

I. Objective of our Scholarship for Refugees

The SBW Berlin Scholarship supports young refugees who have a financially disadvantaged family background and use the skills they acquire while studying to boost non-profit projects during and after their studies.

We award our scholarships for Bachelor's and Master's programmes in Berlin and Potsdam on the basis of the student's academic qualifications, personal aptitudes and social needs. In general, all scientific and artistic disciplines can be funded.

In individual cases we also assist apprenticeships and vocational training in Berlin or Potsdam.

Funding of studies or training abroad or in other federal states of Germany is excluded.

II. Who can apply?

- Recognised refugees
- Homeless foreigners
- Holders of a residence permit in accordance with §§ 22, 23 para. 1 or 2, §§ 23a, 25 para. 1 or 2 of the Residence Act (AufenthG) in case of permanent residence in Germany
- Holders of a residence permit in accordance with § 25 para. 3, para. 4 sentence 2, or para. 5 of the Residence Act (AufenthG) in case of permanent residence in Germany

Students and apprentices whose education in Germany is already being funded by another scholarship cannot apply.

An exception to this rule is assistance under the Federal Education Assistance Act (BAFöG). In this case, the amount of the scholarship is adjusted according to the BAFöG allowance.

III. Application requirements

Applicants must meet the following requirements:

- between 18 and 30 years old
- highest German academic degree has a grade point average of at least 2.5
- application before the start of their university education or fully enrolled in the first, second or max. third semester at a state-recognised university or application for a Master's degree shortly before or after obtaining a Bachelor's degree
- able to prove that they have not stayed in Germany for more than 6 years before the application
- social commitment
- sources of income will probably not suffice to cover all living expenses and tuition fees

Applicants who do not meet all of the requirements stated above cannot be considered.

IV. Deadlines and application documents

The application deadlines end on December 31 and June 30 of each year. In the case of vocational training different deadlines can apply, especially if an earlier decision is required.

The final decision whether a scholarship (starting the following semester) will be granted can be expected at the beginning of February respectively the beginning of August of each year.

In the case of vocational training an earlier decision is possible.

Only complete applications can be considered.

Applicants must submit at least the following documents:

- application form (fillable PDF or online form)
- letter of motivation (one or two pages long)¹
- current curriculum vitae²
- copy of the last school or university certificate that shows the grade point average and a grade overview
- copy of the highest academic degree (high school diploma or university certificate) with the grade point average and a grade overview
- information about the net household income³

If available, copies of the following documents should be included as well:

- evidence of qualification for university entrance
- internationally recognized language certificate for the language in which your studies will be taught⁴
- all previous work, training, apprenticeship and internship certificates and references
- all already obtained university certificates and records of achievements (graded and ungraded)

We recommend all applicants to include the following additional documents, which are not mandatory:

- one or two letters of recommendation from schoolteachers, professors, employers, etc.
- evidence of the net household income⁵

¹ The letter of motivation should illustrate the career goals and the previous volunteer work. Applicants with a grade point average of 2.1 to 2.5 should also outline their project idea.

² The CV is already included in our application form and does not have to be submitted as a separate document.

³ This information is also already included in our application form and does not have to be submitted as a separate document.

⁴ This certificate will be required during our verification process at the latest.

⁵ If you only provide information about your income during the application process, we will ask you for evidence during the verification process.

The application and all enclosed certificates and supporting documents must be submitted in German or English. If the original document was issued in another language, we also ask for a translation into German or English.

Non-certified copies and translations are sufficient for the application.

If the applicant successfully passes the selection process, certified copies of some of those documents will be required during the verification process.

V. Selection criteria

The following criteria are decisive for the selection of future scholarship holders:

In need of assistance are all applicants who meet the requirements of § 1 BAföG (German Federal Education Assistance Act). The individual amount of funding will depend on the personal circumstances of each applicant.

Applicants whose income will probably not suffice to cover all their tuition fees and living expenses are also deemed in need of assistance. The income of all household members and all sources of income of the family will be considered (e.g. wages, income from entrepreneurial activities, property income, child benefit or pensions).

Eligible are all applicants whose intellectual abilities, as substantiated by the application documents and during the interview, justify the expectation that the applicant will easily meet the performance requirements of the funded studies or apprenticeship.

Worthy of assistance are all applicants whose personality and social commitment suggest that they will achieve the goals of this scholarship during and after their studies.

For applicants with a grade point average between 2.1 and 2.5 our evaluation of the applicant's personal non-profit project will also be relevant. Our rating will be based on the following criteria:

- Importance of the project for society
- Documentation (structure, completeness, clarity of the project description)
- Feasibility of the agreed goals
- Feasibility of the project's time schedule

The rating of the applicant's personal non-profit project influences the amount of the scholarship that this candidate will receive.

We will decide individually, if additional financial resources for the implementation of a personal non-profit project will be granted.

VI. Selection process

During the first phase of the selection process, the curriculum vitae, the letter of motivation and the grades of the applicants will be considered.

Then we decide to which category the applicants are assigned.

We offer the following types of scholarships:

1. SBW Berlin Scholarship for outstanding academic performance (grade point average of 1.0 to 2.0)

Applicants with a German grade point average of 1.0 to 2.0 do not need to implement their own non-profit project. They are only expected to work 4 to 8 hours a week in an honorary capacity during the study period sponsored by SBW Berlin. This work will be assigned by SBW Berlin and may include translations or other tasks that correspond to the applicant's abilities.

2. SBW Berlin Scholarship for social commitment (grade point average of 2.1 to 2.5)

Applicants with a German grade point average of 2.1 to 2.5 can also receive a scholarship if they implement their own non-profit project and pursue it during and after their studies (for at least another 18 months). The time devoted to this project should not be less than 4 hours and not more than 8 hours per week.

In the second phase of the selection process, a personal interview or video conference will be conducted with each candidate who has been deemed suitable after the documents have been examined.

During the interviews with candidates of the second category we will also discuss the details of the applicant's planned non-profit project. If these applicants successfully pass the interview, they will then be asked to submit a detailed project description in which they should explain the social importance, the required work steps, the necessary amount of time and foreseeable costs of their project. This project description should also include already existing financing ideas and a time schedule (see leaflet "Requirements for your own non-profit project").

After reviewing these project descriptions the final selection will be made.

VII. Verification Process

If they have not already been submitted, the following documents will be required after the selection in the so-called verification process:

- copy of your passport with a current passport photograph
- evidence of the net household income
- copy of your latest school or university certificate with a grade overview, if another certificate has been issued since the application
- copy of an internationally recognized language certificate for the language in which your studies will be taught
- certified copies of your study-specific work, training and internship certificates

- legalisation of your highest academic qualification (university-entrance diploma from school or university diploma like the Bachelor certificate), if this certificate is from a foreign institution
- copy of the apprenticeship contract if you have applied for the funding of professional training

If the application is for the funding of university studies, the following documents will also be required, if they have not already been submitted:

- copy of your university entrance qualification
- admission to the university in Berlin or Potsdam where you intend to study (or are already studying)
- confirmation of enrolment, if already issued
- certified copies of all university certificates and performance records that you have obtained so far (graded and ungraded)⁶

SBW Berlin can cover the costs for the required certification and legalisation of the documents.

During the verification process, the last details of the projects of the candidates in category 2 will be adjusted and laid down in binding form. The project description then becomes part of the scholarship contract.

VIII. Scholarship benefits

SBW Berlin bears the necessary living expenses of the scholarship holders for the duration of their scholarship. A full scholarship includes:

- a room in our shared student flats in Berlin
- cost-of-living allowance in the amount calculated in section IX.
- tuition fees⁷

First payments can only be made after the scholarship holder moved into the student flat.

⁶ Candidates who apply for a scholarship to pursue a Master's degree must also provide certified copies of all university certificates and performance records from their Bachelor's programme.

⁷ If the tuition fees exceed the national average, a deductible can be expected.

IX. Amount of the assistance

Scholarship holders with a grade point average of 1.0 to 2.0 receive a cost-of-living allowance of maximum 550 Euro per month.

The maximum amount of the monthly cost-of-living allowance of scholarship holders with a grade point average of 2.1 to 2.5 depends on the rating of their project and will be calculated as follows:

95 - 100 points	550 Euro
90 - 94 points	500 Euro
85 - 89 points	450 Euro
80 - 84 points	425 Euro
75 - 79 points	400 Euro
70 - 74 points	375 Euro
60 - 69 points	350 Euro
50 - 59 points	325 Euro

Applicants who receive benefits in accordance with the Federal Education Assistance Act (BAFöG) will only receive allowances that do not count as income under the terms of § 21 para. 3 Nr. 2 of BAFöG.

These applicants usually only receive a flat rate (book allowance) of 100 Euro maximum per month because the cash value of the accommodation that SBW Berlin provides must be taken into account.

If an apprenticeship is being funded, the amount of the scholarship will be adjusted to the apprenticeship pay. In these cases, we provide a room in one of our in-house shared student flats and subsidise the living expenses in so far as the apprenticeship pay does not suffice.

X. Duration of the assistance

Our assistance will be provided for a minimum of 30 days and a maximum of 48 months, depending on the standard duration of studies in the discipline you have chosen. We grant assistance for specific periods of time, usually for the following six months.

SBW Berlin can terminate its assistance if you fail or postpone three exams.

Another reason for the termination of your scholarship is the failure to meet the target agreements set for your non-profit project.

XI. Final provisions

Scholarship holders must inform SBW Berlin immediately if circumstances change, that were relevant for the funding decision.

They are also obliged to inform SBW Berlin immediately about their graduation or completion of training and submit a copy of their diploma.

In addition, they have to submit copies of all the university certificates and performance records (graded and ungraded) which they obtain during their studies.