

# TU Berlin Summer University 2019 Scholarship Guidelines

## General Information

The TU Berlin Summer University will be offering scholarships to exceptional applicants applying to participate in Term 3 of the 2019 Summer Program from July 22<sup>nd</sup> to August 16<sup>th</sup>.

Scholarships are provided with the support of the DAAD (German Academic Exchange Service) and the TU Berlin Summer University.

The selection process will be carried out by the Scholarship Commission of the TU Berlin Summer University.

The deadline for applications for this summer is **April 1<sup>st</sup>, 2019**.

All applicants must register online for the TU Berlin Summer University, and pay the registration fee of 60€, in order to be considered for a scholarship. The registration fee will be refunded to unsuccessful candidates.

## Scholarships Available

Scholarship funding is available as follows:

1. Living expenses support of €1000, supported by the DAAD (multiple scholarships available).
2. Partial travel expenses support (for flight costs, calculated based on the country of origin), supported by the DAAD (multiple scholarships available).
3. The TU Berlin President's Scholarship, which is a full scholarship including living expenses, travel expenses *and free tuition*, supported by the TU Berlin. This scholarship will be awarded to ONE applicant only.

All applicants who apply for a scholarship with the TU Berlin Summer University will be considered for all three of the above scholarships.

**IMPORTANT: Please note that all participants who receive a scholarship under items (1) or (2) above, will still be required to pay the course fees on their own. Please check the course details on our website for fee information.**

## Application Process

**Please read the following carefully and ensure that you complete each step. Incomplete applications will not be considered.**

1. Register for the TU Berlin Summer University on this website, selecting the Term 3 course that you wish to undertake (scholarships are not available for any other terms)
2. Complete all fields and upload the necessary documents for your course registration
3. Upload your scholarship application documents (see below) when prompted during the registration process
4. Pay the registration fee of 60 Euro

## Scholarship Documents

Please prepare the following documents and combine them into **one PDF for uploading during the registration process:**

1. Motivation letter (approx. 1-2 pages)
2. CV (max. 2 pages)
3. Transcript of records (official grade list)
4. Recommendation letter from one of your professors (recommended but not mandatory). Note: unsigned letters will not be considered

## Eligibility

In order to be eligible, the following two criteria must be met:

1. You must be currently studying and enrolled as a student at the time of application
2. You must reside outside of Germany

### Guidelines for Submission (please read carefully!):

Please adhere to the following instructions in order to ensure that your application is eligible for consideration.

At the end of this document you will find links to free online tools that can help you create, compress and combine PDF files so that they are the correct size, if needed.

- Applications submitted after **11:59pm Central European Time (GMT+1) on April 1<sup>st</sup> 2019** will **not** be taken into consideration.
- Please upload **only 1 PDF file** including the 4 documents (Transcript, CV, Motivation Letter and Recommendation Letter) at the end of the registration process
- Please name the file according to the following example:
  - YOUR LAST NAME\_YOUR FIRST NAME\_scholarship.pdf
- The motivation letter is important for the commission in gauging your interest in the TU Berlin Summer University. Ensure that you take the opportunity to demonstrate why the course you have chosen is relevant to you/ your studies and what you hope to gain by participating in it
- If you have received any other awards or recognition in your studies, or have any other reasons that you think your application should be looked upon favourably, make sure you include this in your motivation letter

You will receive a confirmation email within 48 hours after the submission. Remember to check your spam folder before contacting us again.

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<http://smallpdf.com/merge-pdf>

<https://online2pdf.com/en/pdf-reduce-size>

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