

Application for a Deutschlandstipendium scholarship: Instructions on how to fill the form


Contents

Before you start your application: Download the declaration of participation.....	1
Start your application	2
Steps 1 and 2: Date collision / Notice.....	2
Steps 3-8.....	2
Declaration of participation.....	2
Certificate of study	2
Transcript of Records (ToR).....	3
Bachelor's or diploma certificate (only for Master's students)	3
CV	3
Additional documents	3
Step 9: Questions	3
Main subject / Target degree / matriculation number / current number of subject-related semesters / current university semester	3
Department	3
Location of your studies at HfMT	3
Do you intend to start a Master's degree programme in winter semester 2024/25?	4
Social commitment and voluntary work.....	4
Particular personal circumstances.....	4
Your personal, professional objectives	4
Have you previously received the Deutschlandstipendium? If so, when?	4
Your HfMT e-mail address.....	5
Step 10: Summary.....	5

Before you start your application: Download the declaration of participation

Before you start your application, scroll to the bottom of the homepage and download the declaration of participation. It is important that you print out and sign the document. The signed declaration can be uploaded in step 3.

Dokumente

 **Teilnahmeerklärung**
Bedingungen / Regeln / Vorschriften • PDF (38 KB)

 **Declaration of participation**
Bedingungen / Regeln / Vorschriften • PDF (80 KB)

Start your application

The "Apply now" button will take you to an overview of the application form. From here, you will be guided step by step through the application process.

Steps 1 and 2: Date collision / Notice

These steps are pre-determined by muvac. Point 1 „Date collision“ ist not relevant for your application. In point 2 "Notice" you will find some instructions and information about the application and must confirm these in order to continue with the application.

Deutschlandstipendium 2024/25

Scholarship at Hochschule für Musik und Tanz Köln from Köln (Germany)

- Date collision
- Notice
 - Please read all information thoroughly before applying
 - By continuing, you confirm that all provided data in your profile is correct and up to date
 - You accept the terms of the institution you are applying for
 - The online application expresses your firm intention of participating in the selection process
 - Apply only if you really intend to participate in the application process and not only to see if you get invited

I understand and would like to continue with the application process
- Teilnahmeerklärung / Declaration of participation
- Studienbescheinigung / Study certificate
- Übersicht über Studien- und Prüfungsleistungen / Transcript of Records (ToR)
- Bachelor- bzw. Diplomzeugnis (nur für Masterstudierende) / Bachelor's or diploma certificate (only for Master's students)
- Lebenslauf / CV
- Additional documents
- Questions
- Summary

Steps 3-8

In the following steps, you will be asked to upload your documents. **Your application for the Deutschlandstipendium can only be considered if your documents are complete.** These include: Your declaration of participation, certificate of study, transcript of records, your CV, a bachelor's or diploma certificate if applicable. It's possible to skip these points initially and upload the documents at a later date. Your application can still be completed or processed until 9 June 2024.

Please ensure that you only upload these documents for private viewing unless you wish to use them for future job applications (e.g. your CV).

I hereby confirm that I own all rights to upload this document

Visibility

Private - Only visible to profile admins and the institutions shared with during application

Public - Visible to everyone in your profile

Declaration of participation

You will only be admitted to the Deutschlandstipendium selection procedure if you have completed and signed the declaration of participation. Please read the document carefully. Print it out and, once you have completed and signed it, upload the document here scanned or photographed (please make sure it is clearly legible!).

Certificate of study

Your current certificate of study is requested here, which you can download beforehand from the [university portal](#) at "Administration of studies". Please note that the certificate of study is a prerequisite for your application for the Deutschlandstipendium. If you have any questions, please contact the Student Office.

Transcript of Records (ToR)

Please upload your current transcript of records here, which you can also download from the [university portal](#) at "Administration of exams" > "Exams extract". Please note that the ToR is a prerequisite for your application for the Deutschlandstipendium. If you have any questions about this document, please contact the Examinations Office.

Bachelor's or diploma certificate (only for Master's students)

This enquiry is only aimed at Master's students. If you are enrolled in a Master's degree programme, please upload your Bachelor's or diploma certificate here, if available.

CV

Please upload your curriculum vitae as a PDF file.

Additional documents

If there are additional documents you would like to share with the selection committee, you can upload these here. Please refrain from uploading letters of recommendation.

Step 9: Questions

Following you will find a questionnaire that asks for information about your studies, professional and artistic career, commitment and life circumstances.

Main subject / Target degree / matriculation number / current number of subject-related semesters / current university semester

You will find all this information in your certificate of study, which you uploaded in step 4.

For the evaluation of all applications, this information is requested again here.

www.nimt-koeln.de
sekretariat@hfmt-koeln.de

Studienbescheinigung

Herr Max van Mustermann, geboren am 24.12.1980, **Matrikelnummer** 123456, ist am Standort Köln im Sommersemester 2023 ordnungsgemäß als Haupthörer im Vollzeitstudiengang immatrikuliert und rückgemeldet.

Anzahl Hochschulsemester: 30 / Anzahl Urlaubssemester: 1

Beginn des Studiums an der Hochschule für Musik und Tanz Köln: 01.10.2008

Studienabschlussziel: Master of Music
Hauptfach: Fagott
Vertiefung: MM Blasinstrumente
Fachsemester: 1
Beginn des Studiengangs: 01.04.2023

Department

If you do not know your department: you can find an overview of all departments [here](#).

Location of your studies at HfMT

Please select the location where your degree programme is based.

I am within the standard period of study for at least two further semesters.

As the Deutschlandstipendium is paid out over two semesters, you must still have two semesters of standard study time from October 2024 in order to participate in the selection procedure for the Deutschlandstipendium.

You will find information about the standard period of study at the bottom of your certificate of study.

Regelstudienzeiten:

Bachelor of Music: 8 Semester

Bachelor of Arts (Tanz): 8 Semester

Bachelor of Arts (Lehramt Musik mit 2. Unterrichtsfach an der Universität): 6 Semester

Bachelor of Arts (Lehramt Großfach Musik): 8 Semester

Master-Studiengänge und Konzertexamen: 4 Semester

Do you intend to start a Master's degree programme in winter semester 2024/25?

If you are at the end of your Bachelor's degree programme and intend to start a Master's degree programme from October 2024, please enter the new degree programme and your main subject.

Do you receive BAföG funding?

Receipt of BAföG is not relevant for the selection for the Deutschlandstipendium, but is queried for statistical reasons.

Artistic / pedagogical / scientific profile, professional commitment and successes

Here you have the opportunity to provide insights into your professional and/or artistic development and profile. Are there any special personal projects or initiatives, successes or awards, or even professional activities or internships that are important for your career?

Social commitment and voluntary work

In the selection process for the Deutschlandstipendium, voluntary work is also taken into account. Please list any voluntary work you have done in the last 3 years. Please briefly describe the type of activity, the period in which it takes/took place and the estimated number of hours per month. The frequency of involvement, the time period and the hours spent per month are assessed. Please provide truthful information.

Particular personal circumstances

Aggravating circumstances are also taken into account. Examples are: physical or mental illness, disability, raising children, especially by single parents, caring for relatives, orphanhood, difficult family circumstances, war or refugee experience, migration background, non-academic family background, financial hardship, or employment during studies (Please indicate the approximate number of hours per week: 5-10 hrs, 11-20 hrs, >20 hrs/week). Please provide truthful information. This information will only be accessible to a select group of people for the evaluation of the social criteria and will be treated with the utmost confidentiality.

Your personal, professional objectives

Do you have any goals or visions for your future? You can use this information to round off your profile and give the selection committee the opportunity to get to know you and your goals better.

Have you previously received the Deutschlandstipendium? If so, when?

If you have previously been a Deutschlandstipendium scholarship holder, you are welcome to apply again. If you have never received the Deutschlandstipendium, please answer no to this question.

Your HfMT e-mail address

Please enter your HfMT e-mail address (xy@stud.hfmt-koeln.de). Please note that after the application deadline for this procedure, your HfMT address will be used for further communication.

Step 10: Summary

In this step, you will be informed of any mandatory fields that have not yet been answered. If an answer is missing or incomplete, please complete it on the previous page.

Then confirm your application by clicking on the "Send application" button.