Application Forms
For a study abroad scholarship from the Bavarian Ministry for Education, Science and Arts for internships and self-organized study („Auslandsstipendium“)

Please complete the online registration for your application.

Please use the form „Outgoing - Scholarship programs“. Under “Project” please select “Internship” or “Study abroad”.

Please upload only files which are not bigger than 8 MB.

Please print out the online application once, sign and submit it with the following documents:

1. Data Sheet

To get an overview, please enter data in the provided sheet with regard to your stay abroad.

2. Transcript/ Credits (Leistungsnachweis)

The form is necessary for calculating your average. Please enter all graded courses and tests passed and the ECTS points which appear on your transcript (no matter how the achievements are weighted in your study program).

If your average is included in the transcript (see picture), please hand in only this document.

<table>
<thead>
<tr>
<th>Zwischennote nach Credits</th>
<th>2,4</th>
<th>161</th>
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<tbody>
<tr>
<td>Provisional Grade according to Credits</td>
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Der Studiengang ist noch nicht abgeschlossen.
The degree program has not yet been completed.

If your average is not included in the transcript:

For Bachelor students
Please hand in the completed grade form (see documents for application).

For Master students
Please hand in your Bachelor diploma with the grade point average and the completed grade form (see documents for application) for your Master studies.

For students of the Faculty of Medicine
Please hand in your actual Transcript of Records. You do not have to fill in a grade form.
Your entries will be checked randomly. Courses and parts of courses which were not graded or not passed do not have to be included.

3. Letter of Motivation

The letter of motivation is an important document in the selection process. Especially if you do not have excellent marks, it provides you the opportunity to describe what qualifies you for the scholarship in a concrete and structured way. This document is our introduction to you as a person. Accordingly, general statements, such as “I want to improve my language skills and get to know another culture”, do not tell us very much about you.

Instead, describe as concretely and pertinently as possible the extent to which your planned stay abroad will enhance and reinforce your studies thus far at TUM.

If you have already returned from your semester abroad, could you please add to your letter of motivation a report in which you can shortly explain your academic goals, topics and results from your semester abroad.

As a rule, the motivation letter should not be longer than one and a half pages.

4. Curriculum Vitae

Please be sure to include with your curriculum vitae documents and certificates for the positions, internships and voluntary activities listed.

5. Letter of acceptance or confirmation of supervision from the host university or an internship contract

This should include brief information on the location, duration and content of your studies or internship. For internships, if applicable, provide information on salary. If you do not have these documents before the application deadline, you can turn them in at a later date. However, please mention in your application that these materials are coming and keep us up to date on when you will be able to turn in the missing documents.

6. Signed confirmation of financial need

Confirm in the document provided that you do not earn more than a certain income level.
7. TUM Letter of Recommendation

Please obtain a personalized letter of recommendation from the International Affairs Delegate of your school or department, or your supervising professor that confirms the relevance of the study or internship abroad for your studies at TUM.

**Students from the Faculty of Medicine do not** have to hand in a confirmation of the relevance of the internship abroad.

8. Confirmation of stay

**After** your semester abroad, please submit an employment reference or a **confirmation of your stay**, which should be signed and stamped by your advisor / contact person abroad. This document is a requirement that your stay abroad, as long as it was study related, will be listed in your **diploma supplement**.

*In response to the Bologna Process educational reform, a “Diploma Supplement” is now being issued as an English-language addition to the university diploma. This document describes the individual criteria connected with the study program qualifications. The purpose is to simplify the evaluation and ranking of academic degrees for both educational and professional purposes, at home and / or abroad.*

You can use this form (see documents for application) or an official confirmation from your host university / institution / company.

Please send this confirmation to **wihi-weindel@zv.tum.de**.

The collection of the data in TUMonline takes place **four times a year**, in March / June / September / December, on the database with the submission deadline the end of the previous month. Once the data has been successfully uploaded, students will receive an email from the International Center confirming receipt.

The text in the Diploma Supplement contains the following information:

- **Study-related stay abroad – “Type of Stay”**
- **DD-MM-YYYY – DD-MM-YYYY: “institute / university attended” in “country”**

Please submit a **single** copy of your application in person or by post.

**Assessment**

Your documents will be assessed based on the following criteria:

- course achievements
- the motivation of your study abroad and a clear connection with your studies (appropriateness)
- CV / extracurricular activities
- if applicable, letter of recommendation