

## Application for a Degree Completion Grant ("Studienabschlussbeihilfe")

Application Deadline: Month 2020

A grant can be awarded to international students who, at the time of application, fulfil all conditions required for exam registration, and who have already registered for the thesis.

**Please also see our respective guidelines on the award of funding!**

### Personal Details (please complete in capital letters!)

Surname, First Name:

F.  M .

Date of Birth:

Marital Status:

Number of Children:

Nationality:

Nationality of Spouse:

Postal Address:

Email Address (please write clearly)

Bank Details

IBAN:

BIC:

Name of Bank:

Tax ID:

Registered Tax Office:

Do you hold any other accounts? (e.g. at other banks, or a savings account)  no  yes

**Please submit ALL account statements from the last 3 months.**

I have

a blocked account (please enclose current statements of account!)

a declaration of commitment (please enclose a copy.)

### Financial information (average, per month)

Income in Euro		Expenditure in Euro	
Own earned income		Rent and utilities	
Spouse's income		Living expenses	
Scholarships		Instalment payments	
Financial support from other persons		Other fixed costs	
TOTAL		TOTAL	

I confirm that I have read and understand the guidelines for the award of a Degree Completion Grant.

no  yes

**Academic information**

Change of course  yes  no **Double Degree**  yes  no

Have you acquired another degree in Germany?  no  yes

"Vordiplom" / Intermediate Examination ("Zwischenprüfung") / Bachelor taken on:

<p><b>CHECKLIST:</b> The application is to be accompanied by copies of the following documents:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> <b>IMPORTANT:</b> proof of registration, stating start date and time frame for the thesis (issued by the Examination Office)</li><li><input type="checkbox"/> <u>Detailed</u>, valid justification for application</li><li><input type="checkbox"/> Transcript of marks from completed course and examinations (issued by the Examination Office) or confirmation that the applicant does not need to take further exams</li><li><input type="checkbox"/> Current proof of income or employment contract</li><li><input type="checkbox"/> <u>Complete</u> bank statements for <b>all</b> accounts, from at least the last 3 months (available via online-banking or from the bank in the form of statements)</li> <li><input type="checkbox"/> Current statement from your blocked account or a copy of the declaration of commitment</li><li><input type="checkbox"/> Certification of scholarship, if applicable</li><li><input type="checkbox"/> Rental agreement</li><li><input type="checkbox"/> Passport with residence permit and work status or eAT (Electronic Residence Permit)</li><li><input type="checkbox"/> Current enrolment confirmation</li></ul> <p><b>ATTENTION:</b> Please bring the originals of your documents (including the passport) <u>and</u> the respective copies.</p>
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If the required documents and information are incomplete, the application cannot be processed: **There is no legal entitlement to this grant.**

Applications may be filed **at any time**. The submission deadlines are: **end of January, March and October respectively**, as well as **15<sup>th</sup> July**. Award of a grant will occur shortly after the respective deadline.

Please submit the required documents during the office hours of the International Office at the Service Centre (Monday 11 – 13, Wednesday 14 – 16, during the lecture-free period: Wednesdays 14.00 – 16.00)

**Please note: the application cannot submit at the International Office or send by mail. Such applicants will be rejected.**

Award of a grant will be decided following a personal interview with you. We will notify you via email of the exact date.

Contact:

Ludolf von Dassel (0511 762-3964 oder Ludolf.vonDassel@zuv.uni-hannover.de)

I hereby confirm that the information provided is true and complete. I acknowledge that any negligent or deliberate false statements will result in repayment of the grant.

**Disclaimer: This document is a translation and is provided for information purposes only. It is not legally binding**

.....  
Date \_\_\_\_\_ Signature of applicant \_\_\_\_\_

**Date of receipt of the application:** \_\_\_\_\_  
(to be completed by the International Office)

Notes:  
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