

# Checklist for the application for the Heinrich J. Klein scholarship

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## Which requirements do I need to fulfill in order to apply for the HJK scholarship?

- I am applying for one stay abroad only
- My planned stay abroad starts within the timeframe of July until June of the upcoming year.
- I am a student (undergraduate/graduate/Ph.D.) for the entire time of my stay abroad
- The duration of my stay abroad will be up to 1 semester (max. 12 months)
- I have a written confirmation of my current professor, stating that he/ she recommends my planned stay abroad (with reference to the stay abroad)
- I have a written confirmation of the foreign university, stating that I have been accepted as a foreign student
- I do not receive any other financial support currently / during my studies / during my planned stay abroad (e.g. Erasmus, other scholarships, etc.)
- I am fluent in English and / or the local language of the country of destination

## Where to apply?

Online (HJK Homepage)

## When to apply?

Application deadline: March, 31<sup>st</sup> (CET)

## How to apply?

All documents in English language only

**ⓘ Please note:** All required (mandatory) documents have to be uploaded until March, 31<sup>st</sup> (CET). For the same reason it is not possible to modify, change or upload any documents after this deadline.

## Which documents are mandatory for my application? (Please submit only below listed mandatory documents)

### Letter of motivation (max. 1 page)

- Have I stated the reasons for my application?
- Have I explained the purpose of my stay abroad?
- Have I mentioned the exact starting and ending date of my stay abroad?

### Curriculum Vitae / Resume (1 page)

### References/ Certificates (max. the last two documents)

### Official Transcript of records (current grades)

### Description of how I personally have been supporting international exchange by voluntary/extra-curricular/off-the-job activities in the past (max. 1 page)

### Overview of estimated additional costs, including indication of sources (1 page)

- Have I compared the costs of the country I am currently living in with the costs of the country of my planned stay abroad?
- Have I listed only the additional\* matters of expenses compared to my current living country (e.g. flights, university fees, higher costs of living)?
- Have I calculated all costs for the same period of time (e.g. costs per month / costs per semester)?
- Have I listed all costs in a single currency (e.g. in U.S.-Dollar)?
- Have I given a final sum for the overall costs of my stay abroad?
- Have I given valid sources for my cost calculation (e.g. homepage of airline for flight costs; rent index for higher cost of living, etc.)

### Letter of recommendation by the responsible professor of the current university (with reference to the stay abroad)

### Letter of confirmation of the foreign university (with reference to the stay abroad)

### Written confirmation that I meet the funding requirements of the foundation in accordance with § 5 of the Charter of the Heinrich J. Klein Foundation, respectively that I immediately am going to inform the Heinrich J. Klein Foundation, in case that I will receive another commitment or offer of payment (1 page)

\*This does *not* refer to the daily expenses (e.g. food, local transportation costs, sports club, cell phone, internet, etc.). Please list only the additional costs in the foreign country that exceed your usual costs of living.

**🚫 Please note: Application documents will not be checked as to their completeness.** Missing documents can be uploaded at any time to the application by using the login until March, 31<sup>st</sup> (CET).