Application for a STIBET Completion of Studies Grant:

Please submit your complete application via email to Mareike Ickler (Ms.)
| International Office (Building 21.02) | Phone no.: +49 211 811208 |
mareike.ickler@hhu.de

I hereby apply on the basis of a *(please tick)*:

☐ **Financial hardship** (please also fill in the "*Declaration of income*" below)

☐ **Voluntary work**

Please complete in capital letters!

A. Personal details

please tick: **m** ☐ | **f** ☐ | **non binary** ☐ | **N/A** ☐

Family Name:	First Name:
Date of birth: (DD/MM/YYYY):	Nationality:
Street Address, Number:	Postal Code, Municipality/City, Country:
Telephone/ Mobile Phone no. (incl. country code):	E-Mail: @hhu.de

B. Your studies at HHU

Date you commenced your studies at HHU (DD/MM/YYYY):	Intended Degree:
Subject:	(If applicable, 1st minor subject):
Current Semester:	Average Grade:

C. Your degree

Date of graduation (BA/MA/State Exam.) (DD/MM/YYYY):

Notice:
HHU's Award Rules of 25.10.2018 do not constitute a right to payment of a STIBET Completion of Studies Grant, but instead serve to ensure equal and fair treatment in the awarding of grants. Students who receive a STIBET Completion of Studies Grant may categorically also be gainfully employed. This must, however, be agreed with the International Office before submitting an application. If gross salary or wages from part-time employment exceed the lump sum limit for part-time employees (€ 450/month), the STIBET Completion of Studies Grant is reduced by the excess amount. Example: If income from part-time employment amounts to € 455 then the grant - if all other award criteria are fulfilled - is reduced by € 5 per month. This threshold applies for each month in which the scholarship holder is gainfully employed. Legal provisions must be observed, in particular regarding tax and social security contributions. Holders of STIBET scholarships may also receive funds from other scholarships, provided that the sum of both scholarships does not exceed € 750/month (Bachelor) or € 850/month (Master). The student is obliged to notify the International Office of other scholarships before she/he submit an application for a STIBET grant.

Declaration of income (only with previous indication "financial hardship"):
I hereby declare **in lieu of oath** that (*please tick and complete as applicable*)

☐ I receive income from gainful employment to the amount of €..... per month.

☐ I receive financial support from private individuals to the amount of €.....per month.

☐ I receive funding from another institution to the amount of €..... per month.
Name of the institution: _____

☐ I have other income to the amount of €..... per month.

☐ I have no source of income.

I have included the following annexes:

1. Curriculum vitae
2. Current Certificate of Enrolment
3. Copy of Transcript of Records or Notification of Admission from the Examinations Office in the case of State Examination
4. Only for applicants with the degree "State Examination":
   Funding approval from the respective Office of the Dean of Studies

Only if previously ticked "**Financial hardship**":

1. Justification of my application on the grounds of hardship (typed letter, max. 350 words, one A4 page)
2. Bank statements from the last 3 months (as originals for inspection)

Only if previously ticked "**Voluntary work**":

1. Overview of voluntary activity/ies
2. Proof of voluntary activity (not older than 6 months)
3. Indication of the expense allowance/pocket money paid monthly (if disbursed)

Privacy notice:
The documents you submit will be forwarded (within the framework of the applicable data protection regulations) for the selection procedure and reports within the HHU, to the DAAD (German Academic Exchange Service), as well as for consultation with the AStA (General Student Committee) and other non-profit organizations, in order to avoid double funding. More detailed information can be found under the following link (German only): https://www.uniduesseldorf.de/redaktion/fileadmin/redaktion/Oeffentliche_Medien/ZUV/Dezernat_1/Studiensekretariat/Download-Gesetze-Satzungen/Datenschutz_Studierende.pdf

I hereby assure that (*please tick and mark as approved*)

☐ **the information I have submitted is complete and truthful.**

☐ **I have read the privacy policy above including the attached link and agree that my data will be processed in the described manner.**

_____
Date (DD/MM/YYYY), Signature applicant: