

Application for an Opportunity Mannheim Scholarship from the University of Mannheim Foundation

Please fill in the application form completely and legibly.

Only applications in proper form and due time, containing all of the following documents, will be considered:

- fully completed and signed application form;
- CV (Curriculum Vitae);
- letter of motivation (one to two A4 pages);
- copy of your Higher Education Entrance Qualification;
- copy of your bachelor's degree certificate (if applicable);
- copy of further degree certificates (if applicable);
- current transcript of records including your average grade (if applicable)¹
- proof of your financial situation with appropriate supporting documents, including bank statements and income records for the past three months (current own income records and income records from both parents, spouse or registered partner). All financial documents, including bank statements, need to be translated into German or English. All amounts must be converted to and indicated in Euros. If personal data of the parents or the partner are submitted, the respective persons must declare their consent to the collection, processing, and transfer of personal data in writing and enclose this declaration of consent with the application. The corresponding declarations of consent on pages 10 and 11 can be used for this purpose;
- detailed proof of all available financial resources (e.g. support from parents or other relatives, wages, scholarships, housing benefits, subsistence allowance, child benefits, etc.). If personal data of the parents or the partner are submitted, the respective persons must declare their consent to the collection, processing, and transfer of personal data in writing and enclose this declaration of consent with the application. The corresponding declarations of consent on pages 10 and 11 can be used for this purpose;
- official notification regarding BAföG, or a letter of rejection to clarify why you do not receive BAföG;
- proof of any personal, family-related, or health-related circumstances that are relevant for this application;
- other documents (professional experience, vocational training certificates, prizes, awards, birth certificates of children, etc.), if they are relevant for the application. If these documents contain

¹ Available at the express desk of the Student Service Center of the University of Mannheim

information that is not relevant to the application, it can be blacked out. In the case of birth certificates, only the name of the child, the date of birth and the name of the applicant must be visible;

- if you are an international student: information on your residence permit;
- if you are an international student: information on how you plan to meet the financial requirements for a student visa.

Privacy policy

If you wish to submit an application for the Opportunity Mannheim Scholarship from the University of Mannheim Foundation, the collection of your personal data is necessary. In accordance with Articles 13 and 14 of the General Data Protection Regulation (GDPR), we hereby inform you of the purpose of data collection and the way in which your data is processed.

I. Controller in the sense of the GDPR is

University of Mannheim Foundation (Stiftung Universität Mannheim)
Represented by Sabrina Scherbarth
Schloss, Room SO 005
68161 Mannheim
Tel.: +49 621 181-1223
E-Mail: scherbarth@stiftung.uni-mannheim.de

II. Collection and processing of personal data

The subject of data protection is “personal data” in accordance with Article 4 paragraph 1 GDPR. This includes any information relating to an identified or identifiable natural person, such as name, address, e-mail address, and telephone number. Since the Opportunity Mannheim Scholarship serves to support students who are willing to perform well and are in difficult financial and personal situations, special categories of personal data pursuant to Article 9 paragraph 1 of the GDPR are also collected as part of the application process, provided that they serve to explain the circumstances to be taken into account, such as the health situation of the applicant, etc.

The collection and processing of your personal data is carried out within the framework of the legal provisions, i.e. only if a statutory permit or consent in accordance with Article 6 paragraph 1 or Article 9 paragraph 2 (a) GDPR is available. The disclosure of your personal circumstances is voluntary. However, your application can only be processed if you provide all the evidence relevant to the application procedure. Similarly, your individual acute emergency situation can only be taken into account if you provide appropriate proof of the financial resources available to you.

The processing of your personal data is necessary for the purpose of evaluating your application for an Opportunity Mannheim Scholarship from the University of Mannheim Foundation. In the course of the selection process, your personal data will be processed by the University of Mannheim Foundation and the University of Mannheim.

III. Transfer, access and erasure of your data

Your personal data will be passed on beyond the University of Mannheim Foundation and the University of Mannheim on the occasion of a selection committee meeting, in which the financial supporters of the Opportunity Mannheim Scholarship also participate. Your personal data will be made available to the selection committee in aggregated, tabular form. Furthermore, the members of the selection committee will receive your letter of motivation and your curriculum vitae.

It is ensured that the participants of the selection committee will not pass on any data provided to them. In accordance with data protection regulations, committee participants will destroy all the data after the meeting.

If your application is approved, the following data will be forwarded by the University of Mannheim Foundation to the sponsors of the Opportunity Mannheim Scholarship: surname, first name, address, e-mail address, course of study, and beginning and end of studies. Beyond this, the forwarding of your data to third parties is precluded.

If your application for an Opportunity Mannheim Scholarship is rejected, your data will be stored or retained until the end of the funding period (usually 1 year) and then erased or destroyed in accordance with data protection regulations.

Within the University of Mannheim Foundation and the University of Mannheim, only those employees whose work involves the tasks described above have access to your data. The basis for this is the internal regulation of access rights. All employees who handle your data are obliged to observe data secrecy, in addition to their general obligation under labor law to retain organization secrets.

After the end of the scholarship and the expiration of the legal retention period (usually 10 years), your personal data will be anonymized for factual evaluation purposes, making further personal references impossible. Application documents that did not lead to the granting of a scholarship will be disposed of in accordance with data protection regulations at the end of the respective funding period.

IV. Your rights

According to the GDPR you have the right to:

- Obtain information about the data stored about you (Article 15)
- Obtain rectification and/or erasure of your personal data (Articles 16, 17)
- Restrict the processing of your personal data (Article 18)
- Receive the data provided by you in a structured, common and machine-readable format (Article 20)
- Withdraw your consent (Article 21), without impact on the lawfulness of data processing carried out on the basis of consent until consent is withdrawn (Article 7, paragraph 3)
- File a complaint with the responsible data protection supervisory authority (Article 77):

State Officer for Data Protection for the state of Baden-Württemberg (Landesbeauftragter für den Datenschutz und die Informationsfreiheit)

Königstraße 10a

70173 Stuttgart

Tel.: +49 711 615541-0

Fax: +49 711 615541-15

E-Mail: poststelle@fdi.bwl.de

By signing the declaration of consent for the collection, processing, and transfer of personal data on page 9, you consent to the use of your personal data in the context of your application for an Opportunity Mannheim Scholarship.

If personal data of the parents or partner are submitted, the respective persons must also declare their consent to the collection, processing, and transfer of personal data in writing, and enclose their declaration of consent with the application. The corresponding declarations of consent on pages 10 and 11 can be used for this purpose.

I hereby apply for an Opportunity Mannheim Scholarship

from to (dd/mm/yyyy; maximum duration of one year, earliest 1 August 2020)

I. Personal details

| | |
|-----------------|--|
| Last name: | |
| First name: | |
| Date of birth: | |
| Nationality: | |
| Marital status: | |
| Street: | |
| ZIP code: | |
| City: | |
| Country: | |
| Phone: | |
| E-Mail: | |

II. Education

| | |
|--|---|
| Higher education entrance qualification: | |
| Overall grade: | |
| Date of issue: | (dd.mm.yyyy) |
| Current/ planned studies at the University of Mannheim: | |
| Program of study: | |
| Faculty: | |
| Degree pursued: | |
| Beginning of the program: | (dd.mm.yyyy) |
| Current semester: | |
| Current average grade: | |
| Standard period of study: | (in accordance with the examination regulations) |
| Planned date of degree completion: | (dd.mm.yyyy) |
| Previous degrees: | |
| Previous university degrees: | 1. () 2. () Grade Grade |
| | Other: <input type="checkbox"/> No |
| Previous professional training: | <input type="checkbox"/> Yes, as..... <input type="checkbox"/> No |

III. Personal or family-related circumstances (if you mark one or more statements with a cross, please describe your situation briefly and refer to it within your letter of motivation)

| Personal Situation | Specification |
|--|---|
| <input type="checkbox"/> I am currently experiencing an acute social hardship. | |
| <input type="checkbox"/> I am a refugee. | Home country: |
| <input type="checkbox"/> I am being persecuted politically/religiously. | Home country: |
| <input type="checkbox"/> I am a complete orphan. <input type="checkbox"/> I am a half-orphan. | - |
| <input type="checkbox"/> I have a <i>Schwerbehindertenausweis</i> (an ID card for the severely disabled) or a serious disease. | Degree of disability: Type of disease: |
| <input type="checkbox"/> I care for a sick relative. | Type of disease: |
| <input type="checkbox"/> I am a parent. | Number of children: Age of children: |
| <input type="checkbox"/> I am a single parent. | - |
| <input type="checkbox"/> My parents do not speak German at home. | Language: |
| <input type="checkbox"/> My parents are refugees. | Home country: |
| <input type="checkbox"/> I have a migrant background. | <input type="checkbox"/> Due to one parent. <input type="checkbox"/> Due to both parents. |
| <input type="checkbox"/> My parents have a non-academic background. | Father's profession: Mother's profession: |
| <input type="checkbox"/> I have siblings. | Number: Age: |
| <input type="checkbox"/> Other: | |

IV. Current and planned* monthly expenses and income (rounded in EUR; please use an extra sheet if necessary)

| Monthly expenses | Rounded amount (EUR) | | Monthly income | Rounded amount (EUR) | |
|---|----------------------|---------|---|----------------------|---------|
| | current | planned | | current | planned |
| Rent | | | Own income: | | |
| Utilities (gas, power, radio license fee, etc.) | | | (Name of employer) | | |
| Cost of living (clothes, food, etc.) | | | Own savings | | |
| Regular semester fee including semester ticket (per month) | | | Financial support from parents | | |
| Semester fees for international students (per month) | | | Orphan's pension | | |
| Learning material | | | Child benefit | | |
| Phone / Internet | | | Financial support under the Federal Training Assistance Act (BAföG) | | |
| Health insurance | | | Student loan program (Bildungskredit) | | |
| Insurances | | | Housing benefit | | |
| Other: | | | Scholarships: | | |
| | | | Other: | | |
| Total monthly expenses | | | Total monthly income | | |

Requested funding amount:€ monthly (rounded amount in EUR)

*Please enter the expected expenses and income during your study at the University of Mannheim. If you are already studying here and your financial situation is not going to change, please do not fill in this column.

Current bank account balance (in EUR):€ (Date:)

In case of international bank accounts, please write down the current balance in its original currency:

.....

V: Financial situation of both parents, husband/wife, or life partner

a) Current account balance (if there are several accounts please list them all)

| From... | In Euro (please convert if necessary) | Original currency (in case of foreign currency) | Date of account balance |
|--|---|---|--------------------------------|
| Father | € | | |
| Name: | € | | |
| Mother | € | | |
| Name: | € | | |
| Spouse or (registered) life partner | € | | |
| Name: | € | | |

b) Regular monthly income

| From... | In Euro (please convert if necessary) | Original currency (if it is not Euro) | Source of income (em- ployer's name/ pension/ social benefits/ rental income) |
|----------------|---|---|---|
| Father | € | | |
| | € | | |
| | € | | |
| | € | | |
| | Total: | € | Total: |
| Mother | € | | |
| | € | | |
| | € | | |
| | € | | |
| | Total: | € | Total: |

| | | | |
|--|---------------|---|---------------|
| Spouse or (registered) life partner | € | | |
| | € | | |
| | € | | |
| | € | | |
| | Total: | € | Total: |

Declaration of consent of the applicant to collection, processing, and transfer of personal data

- (1) I consent to my **personal data being used for the purpose of processing and administering my application for an Opportunity Mannheim Scholarship by the University of Mannheim Foundation and the University of Mannheim, to the extent necessary to fulfill their tasks.**
- (2) I consent to my **personal data being transferred within the University of Mannheim Foundation for the purpose of processing and administering.** (The data may be transferred electronically).
- (3) I consent to my **personal data being transferred to and within the University of Mannheim for the purpose of processing and administering.** (The data may be transferred electronically).
- (4) I consent to **my personal data being transferred beyond the University of Mannheim Foundation and the University of Mannheim to financial supporters of the Mannheim Opportunity Scholarship within a selection committee for the purpose of reaching a decision** (the data may be transferred electronically).
- (5) I agree that the University of Mannheim Foundation shall have the right, until revoked, to transfer the following personal data to the financial supporters of the Mannheim Opportunity Scholarship in case my application is granted: **surname, first name, address, e-mail-address, degree program, beginning of studies, graduation date.** This consent can be revoked at any time until the data have been passed on. After the data have been transferred to the financial supporters, respective claims –e.g. erasure of the data– are to be directed to the financial supporters.
- (6) I hereby consent to the **aforementioned data being stored digitally by the University of Mannheim Foundation and the University of Mannheim.** I understand that I can withdraw my consent at any time.
- (7) This declaration of consent is voluntary, and can be revoked at any time. However, in case of refusal to consent, the application cannot be processed.

City, Date

Signature

Declaration:

I hereby confirm that the information provided above is accurate and complete. I understand that deliberately false or incomplete information may cause the loss of the scholarship and circumstances under which I am required to repay the funding received.

City, Date

Signature

Declaration of consent of the father, mother, or partner to collection, processing, and transfer of personal data (if documents of third parties are submitted)

Name: _____

Relation to the applicant: _____

- (1) I consent to my **personal data being processed for the purpose of processing and administering the Opportunity Mannheim Scholarship by the University of Mannheim Foundation and the University of Mannheim, to the extent necessary to fulfill their tasks.**
- (2) I consent to my **personal data being transferred within the University of Mannheim Foundation for the purpose of processing and administering** (the data may be transferred electronically).
- (3) I consent to my **personal data being transferred to and within the University of Mannheim for the purpose of processing and administering** (the data may be transferred electronically).
- (4) I consent to my **personal data being transferred beyond the University of Mannheim Foundation and the University of Mannheim to the financial supporters of the Opportunity Mannheim Scholarship within a selection committee for the purpose of reaching a decision.** (The data may be transferred electronically.)
- (5) I hereby consent to the **mentioned data being stored digitally by the University of Mannheim Foundation and the University of Mannheim.** I understand that I can withdraw my consent at any time.
- (6) This declaration of consent is voluntary and can be revoked at any time. However, in case of refusal to consent, the application cannot be processed.

City, Date_____
Signature**Declaration**

I hereby confirm that the information provided above is accurate and complete. I understand that deliberately false or incomplete information and may cause the loss of the scholarship and circumstances under which the applicant is required to repay the funding received.

City, Date_____
Signature

Declaration of consent of the father, mother, or partner to collection, processing and transfer of personal data (if documents of third parties are submitted)

Name: _____

Relation to the applicant: _____

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Signature