

## Checklist for Deutschlandstipendium Application at TH Lübeck (VR12)

Dear applicants,

please outline what qualifies you for a Deutschlandstipendium and, if applicable, attach supporting documents to the information you provided in the online portal in the second stage of the application process.

### 1. Stage 1 (Online Application)

- Upload of the application agreement
- (for students already enrolled) Upload of the academic record until 31.08!**
  - If applicable, [form to supplement the transcript of records](#) (see Implementing Regulation).

### 2. Stage 2 (submission of documents upon request)

- Cover sheet + checklist completed and signed
- Letter of motivation
- Curriculum vitae in tabular form
- Proof of higher education entrance qualification (e.g. entrance qualification for a university of applied sciences, A-levels, vocational training, etc.)
- Printout of the transcript of records containing the information entered in the online portal (see stage 1)
- If applicable, certificate of completion of the last education stage
- Certificate of enrolment
- For online students: Copy of the employment contract

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*You can only be assessed on criteria that you have provided evidence for. Therefore, please check your information and attach **appropriate supporting documents**, e.g.*

*(Evidence relevant from the age of 14)*

- Proof of social commitment (voluntary work)*
  - Proof of voluntary internships (duration at least 14 days)*
  - Proof of care for close family members*
  - Proof of secondary employment (with details of weekly working hours!)*
  - Other academic certificates*
  - Proof of time spent abroad*
  - Proof of additional qualifications*
  - Certificates, awards*
- Evidence of aggravated personal or family circumstances*

Date, signature

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