



## APPLICATION FORM

### for the SBW Berlin Scholarship

#### Your personal data

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Birthday: \_\_\_ / \_\_\_ / \_\_\_\_\_ (day/month/year)

Citizenship: \_\_\_\_\_

Civil status: \_\_\_\_\_

Academic Status: \_\_\_\_\_  
(still in school, studying at university, academic degree, etc.)

Monthly income: \_\_\_\_\_

#### Current postal address

Street & number: \_\_\_\_\_

ZIP code: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Country: \_\_\_\_\_

#### Contact details

Phone (landline): \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

#### Social media profiles (fully optional, not required information)

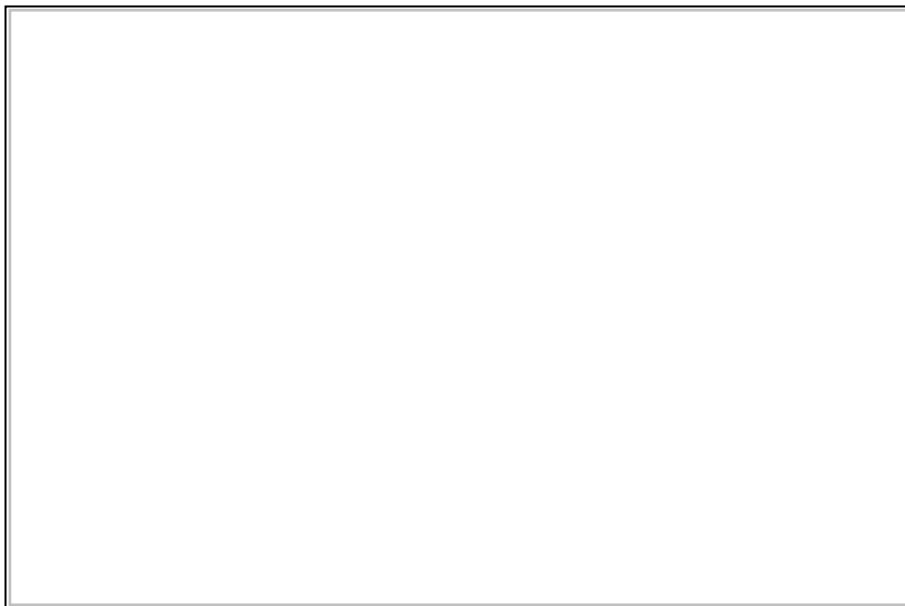
LinkedIn: \_\_\_\_\_

Twitter: \_\_\_\_\_

Youtube: \_\_\_\_\_

Facebook: \_\_\_\_\_

**Your photograph**



**Data of your mother**

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Country of residence: \_\_\_\_\_

Current occupation: \_\_\_\_\_

Monthly income: \_\_\_\_\_

**Data of your father**

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Country of residence: \_\_\_\_\_

Current occupation: \_\_\_\_\_

Monthly income: \_\_\_\_\_

**Members of your household**

Number of siblings: \_\_\_\_\_

Age of siblings: \_\_\_\_\_

Total number of household members: \_\_\_\_\_

Total household income: \_\_\_\_\_

**Most recent school or university certificate**

School/University name: \_\_\_\_\_

City and Country: \_\_\_\_\_

Date of issue: \_\_\_ / \_\_\_ / \_\_\_\_\_ (day/month/year)

Grade point average: \_\_\_\_\_

Best possible grade would have been: \_\_\_\_\_

Minimum grade required to pass: \_\_\_\_\_

Main subject(s): \_\_\_\_\_

**Highest school leaving certificate (already obtained degrees only)**

School name: \_\_\_\_\_

City and Country: \_\_\_\_\_

Date of graduation: \_\_\_ / \_\_\_ / \_\_\_\_\_ (day/month/year)

Grade point average: \_\_\_\_\_

Best possible grade would have been: \_\_\_\_\_

Minimum grade required to pass: \_\_\_\_\_

Main subject(s): \_\_\_\_\_

**Highest university degree (already obtained degrees only)**

University name: \_\_\_\_\_

City and Country: \_\_\_\_\_

Date of graduation: \_\_\_ / \_\_\_ / \_\_\_\_\_ (day/month/year)

Grade point average: \_\_\_\_\_

Best possible grade would have been: \_\_\_\_\_

Minimum grade required to pass: \_\_\_\_\_

Degree name: \_\_\_\_\_

Main subject(s): \_\_\_\_\_

Name of thesis: \_\_\_\_\_

Grade of thesis: \_\_\_\_\_

## Current Occupation

School/University/Employer: \_\_\_\_\_

City and Country: \_\_\_\_\_

Title/position: \_\_\_\_\_

Start Date: \_\_\_ / \_\_\_ / \_\_\_\_\_ (day/month/year)

Expected end: \_\_\_ / \_\_\_ / \_\_\_\_\_ (day/month/year)

Expected degree: \_\_\_\_\_

Main subject(s): \_\_\_\_\_

## Desired career (studies and degree)

University/Academy name: \_\_\_\_\_

City and Country: \_\_\_\_\_

Start of studies: \_\_\_ / \_\_\_ / \_\_\_\_\_ (day/month/year)

Expected date of graduation: \_\_\_ / \_\_\_ / \_\_\_\_\_ (day/month/year)

Name of the desired degree: \_\_\_\_\_

Main subject(s): \_\_\_\_\_

## In case of applications for vocational training

Training company: \_\_\_\_\_

City and Country: \_\_\_\_\_

Expected monthly pay: \_\_\_\_\_

## Internships and professional experience

If you have already gained work experience, please fill out the following fields in chronological order, starting with your latest position. We are interested in all kinds of work experience - whether as an apprentice, intern, trainee, employee, freelancer or entrepreneur.

### 1. Last work experience

Start Date: \_\_\_ / \_\_\_ / \_\_\_\_\_ End date: \_\_\_ / \_\_\_ / \_\_\_\_\_ (day/month/year)

Name of the Company: \_\_\_\_\_

City and Country: \_\_\_\_\_

Title/position: \_\_\_\_\_

Department: \_\_\_\_\_

Areas of Responsibility: \_\_\_\_\_

2. Work experience before the one above

Start Date: \_\_\_ / \_\_\_ / \_\_\_\_\_ End date: \_\_\_ / \_\_\_ / \_\_\_\_\_ (day/month/year)

Name of the Company: \_\_\_\_\_

City and Country: \_\_\_\_\_

Title/position: \_\_\_\_\_

Department: \_\_\_\_\_

Areas of Responsibility: \_\_\_\_\_  
\_\_\_\_\_

3. Work experience before the one above

Start Date: \_\_\_ / \_\_\_ / \_\_\_\_\_ End date: \_\_\_ / \_\_\_ / \_\_\_\_\_ (day/month/year)

Name of the Company: \_\_\_\_\_

City and Country: \_\_\_\_\_

Title/position: \_\_\_\_\_

Department: \_\_\_\_\_

Areas of Responsibility: \_\_\_\_\_  
\_\_\_\_\_

4. Work experience before the one above

Start Date: \_\_\_ / \_\_\_ / \_\_\_\_\_ End date: \_\_\_ / \_\_\_ / \_\_\_\_\_ (day/month/year)

Name of the Company: \_\_\_\_\_

City and Country: \_\_\_\_\_

Title/position: \_\_\_\_\_

Department: \_\_\_\_\_

Areas of Responsibility: \_\_\_\_\_  
\_\_\_\_\_

5. Work experience before the one above

Start Date: \_\_\_ / \_\_\_ / \_\_\_\_\_ End date: \_\_\_ / \_\_\_ / \_\_\_\_\_ (day/month/year)

Name of the Company: \_\_\_\_\_

City and Country: \_\_\_\_\_

Title/position: \_\_\_\_\_

Department: \_\_\_\_\_

Areas of Responsibility: \_\_\_\_\_  
\_\_\_\_\_

**Foreign languages, IT skills, etc. (please also indicate your level)**

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**How did you discover the SBW Berlin scholarship?**

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**Have you applied for a scholarship before?  
If so, where, when and what was the result?**

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**Have you already traveled abroad?  
If so, when, where and how long did you stay? What did you discover?**

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**Please name a few of your hobbies or areas of interest:**

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**Have you already worked as a volunteer for a non-profit organization or have you ever been involved in a social project in your country?  
If so, why, when, where and for how long? What did you learn?**

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**I declare that all the information I have inserted in this form is true and allow SBW Berlin to check it if necessary.**

Date:        \_\_\_ / \_\_\_ / \_\_\_\_\_    (day/month/year)

Location:    \_\_\_\_\_

**Signature**

## **Additional documents**

Please don't forget to include at least the following documents in your application:

- A motivation letter (1 or 2 pages long)
- A copy of your last school or university transcript that shows your grade point average and a grade overview
- A copy of your highest academic degree (high school diploma or university diploma) with your grade point average and a grade overview

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

- University admission or evidence of your qualification for university entrance (Berlin/Potsdam)
- A copy of an internationally recognized language certificate for the language in which your studies will be taught<sup>1</sup>
- All previous work, training, apprenticeship, and internship certificates and references
- If you have already started studying all so far obtained university transcripts and records of achievements (graded and ungraded)

We recommend that all applicants submit the following additional documents, which are not mandatory:

- One or two letters of recommendation from professors, schoolteachers, employers, etc.
- Evidence of the net household income<sup>2</sup>

Please submit your application and all enclosed certificates and supporting documents as PDFs and in German or English via email to [application@sbw.berlin](mailto:application@sbw.berlin). If a document was issued in another language, we also ask for a translation into German or English. Simple copies and simple translations are sufficient for the application.

Your letter of motivation should address at least the following questions:

- Why did you choose this field of studies?
- What past experiences do you have volunteering or working in the non-profit sector?
- What is your initial project idea? Who is the target group? What social value does your project have and how does it benefit your home country?
- What career goals do you have after completing your studies? Where do you see yourself after your studies and once you have returned to your home country? What do you want to do there?
- Why should we select you as a scholarship recipient?

Only complete applications can be considered.

## **Data Protection**

Data protection is important to us. All documents that you send us will be handled with the utmost care and confidentiality. For further details see the data protection declaration on our homepage.

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<sup>1</sup> Such a certificate will be required during our verification process at the latest.

<sup>2</sup> If you only provided information on the total net household income on the application form, you will be asked to submit further documentation proofing the household net-income by the verification process.