



Baden-Württemberg Scholarship Programme for Refugees from Syria II Call for Applications 2016

Frequently Asked Questions

Last updated 22nd February 2016

Index

I. Basic Application Conditions.....	2
II. Courses of Study – Degrees Offered	6
III. Language Requirements	10
IV. Application Requirements and Procedure.....	13
V. Scholarship Selections	18
Additional Information on the Baden-Württemberg-Scholarship Programme.....	20
Last but not least - Very important.....	20

Please note:

Our FAQs are intended to guide you through the application process and answer some of your questions. Please read this document carefully before you contact us with any additional question you might have.

All answers provided here in the FAQs are given to our best knowledge. However, please understand that this document is not legally binding. The Ministry of Science, Research and the Arts Baden-Württemberg (MWK) and DAAD reserve the right to make corrections and amendments at any time.



Baden-Württemberg Scholarship Programme for Refugees from Syria II Call for Applications 2016

Frequently Asked Questions

Last updated 22nd February 2016

I. Basic Application Conditions

1) Is there an age limitation for the programme?

No, there is no age limitation. If you meet all the other formal requirements you can apply. However, please note that your last (academic) degree must not be older than six (6) years at the time of application (*see also Q&A no. 10 for exceptions of this rule*).

2) I do not have Syrian citizenship, but I have been a permanent resident in Syria prior to 2011. Can I apply?

Yes, you can apply. Please provide proof of your permanent residence in Syria with your application.

3) I am a Syrian refugee living outside of Germany. Can I apply for this scholarship?

No. You need to have your current place of residence in Baden-Württemberg in order to be eligible to apply.

4) a)

I already have an admission for a study course at a university in Baden-Württemberg but I am not yet living there. Can I apply for the scholarship?

Your current place of residency needs to be in Baden-Württemberg at the time of application in order to be eligible to apply. If you are currently residing elsewhere in Germany but move to Baden-Württemberg by the 31st March, you may apply. However, make sure to hand in a proof that you are residing in Baden-Württemberg.

4) b)

How can I prove that I am residing in Baden-Württemberg?

The so called "Meldebescheinigung" (registration card) officially indicates your current place of residency. It is issued by the municipal offices (*Bürgerbüro*) of the city or district you live in.

5) I am a registered asylum-seeker in Bavaria and am therefore not allowed to move to another state in Germany. Can I still apply for this scholarship?

No. If you are not residing in Baden-Württemberg at the time of application, you cannot apply.



Baden-Württemberg Scholarship Programme for Refugees from Syria II Call for Applications 2016

Frequently Asked Questions

Last updated 22nd February 2016

- 6) **I have applied for legal status as a refugee or an asylum-seeker in Baden-Württemberg, but my case has not been decided yet. Can I apply for this scholarship?**

Yes, you can apply. Please include proof of your current residence status in your application.

- 7) a)

I am from Syria living in Baden-Württemberg, but I am not a refugee or an asylum-seeker. Can I still apply for this scholarship?

It is not obligatory to hold the status of a refugee or asylum seeker in order to apply. However, the scholarship programme addresses Syrian nationals or individuals, who were continuously residing in Syria prior to 2011 and who were forced to flee Syria due to the civil war. They must now reside in Baden-Württemberg and possess a valid residence permit that entitles them to apply for BAföG (Bundesausbildungsförderungsgesetz). Especially residence permits listed in § 8 BAföG (such as § 23 paragraph 1, paragraph 2 or paragraph 4 German residence act [Aufenthaltsgesetz] and § 25 paragraphs 1 and 2 German residence act [Aufenthaltsgesetz])

- 7) b)

I have entered Germany after 2011 with a students' visa (residence permit according to §16, German Residence Act, "Aufenthaltsgesetz"). Can I apply for this scholarship?

If you have fled from the war in Syria then you can apply, even if you entered Germany with a students' visa. The decisive aspect to apply for this program is the proof of your basic provision as this scholarship will only offer a talent oriented grant of 300 Euro.

- 8) **I still have one year left to study at my university in Baden-Württemberg until I will complete my Bachelor's degree. Can I still apply?**

No, in this case you cannot apply. You *can* apply if you have already started your studies at a university in Baden-Württemberg, but only if you have completed less than half of the standard period of study. If you have only one year left to study in your Bachelor's, you may contact the International Office of your university to receive more information on alternative funding opportunities from the Ministry's emergency fund. This fund, however, only offers temporary help in case of financial emergencies. You have to apply for it via your university.



Baden-Württemberg Scholarship Programme for Refugees from Syria II Call for Applications 2016

Frequently Asked Questions

Last updated 22nd February 2016

9) I have already completed most of my degree requirements at a university in Baden-Württemberg. I just need some financial support in order to finish. Can I still apply?

No, in this case an application is not possible. Contact the International Office of your university for alternative funding opportunities from the Ministry's emergency fund. This fund only offers temporary help in case of financial emergencies.

You might also be eligible to apply for a different scholarship for the next step of your academic career (e.g., you are currently doing a Master's degree, you might want to consider applying for a PhD scholarship). Have a look at DAAD's scholarship database to search for different scholarship opportunities: www.funding-guide.de

10) I had to suspend my Bachelor/Master studies in Syria; therefore my last (academic) degree (school leaving certificate or Bachelor's degree respectively) is older than six years - can I still apply for this scholarship?

Yes, you can apply. Make sure to include the transcripts of your suspended studies in your application.

11) I am enrolled in a German university outside of Baden-Württemberg. Can I apply for the scholarship and switch to a university in Baden-Württemberg?

No. If your current place of residence is not already Baden-Württemberg, you may not apply.

12) I would like to do my PhD and I have already an acceptance letter from a professor of a university in Baden-Württemberg. Can I apply for this scholarship?

No, unfortunately, this scholarship does not offer support for PhD-projects. Please use the DAAD scholarship database in order to look for alternative funding: www.funding-guide.de

13) I want to apply for a Bachelor's and a Master's at the same time. Can I do that?

Please only apply for the scholarship which suits your current academic status.

14) I already have a Master's; can I apply for doing another Master's degree?

If you have already earned a Bachelor's degree you may apply for a scholarship within this programme for doing a Master's degree. If you have already earned a Master's degree, in principle you cannot apply in this programme. In exceptional cases, however, you can apply for the same degree if you need further education in order to work in your profession in Germany.



Baden-Württemberg

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Baden-Württemberg Scholarship Programme for Refugees from Syria II Call for Applications 2016

Frequently Asked Questions

Last updated 22nd February 2016

15) How and where can I do the Test for Academic Studies (TestAS)?

You will receive all essential information regarding TestAS after the DAAD checked your application documents. For more information on TestAS please visit: www.testas.de/en

16) I have already passed the TestAS. Can I hand in this certificate?

Yes. Please upload your TestAS certificate with your application in the DAAD portal.



Baden-Württemberg Scholarship Programme for Refugees from Syria II Call for Applications 2016

Frequently Asked Questions

Last updated 22nd February 2016

II. Courses of Study – Degrees Offered

17) What are the subjects and courses of study offered in this scholarship programme?

In general, this scholarship programme is open to ALL Bachelor and Master programmes currently offered at universities in Baden-Württemberg (*see Q&A no. 18 and 26b for important additional information*).

Please note: For the decision about your scholarship application, it is irrelevant which course of study you would like to pursue. Language or cultural studies carry the same value to us as engineering or natural science courses.

18) Can I study medicine, dentistry, veterinary medicine or law with this scholarship?

With this scholarship programme you can only receive funding for a Bachelor's or Master's study programme. Please visit the website www.studieninfo-bw.de, www.bw-studyguide.de or www.study-in.de and search for Bachelor's or Master's degree studies. You cannot study a programme that lead to the degree Staatsexamen (state exam).

Please importantly note: Think about whether similar courses of study for which we do not ask a proof of admission (e.g. public health or pharmacy instead of medicine; international relations or political science instead of law; etc.), would be a suitable alternative for you! This might then allow you to apply!

19) Can I study fine arts, music or sports with this scholarship?

Yes. However, you obligatorily need to prove that you have received an admission to the chosen course of study at the time of the application (*see Q&A no. 26b for important additional information*).

20) Can I study pharmacy with this scholarship?

Yes, you can in case it is a Bachelor's or Master's study programme. Please visit the website www.studieninfo-bw.de, www.bw-studyguide.de or www.study-in.de and search for pharmacy as Bachelor's or Master's degree studies.

21) Can I change the subject of study after being granted the scholarship?

No, if you decide to change the field of your study, you will lose the scholarship. We therefore recommend that you choose your course of studies carefully.



Baden-Württemberg Scholarship Programme for Refugees from Syria II Call for Applications 2016

Frequently Asked Questions

Last updated 22nd February 2016

22) How can I find my intended course of study in Baden-Württemberg?

All necessary information (including searchable databases) can be found on the internet. A very good place to start are www.studieninfo-bw.de, www.bw-studyguide.de and www.study-in.de. If you are looking for study courses offered in English language, you may search here: www.daad.de/international-programmes

23) I have found a suitable course of study (Bachelor or Master) at a university in Baden-Württemberg. Do I have to apply directly to the university next to applying for the scholarship?

Yes. Please note that you need to start already at the time of applying for the scholarship to gather information about the application process for your desired study course. You can start your search on these websites: www.studieninfo-bw.de, www.bw-studyguide.de and www.study-in.de. Most importantly you need to find out about the deadline of application. It will most likely be *prior* to the final decisions about the scholarship awards, and it might also be prior to the selection interviews or even the deadline of this scholarship! So make sure to apply to the study course at a university in Baden-Württemberg on time!

On the day of the selection interview there will be presentations with more information on the higher education system in Baden-Württemberg. If the deadline of application for your desired course of study has not yet passed at that time, we may also assist you if you have any questions.

24) On the website of my desired degree course it says I have to apply via uni-assist. What do I do now?

If the application process for a degree course of the university is channelled via uni-assist, then you need to apply via uni-assist.

25) I have been informed by uni-assist / the university that I will receive an answer to my application only in June/July/August 2016. I am therefore unable to present an admission letter within the application period for the scholarship programme. What can I do?

If your desired degree course is NOT, fine arts, music or sports, then you do not need to provide an admission letter in order to complete your application for this scholarship programme. You may of course, if you wish, hand in a proof that you have submitted your application for the desired study programme. Please upload it to DAAD portal along with the other application documents.



Baden-Württemberg Scholarship Programme for Refugees from Syria II Call for Applications 2016

Frequently Asked Questions

Last updated 22nd February 2016

26) a)

On the website of my desired degree course it says that the application period for the course starts in April/May/June only, so after the deadline of this scholarship programme. Can I still apply for this scholarship?

Yes, you can hand in your application for this scholarship programme, without having applied for a degree programme yet (unless you wish to study, fine arts, music or sports! *In that case see Q&A 26b*). You should, however, make sure that you hand in your application for your desired degree course in time once the application period for the course starts. You can already inform yourself about the required documents for the application for the study course and prepare your application.

26) b)

I wish to study /fine arts/music/sports. I know that in this case I have to provide an admission letter from the university by the application deadline 31st March. However, I am unable to provide the document, since the university has informed me that admission letters will be sent out only much later / the application period for my chosen studies will only start in April/May/June. What can I do?

In case you wish to study, fine arts, music or sports and you cannot provide an admission letter by 31st March 2016 (whatever the reasons may be), then you cannot apply. If you have received an admission letter in the past (even if bound to conditions) which is still valid, or if you have started your studies in this degree course already (and have not finished more than half of your studies), you may apply.

27) **I have found more than one suitable course of study; can I include more than one printout in my application?**

No, please choose **one** course of study and include the printout (or copy and paste the information on your desired study course in a new document which you upload in the DAAD portal) of the university's website and your desired course in your application. You can indicate your second and third choice of a degree course in the application form ("planned destination institution").

Please note: If you are granted a scholarship, we cannot guarantee a place of study at the university or in the field of studies you selected. However, we will support scholarship holders in finding a suitable place of study.



Baden-Württemberg

MINISTRY OF SCIENCE, RESEARCH AND THE ARTS

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الهيئة الألمانية للتبادل العلمي

Baden-Württemberg Scholarship Programme for Refugees from Syria II Call for Applications 2016

Frequently Asked Questions

Last updated 22nd February 2016

28) Can I name more than one preference for the chosen course of study?

Yes. In the application form that you can download from DAAD portal, question no. 5 asks you for your planned destination institutions, including the desired study field. You can name your first preference in the field “planned destination institution 1”. If you then select “planned destination institution 2” you can enter your second and third choices as well.



Baden-Württemberg Scholarship Programme for Refugees from Syria II Call for Applications 2016

Frequently Asked Questions

Last updated 22nd February 2016

III. Language Requirements

29) Is there going to be an obligatory language course for all scholarship holders, regardless of how well they speak German?

No. If you already have the required level of German skills to study in the degree programme you have chosen, you are not obliged to attend another language course.

30) I speak only very little German. Can I apply for the scholarship?

Yes, as long as you have decent English skills in order to be interviewed in English. Interviews in Arabic are not possible.

If you do not know German, you have two options:

1 – You can apply for a degree course in English language. In this case, you will have to provide a proof of sufficient English language skills with your application.

2 – You can apply for a degree course in German language. In this case, if you receive the scholarship, you will have to participate in a German language course (up to one year) in order to acquire the necessary language skills to study at university. The costs of the language course will be covered by the scholarship.

31) I do not have a current TOEFL or IELTS certificate to prove my English language skills. What can I do?

Please submit any official document that can prove your sufficient knowledge of the English language. It does not necessarily have to be a TOEFL or IELTS score, if there is currently no chance for you to take the test. You may e.g. also submit the following documents:

- A Secondary Education Certificate indicating language courses you successfully attended in school
- A slightly outdated TOEFL or IELTS
- Transcripts of Bachelor degree studies in English language
- An official language test certificate provided by your home university
- A language certificate of a language school
- A certificate of an English teacher whose language classes you attended, certifying your level of English.



Baden-Württemberg Scholarship Programme for Refugees from Syria II Call for Applications 2016

Frequently Asked Questions

Last updated 22nd February 2016

32) I have a TOEFL score of 550. Is this enough to be eligible for the scholarship?

This depends on the course of studies you choose. Make sure to check the language requirements of the degree course of your choice. The universities clarify on their websites which level you must provide in order to be accepted as a student. A good starting point for your online search is www.studieninfo-bw.de or www.daad.de/international-programmes . Select “English” as “Course Language” and you can find all the degree courses which are taught in English including the required level of English.

33) I am currently participating in an English language course in order to get a certificate to prove the necessary language skills for the degree course of my choice; can I apply?

Yes, you can apply if you will have completed your language course until September 2016 and can hand in a letter of your teacher confirming your expected English level.

34) Can I do an English language course in the context of the scholarship?

Yes, in case you are planning to study a Bachelor or Master study programme that is offered in English language and for which you need to hand in a proof of sufficient English language skills or in case you are planning to study a German study programme for which you need to hand in proof of a certain level of English language skills.

When you are already enrolled at a university and studying in German, you may do an additional English course in the context of the scholarship only when this course is offered by your university.

35) I speak German, but I do not speak English very well. Can I still apply?

Yes, you can apply. You will have to choose a degree course in German language then. If your German is not sufficient to start your studies right away, you may participate in a German language course.

Please note that your language skills in either German or English need to be sufficient in order to answer the questions of the committee in the selection interview.



Baden-Württemberg Scholarship Programme for Refugees from Syria II Call for Applications 2016

Frequently Asked Questions

Last updated 22nd February 2016

36) I have no DSH or TestDaF to prove my German language skills; can I still apply?

Yes, you can apply. Please submit any official document that can prove your sufficient knowledge of the German language. It does not necessarily have to be a DSH or TestDaF, if there is currently no chance for you to take the test. You may for example also submit the following documents:

- A slightly outdated DSH or TestDaF
- A confirmation by the Goethe institute
- Secondary Education Certificates indicating language courses you successfully attended in school

37) What is the required level of German in order to start my studies at university RIGHT AWAY without having to do a language course beforehand?

If you choose a subject of study which is solely available in German, you have to verify whether you have the required German level (generally **B2 as a minimum** at the time of application).

Definition of level B2 (Common European Framework of Reference for Languages):

Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.



Baden-Württemberg Scholarship Programme for Refugees from Syria II Call for Applications 2016

Frequently Asked Questions

Last updated 22nd February 2016

IV. Application Requirements and Procedure

38) Is my Syrian school-leaving qualification sufficient for a direct application for Bachelor degree studies?

In order to be able to start a Bachelor at a university in Germany you need to have the Syrian **General Secondary Education Certificate**:

Scientific Section:

With final grades between 60% and 69% you need to have already completed one year at an acknowledged university in order to be eligible to enter a university in Baden-Württemberg directly. Your field of study would also have to be the same or close to your previous course of studies.

With final grades of more than 70%, you are eligible to study at a university in Baden-Württemberg and can choose freely from all fields of study.

Literary Section:

With final grades between 60% and 69% you need to have already completed one year at an acknowledged university in order to be eligible to enter a university in Baden-Württemberg directly. Your field of study would also have to be the same or close to your previous course of studies.

With final grades of more than 70%, you are eligible to study courses in the fields of humanities or social sciences at a university in Baden-Württemberg of your choice.

39) What do I do if my grade point average of my Syrian school-leaving qualification is between 60 and 69% and I have not completed one year at an acknowledged university? Can I still apply for the scholarship for studying a Bachelor's degree?

No. Before starting your studies at a university in Baden-Württemberg, you have to participate in a one-year preparatory course (Studienkolleg). If your German skills are below B2, you will have to participate in a language course (up to one year) before the preparatory course starts. This period can unfortunately not be funded by the scholarship.



Baden-Württemberg Scholarship Programme for Refugees from Syria II Call for Applications 2016

Frequently Asked Questions

Last updated 22nd February 2016

40) Do I have to take part in the TestAS?

Yes, in case you are not enrolled in a study programme at a German university and cannot hand in a proof of records of study courses at a German university.

No, in case you are already enrolled in a study programme at a German university and can hand in a proof of records of your study programme or have already taken part in the TestAS and can upload a TestAS certificate with your application in the DAAD portal.

41) I have not obtained my school-leaving certificate in Syria. Can I directly start my Bachelor studies at a university in Baden-Württemberg?

This depends from country to country and from school-leaving certificate to school-leaving certificate. Please check www.anabin.kmk.org to find out whether your school-leaving certificate allows you to enter a university in Germany directly or whether it is bound to conditions.

42) Is the preparatory German language course (up to one year) included in the scholarship?

Yes. The language course will be paid for. You will also receive a monthly scholarship rate of 300 EUR during the period of the language course.

43) The application requires a statement of motivation for the study programme, what does that mean?

This scholarship concentrates on talented refugees from Syria who wish to actively shape their future in Baden-Württemberg and/or Syria. You should express how the scholarship might help you in achieving your personal and professional aims, either in Baden-Württemberg, Syria or elsewhere.

Very important: We are NOT interested in a political statement!

44) I am a social worker. What can I do to support the talented Syrian students I know, in order to help them receive the scholarship?

You may write a reference letter that the applicant can include in his/her application. The letter can be scanned and uploaded to DAAD Portal along with the other application documents.



Baden-Württemberg Scholarship Programme for Refugees from Syria II Call for Applications 2016

Frequently Asked Questions

Last updated 22nd February 2016

45) Is it necessary to hand in a letter of recommendation from my professor?

No. A letter of recommendation of a professor is not an obligatory document. If you wish to, you can of course hand in recommendation letters of professors or other persons. Please upload them in the online application portal along with the other documents.

46) How I can get help with the application process?

Please direct any additional questions you might have to bw-programme@daad.de

47) Do I have to submit my application online?

Yes. The only possible way of submitting an application is online via the DAAD Portal (www.daad.de/bw-programme). Applications submitted through other channels or to other authorities will not be considered.

48) Can I send my application via email?

No. Applications which are handed in via email will not be considered. The only possible way of submitting an application is online via the DAAD Portal: www.daad.de/bw-programme

49) Do I have to print my application documents after submitting them via the DAAD portal and send them to DAAD via mail?

No. There is no need to hand in a paper copy of your application to the DAAD.

50) I have difficulties with the online application. What do I do?

For any technical problems with the online application process via DAAD portal, please contact portal@daad.de

51) I do not understand what I should fill in the application form under no. 11 "Short description of research/study/work project".

Please enter your desired field of study.

52) I do not understand this question in the application form: "Is your stay part of a cooperation agreement". What do I fill in?

Please put "no" under this question.



Baden-Württemberg Scholarship Programme for Refugees from Syria II Call for Applications 2016

Frequently Asked Questions

Last updated 22nd February 2016

53) Can I only choose Bachelor/Master programmes or is the German degree “Staatsexamen” also available?

No. This scholarship is intended to complete a Bachelor’s or Master’s degree.

54) What do I do if I do not have any certificates from school/university?

If you apply for a Bachelor’s degree, you must present your secondary school leaving certificate. If you apply for a Master’s you must present at least your last university diploma. If you cannot present any of these certificates, we can unfortunately not process your application.

55) Do I have to send originals of my documents?

No. You should only send copies of the original documents. You will have to present the original copies during the personal interview.

56) Do I need to hand in translations of my certificates?

If you have a school/university certificate in English, please hand it in in addition to your Arabic certificate (if available). If you only hold your certificate in Arabic, please provide us with an English or German translation.

57) Do I need to hand in certified translations?

During the application process we do not need certified translations; you may hand in translations by any professional translator. In case you are not in the position to obtain a professional translation, you may hand in your Arabic documents with a self-made translation. However, be aware that we will verify that your originals match the translations. Attempts of deception will lead to your disqualification.

58) I have applied online for the Baden-Württemberg-scholarship. When will I be informed about whether I will be granted the scholarship?

Invitations for the selection interviews will be sent by MWK via DAAD portal towards beginning of June 2016. All applicants will be informed about the final results by beginning of July 2016.



Baden-Württemberg

MINISTRY OF SCIENCE, RESEARCH AND THE ARTS

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Baden-Württemberg Scholarship Programme for Refugees from Syria II Call for Applications 2016

Frequently Asked Questions

Last updated 22nd February 2016

59) I have applied online and I have forgotten to include something. What do I do now?

After having submitted your application you can still upload documents that you need to add to your application. If you don't know how to do it, you can find help manuals here: https://www.daad.de/sapportal/hilfe/hb_download/PBF_en.html

When uploading additional documents, make sure to respect the deadline of the programme! We will not accept any documents handed in after the deadline!



Baden-Württemberg Scholarship Programme for Refugees from Syria II Call for Applications 2016

Frequently Asked Questions

Last updated 22nd February 2016

V. Scholarship Selections

60) How does your pre-selection procedure work?

During pre-selections, DAAD members of staff will check your application to make sure all required documents have been handed in. DAAD will also check if any documents submitted are forgeries – which will exclude you automatically from this scholarship. Only candidates with complete applications will be admitted to the final selections.

61) Will I have to come to a personal interview?

Yes, all pre-selected candidates will have to be present for a personal interview. Interviews will take place at the end of June in Stuttgart.

62) Will my travel costs for the interview be paid for?

Travel expenses to the place of the interview will be covered up to the amount of a Baden-Württemberg-ticket. Further information will be given to candidates that will be invited to the selection interviews.

63) What is going to happen at final selections?

You will be invited to the place of the interview. Please be on time, otherwise you may be excluded. Firstly, you will have to present originals of your application documents to members of our staff who will once again check for authenticity. Secondly, a selection committee consisting of professors and members of civil society from Baden-Württemberg, asking you questions about your CV, your previous academic work and your study plans, will interview you. Some questions will be academic questions, making sure that you have the necessary qualifications for studying at a university in Baden-Württemberg. Other questions are related to motivation, intercultural qualifications and to your plans for the future.

64) Can the interview be conducted in Arabic?

No. You may choose, however, whether you wish to be interviewed in English or German.

Please note: If you ask to be interviewed in English but mentioned in your application papers that you speak some German, be prepared that the selection committee also check on your German skills!



Baden-Württemberg

MINISTRY OF SCIENCE, RESEARCH AND THE ARTS

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Deutscher Akademischer Austauschdienst
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Baden-Württemberg Scholarship Programme for Refugees from Syria II Call for Applications 2016

Frequently Asked Questions

Last updated 22nd February 2016

65) Is there a quota for female applicants?

We aim at a high number of female applicants and of female scholarship holders, if possible as high as 50%. Female students are therefore especially encouraged to apply.

66) Are there any other criteria for selection?

Academic achievements and academic potential assessed by our selection committee are the most important selection criteria. Additionally, language skills in English or German, intercultural qualifications and motivation will be taken into consideration.



Baden-Württemberg

MINISTRY OF SCIENCE, RESEARCH AND THE ARTS

DAAD

Deutscher Akademischer Austauschdienst
الهيئة الألمانية للتبادل العلمي

Baden-Württemberg Scholarship Programme for Refugees from Syria II Call for Applications 2016

Frequently Asked Questions

Last updated 22nd February 2016

Additional Information on the Baden-Württemberg-Scholarship Programme

67) How many scholarships are there in this programme?

The Ministry of Science, Research and the Arts Baden-Württemberg offers 50 scholarships with this programme.

68) Due to different reasons, I am not eligible to apply for this scholarship programme. Is there any other possibility to obtain a scholarship?

There are many other possibilities to receive a scholarship for your studies. We encourage you to search the internet for scholarships you might be eligible for. A good place to start your search is DAAD's scholarship database: www.funding-guide.de. The different political foundations in Germany also offer a range of different scholarships. Ask the International Offices of your (desired) university for advice!

Last but not least - Very important

- All applicants submitting any forged documents will be excluded from the selection process!