

Application for a STIBET Completion of Studies Grant

Note:

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). You are obliged to notify the International Office of other scholarships *before* you submit an application for a STIBET grant.

Family Name / First Name:	
Nationality:	
Date of birth (DD/MM/YYYY):	
Street:	
Room-Number (if applicable):	
City Code, City:	
Email address:	
Phone Number (+00/0000/00000):	
Date you commenced your studies at HHU (DD/MM/YYYY):	
Subject at HHU:	
Intended degree:	
Average grade:	
Date you will submit your thesis (Bachelor, Master):	

Application for a STIBET Completion of Studies Grant

- I find myself through no fault of my own in an unforeseeable emergency situation in the final phase of my studies
- I have excelled through outstanding voluntary work in an international context at HHU

I have included the following **annexes**:

1. Curriculum vitae in English
2. Current Certificate of Enrolment at HHU
3. Justification of my application on the grounds of hardship (typed letter, max. 350 words, one A4 page) or proof of outstanding voluntary work in an international context at HHU
4. Copy of Transcript of records or Notification of Admission from the Examinations Office in the case of State Examination
5. [Funding approval from the respective Office of the Dean of Studies for "State Examination" applicants](#)

Statement of means:

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
- I have other income to the amount of €..... per month
- I have no source of income.

Privacy notice:

Your application documents are used exclusively for the selection procedure and reports to the German Academic Exchange Service (DAAD - Deutscher Akademischer Austauschdienst).

I agree that my personal data (personal data, data related to my studies, mobility data, scholarship payments, contact data, bank details, course data) may be stored and evaluated for statistical purposes for a maximum period of five years in order to administer my scholarship. All information will be treated confidentially in accordance with data protection laws. The data are used to process the scholarship program and as data sources for the records of use requested by the funding organizations. The International Office will only store and use my data for this purpose and will not pass them on to third parties. If I wish to receive information about my data or to have my data deleted, I can do so by sending a clear, informal declaration by e-mail to anne.gellert@hhu.de . The stored data will then be deleted immediately and I forfeit my claim to funding with this program.

I confirm that the information I have provided is true and correct.

Date:	Signature (handwritten):
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Please submit your application in person together with all the necessary documents **by prior appointment** to Mr Devin Ulavachathil (E-Mail: feel-at-home@hhu.de):

Heinrich-Heine-University Düsseldorf
International Office
Building 21.02

(Please register at the information desk on the ground floor.)