



LUDWIG-  
MAXIMILIANS-  
UNIVERSITÄT  
MÜNCHEN

INTERNATIONAL OFFICE  
INTERNATIONAL OFFICE ADVISORY COMMITTEE



## Call for scholarship applications from international students / doctoral students at Ludwig-Maximilians-Universität München

### Completion of studies scholarships

Ludwig-Maximilians-Universität München scholarships funded by the German  
Academic Exchange Service (DAAD)  
Winter semester 2016/2017

The funding is in the amount of max. € 550 per month for the period of three months.

#### Who can apply:

Students / doctoral students (not including students on preparatory courses) who are registered at the time of application and

- are due to complete an undergraduate (not postgraduate) degree in the Federal Republic of Germany within the coming year;
- have not completed a diploma / *Magister* degree / state examination in the Federal Republic of Germany;
- are aged under 35 at the time of application;
- are not entitled to statutory or other financial support, e.g., BAföG;
- are able to demonstrate financial need (From October 1, 2016, this is assessed based on the maximum BAföG rate of €735. In individual cases, this rate can be exceeded by up to 15%.);
- have received less than 30 months of funding or three one-year scholarships (regardless of organization).

#### Application documents:

1. Résumé with photograph
2. Two recent references (two copies of each) from two members of teaching staff (major and minor subject) describing the applicant's academic ability and academic achievements during winter semester 2015/2016 and summer semester 2016

Both references must be written or countersigned by members of LMU teaching staff. The reference for the applicant's major subject must clearly state that the applicant will be able to complete their degree program within no more than one year. The referees should send the completed reference forms directly to Unit III.3/Internationale Angelegenheiten (International Office).

3. Proof of the applicant's income and that of their parents or spouse (tax return, pension award, or similar – from the Federal Republic of Germany or from the applicant's country of origin with a translation). Documents in the following languages do not need to be translated: English, French, Italian, Spanish, Russian, and Romanian.
4. Proof of all completed courses (e.g., transcript from LSF account and/or course certificates), copies of (diploma) intermediate examination certificate and similar documents
5. Registration certificate for the current semester
6. Copies of passport and visa
7. Marriage certificate, for married applicants
8. Birth certificate(s), for applicants with children
9. Residence registration certificate (*Meldebescheinigung*) for spouse and children if they are resident in the Federal Republic of Germany
10. Spouse's registration certificate for the current semester, if applicable

**Application period:**

Winter semester 2016/2017: September 12 to October 9, 2016

**Please note:**

- Applicants can submit their application documents electronically. The application documents can be completed either by hand in clearly legible block letters or using a computer. Please ensure that the documents are **completed in full and submitted in a timely fashion. Incomplete documents cannot be processed and will result in the application being rejected.** It is the sole responsibility of the applicant to ensure that all application documents are complete.
- From September 12, 2016, the electronic application form will be available at the following Web address:  
[http://www.uni-muenchen.de/studium/kontakt/international/ausschreibungen/programme\\_fuer\\_incomings/stipendien-fuer-incomings/index.html](http://www.uni-muenchen.de/studium/kontakt/international/ausschreibungen/programme_fuer_incomings/stipendien-fuer-incomings/index.html)
- The International Office Advisory Committee will decide on scholarship applications at its annual meeting; no grounds for its decisions will be given. An email will be sent to your LMU campus address by November 10 at the latest informing you whether your scholarship application has been successful or not.
- Scholarships are granted subject to available funds; applicants have no legal entitlement to scholarship funds.
- **Scholarships will not be awarded to applicants already in receipt of other funding, regardless of the source!**
- Please address any queries to Monique Esnouf ([mesnouf@lmu.de](mailto:mesnouf@lmu.de)) or Gulsara Busurmanova ([gulsara.busurmanova@lmu.de](mailto:gulsara.busurmanova@lmu.de)).