

Instructions for application for new funding Deutschlandstipendium of the University of Bremen for the winter semester 25/26

1. Fill out and complete the **online application** at <https://unibremen-stipendien.aptecloud.valucon.de/datenabfrage/Neufoerderung2025>. Registration is required, then you will receive the access data via email (valucon apps GmbH)
Please note: The online application must be completed by the deadline - including the upload of supporting documents.

2. **The declaration of participation („Teilnahmeerklärung“)** is part of your application. Please complete it online in the application module. If you are accepted for the scholarship, the declaration of participation document will be sent to you by Post, which you must then sign and return.

3. **Please upload evidence as a PDF file and name the files according to this list. Other file formats will not be considered:**

- Tabular curriculum vitae
- Letter of motivation (max. 2 pages)
- Certificate of examination for university entrance qualification
- Certificate of enrollment

If you have just applied to the University of Bremen, you can apply for a Deutschlandstipendium with your certificate of examination or your first degree. In these cases, the certificate of enrollment can be submitted by September 15.

4. **The following documents (PDF) may supplement your application:**

- Academic achievements - PABO transcript
- Appointments and references
- Other qualifications and knowledge acquired
- Awards or honors for exceptional achievements at the national or regional level
- Community, social or family commitment (proof by certificate of volunteering in German or English; or officially translated)
- Proof of personal requirements and general conditions
- Proof of illness and/or disability that has had an aggravating or hindering effect on the previous educational biography or has an impact on studies (letter from doctors or similar required)

In the event of serious discrepancies between the online application and the application documents or grossly incorrect information, the applicant will be excluded from the application procedure.

Evidence of impairments

Students whose studies are restricted by a physical or mental impairment will be considered accordingly in the application for the Deutschlandstipendium. It does not matter whether it is a visible or invisible disability, a physical or mental illness or whether there is official recognition (disability ID card) or not. In order for this impairment to be taken into account in the evaluation, it must be proven separately by two documents

1. the student describes in an informal letter how the specific impairment hinders their studies. This requires information on the symptoms, but not a diagnosis. The application should make it clear to a medical layperson which restrictions - in relation to the studies - are present.
2. a medical attestation proving the impairments mentioned by the student:

If possible, the attestation should be issued by the attending physician or therapist (with a license to practice medicine). This can be a medical specialist, but also a general practitioner. The medical evaluator should be able to explain the study-related restrictions to a layperson. It is not necessary to state the exact diagnosis or medical history. However, the symptoms that lead to an impairment in the study situation should be described as precisely as possible.

Diagnostic tests, e.g. for a reading and spelling disorder, should not be older than 5 years. The PBS (Psychological Counselling Centre) of the Studierendenwerk Bremen carries out tests for dyslexia and dyscalculia. These are free of charge for enrolled students at universities in Bremen.

If you have a disability card, please feel free to include it with your documents. Uploading a copy of your disability card alone does not replace the required documents.

What comes after the application? - Selection procedure and approval

The decision on the award of a Deutschlandstipendium from the University of Bremen for the winter semester is made by the Scholarship Council in October, broken down into undergraduate (bachelor's degree, state examination in law) and postgraduate degree programs (master's degree). On the basis of the assessed applications, the Scholarship Council establishes a ranking for the awarding of scholarships.

You can find the ranking list criteria online at <https://www.uni-bremen.de/deutschlandstipendiat/auswahlverfahren-1>

All applicants will be informed of the decision at the beginning of the winter semester.

The approval period for the Deutschlandstipendium is one year. The notification of approval also specifies the amount of the scholarship and the maximum period of funding. The maximum period of funding is based on the regular degree duration of the respective degree program (bachelor's degree usually six semesters and master's degree max. four semesters) minus the semesters already studied at the time of application.

The notification of approval (will be sent to you by post after acceptance):

The notification of approval also defines the evidence that the scholarship holder must provide by a specified date. The following evidence may be required:

- attestations of the work completed as part of the degree program (in particular examinations, internships, stays abroad, excursions), which provide information on the quality of the work;
- Brief assessment by a teaching staff member;
- Brief description of the scholarship holder's further personal development since approval of the scholarship or since the last review, in relation to the studies, including any special personal or family circumstances.
- Certificate of enrollment.

Further information and FAQs can be found online at:
www.uni-bremen.de/deutschlandstipendiat