

Documents you may need to submit	
Category	Documentation
Current Studies	
	Certificate of enrollment (summer semester 2020)
Grades	
Higher education entrance qualification	Copy of your higher education entrance qualification (so-called Hochschulzugangsberechtigung (HZB)) <u>Note:</u> Calculations/Preparatory Course
Current Studies	QISPOS, SAP, or similar If the current average grade is not shown on the QISPOS or SAP print-out, then the calculation of the <u>unweighted average</u> grade is done by the applicants themselves
Previous / completed studies	Copy of degree certificates and transcripts <u>Note:</u> Calculating international degrees
Vocational Education	Copy of examination certificate Example: Chamber of Commerce and Industry (IHK) A vocational school transcript is not sufficient!
Stays Abroad	
	Certificate issued by the foreign university / foreign employer
Vocational Education	
	Copy of examination certificate Example: Chamber of Commerce and Industry (IHK) A vocational school transcript is not sufficient!
Practical Experience	
	Copy of internship certificate or reference, or copy of contract (the part containing contract partners and duration)
Additional qualification(s) and special skills	
	Copy of the certificate(s)
Awards	
Examples: - School awards - Competitions (in music, science, etc.)	Copy of the certificate(s)
Volunteering	
Volunteer / social work Examples: - Participation in clubs / associations - Work at university (department representatives, student initiatives, university groups, etc.) - Volunteer work at high school (homework assistance, etc.)	Certificate issued by each of the associations
Service activities Examples: - Voluntary social year, voluntary ecological year, civil service, military service, service abroad, European volunteer service, etc.	Copy of service certificate

Documents you may need to submit	
Category	Documentation
Language Skills	
	Copy of the certificate(s)
Personal Challenges	
Your disability / chronic illness	Copy of your severe disability ID <u>or</u> Certificate issued by the Pension Office <u>or</u> Certificate issued by your doctor
Your children	Copy of the birth certificate(s)
Taking care of close relatives	Certificate (with the applicant's name) issued by the National Care Insurance Fund (Pflegekasse) <u>or</u> Health Insurance Medical Services (MTK)
Immigration background	The correctness of this information will be confirmed when the student submits the application
Refugee status	Copy of residence permit or temporary residence authorization
Assistance in parental business (at least 6 months)	Confirmation and reasons provided by parents
Orphan / Half-orphan	Copy of death certificate(s) (and further proof of family relationship if names differ) <u>or</u> Copy of confirmation of orphan / half-orphan pension issued by the German Pension Office
Non-academic parents	Copy of your parents' school leaving certificate
Current part-time work in addition to studies	Employment contract / reference, or copy of contract (the part containing contract partners and duration)
Olympic squad	Certificate of top-level sport issued by the University sports center (ZEH)
Other Scholarship	
	Scholarship approval notification