

## Financial support for international PhDs

The International Office provides financial support for international PhD students who do not receive other scholarships and do not have a full-time-working contract. The main selection criteria are academic performance and social need. The financial support is funded by the German Exchange Service (DAAD). If sufficient funds are available PhD candidates can be sponsored by the International Office for a maximum period of 12 months

### Application for

- Research Assistantship (Forschungsassistenz)**
- Teaching Assistantship (Lehrassistenz)**
- Completion Scholarship (Abschlussstipendium)**

International PhD students at an early stage of their dissertation are eligible to apply for a **Research Assistantship**. This type of financial support is usually granted for six months. Applicants must be part of a research group and/or work on a specific project under the supervision of a professor. For the duration of the Research Assistantship, the PhD candidate must sign a working contract at the respective Institute. This position will be financed by the International Office. It cannot exceed 450 € (Arbeitgeberbrutto).

International PhD-students who are actively engaged in teaching at Leibniz Universität Hannover can apply for a **Teaching Assistantship**. These are granted for the duration of one lecture period (four months), and can be supported by a monthly payment of up to 450 €.

International PhD candidates who are going to finish their dissertation within the next 6 to 12 months can apply for a **Completion Scholarship**.

**1. Personal information**

Name, Surname:.....

f.  m.  date of birth:.....

family status:.....number of children:.....

nationality:.....partner's nationality:.....

address:.....

.....  
Tel:..... e-mail-address (**please write clearly**):.....

SEPA-bank account:.....

name of the bank:.....

Tax-ID:.....

Local tax office: .....

Do you have any other bank accounts?  no  yes

**Please bring copies of the bank statements of all of your (and your partner's) accounts of the last three months.**

**2. Information about your dissertation**

topic: .....

subject: .....

supervising professor: .....

Institute: .....

start of the dissertation: ..... estimated end: .....

**3. Information about your financial situation (per average, monthly)**

Have you ever received financial support (scholarship)

from the DAAD?  no  yes

from any other foundation / government?  no  yes

if yes, for which periods and which amount?.....

income in €		expenses in €	
own salary		rent and additional costs	
partner's salary (if applicable)		Living expenses	
Scholarships		Credit liabilities	
financial support from other sources		Other fixed costs	

**TOTAL SUM** \_\_\_\_\_ **TOTAL SUM** \_\_\_\_\_

I hereby assure that the given information is complete and correct. I am aware that in case of negligent or with intent wrong given information the financial support must be paid back to the DAAD immediately.

.....  
 Date \_\_\_\_\_ Signature \_\_\_\_\_

**CHECK LIST:**

Please hand in copies of the following documents together with the application form:

- letter of reference from the supervising professor
- short description of the dissertation project
- detailed time and work plan of the dissertation
- detailed motivation for the application
- statements of earnings if existing
- complete bank statements of the last three months
- passport and residence permit

As we can handle only complete applications, please make sure that you bring all necessary documents. There is no legal claim to the scholarship.

You can hand in your application on Mondays between 11a.m. to 1 p.m. or Wednesdays and Thursdays between 2 p.m. and 4 p.m. at the ServiceCenter in the main building.

We will invite you to an interview via email. Afterwards the commission will decide about the application.

For further information please contact:

Dr. Marcus Hoppe (0511-762-3854 or [marcus.hoppe@zuv.uni-hannover.de](mailto:marcus.hoppe@zuv.uni-hannover.de))