

You will receive an acceptance form enclosed with your scholarship award notice. The form contains detailed information about the course location, course schedule and course name. Upon signing the form, the contract between the DAAD and the scholarship recipient is concluded. The form provides the terms and conditions of the awarded scholarship which you are obliged to accept and fulfil.

Please return the signed acceptance form as soon as you receive your scholarship award notice to the DAAD Bonn, Referat 513 (either by fax or e-mail in a Microsoft-compatible format, max. 500 KB). Sending duplicates of additional documents will lead to unnecessary delays in processing your scholarship.

Once again, we kindly ask you to refrain from contacting us with regard to the receipt of the acceptance form. The DAAD records the date of receipt of all submitted documents. If your acceptance form goes missing for some reason, the DAAD will contact you in writing.

### **3. When do I receive the course confirmation from the course organiser?**

After the selection process (university summer courses, intensive language courses) is over, the DAAD sends out the scholarship award notices, rejections or waiting-list notifications. The DAAD then registers the participants for the courses in May and June. The course organisers will contact you as soon as we have registered you for the course. Please keep in mind, however, that the course organisers have a lot to do and it may take some time until they send out course confirmation letters to all the scholarship recipients. For example, the scholarship recipients scheduled to participate in June/July courses are generally notified before those who are scheduled for August/September courses, etc.. This is due to the large number of registered DAAD scholarship recipients. Furthermore, the course organisers also have to take care of the self-paying applicants. Therefore, there is no need to worry.

If you are registered for a university winter course, you will receive your course confirmation letter from the course organiser sometime in October or November.

### **4. Do I have to register online with the course organiser?**

Although the DAAD registers you for your course, some course organisers require participants to submit an additional online registration form. Before you do this, please wait until you receive your scholarship award notice and return your acceptance form back to the DAAD. As soon as you receive the scholarship award notice, you may visit the website of the respective course organiser and check whether online registration is also required. If you happen to receive your course confirmation letter from the course organiser before you receive the scholarship award notice and acceptance form from the DAAD, you are still required to sign the acceptance form and return it to the DAAD.

[Table of contents](#)

## 6. When do I have to submit the questionnaire?

After completing your course, the DAAD will send you an e-mail, asking you to complete a final online questionnaire. The email will contain your own personal password.

## H) Questions about visa applications

### 1. Who applies for a visa for me?

You are responsible for obtaining an entry visa yourself. We recommend contacting the German embassy in your home country for information about the visa regulations which apply to your situation. You can also find helpful information at: <https://www.daad.de/deutschland/nach-deutschland/de/>

Visa requirements vary greatly from country to country. In most cases, scholarship recipients can obtain a visa by showing their scholarship award notice and course confirmation letter/invitation from the course organiser. The course confirmation letters are sent out to the scholarship recipients as soon as the DAAD in Bonn has registered the participants in their respective courses. The scholarship recipients must provide their arrival and departure dates on the visa application. All notification letters (scholarship award notices, rejections and waiting-list notifications) are sent out starting in mid-April at the earliest. Postal delivery can take from two to eight weeks depending on the country.

Lectors, DAAD information centres, regional offices, embassies and consulate generals are informed in good time by the DAAD by mail and will notify the elected scholarship recipients of the selection results.

**We strongly urge you plan enough time for the visa application process before your planned departure!**

## I) Questions about health insurance

### 1. Will I be insured in Germany?

The DAAD takes out accident, liability and health insurance for each scholarship recipient for the duration of the course. The scholarship recipients receive confirmation of insurance cover from the course organisers after arriving in Germany.

If you would like to travel to Germany earlier or fly home later, we recommend that you obtain insurance from a health insurance provider in your home country for the time preceding or following the course (e.g. through EHIC – European Health Insurance Card). Insurance policies taken out in one's home country are generally valid in Germany and cover treatment costs for emergency medical care.

After arriving in Germany, scholarship recipients receive their policies and an info sheet containing the terms and conditions of the health insurance cover.

Patients in Germany are not required to pay an additional "consultation fee" each quarter year.

The DAAD does not take out any other types of insurance policies (e.g. life insurance, travel insurance) for participants of university summer courses, winter courses, or intensive language and university winter courses.

[Table of contents](#)