

## Mannheim Opportunity Scholarship: Documents that must be uploaded with the completed online application

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

- ☐ Current CV (Curriculum Vitae)
- ☐ Letter of motivation (one to two A4 pages)
- ☐ Copy of your university entrance qualification
- ☐ Copy of university degree certificates (if applicable)
- ☐ Current Transcript of Records including your average grade (if applicable)<sup>1</sup>
- ☐ Proof of your financial situation with appropriate supporting documents. Please indicate of all financial resources – including any financial support for example from your parents – and assure the truthfulness of your indication. The foundation can request the submission relevant proof after the application.<sup>2</sup>
- ☐ Official notice of approval or rejection regarding BAföG to state why the applicant does not receive BAföG
- ☐ Proof of any personal, family-related or health-related circumstances, if applicable and relevant for the application.

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<sup>1</sup> Available on Portal<sup>2</sup>, section “Selfservice”.

<sup>2</sup> This includes the following documents:

- Bank statements and proof of income of the previous three months
- Detailed indication of all financial recourses (for example financial support of parents or other relatives, salaries, scholarships, housing benefit, subsistence payments, child benefit, etc.),
- Notice of approval or rejection of the Federal Training Assistance Act (BAföG), to state why the applicant does not receive BAföG. If you are not eligible for BAföG, please state the reason of ineligibility.
- Proof of personal, family or health related circumstances, if these are relevant to the application.

All documents, including bank statements, must be translated into English or German. All amounts must be indicated in Euro and must be converted if necessary. If personal data of parents or the partner are submitted, the respective persons must declare their consent to the collection, processing, and transfer of their data in writing and enclose this declaration of consent with the application. The corresponding declaration of consent can be found on the website of the online application.

- ☐ Declarations of Consent of the father/mother/partner to collection, processing and transfer of personal data (if documents from third-parties are submitted or will subsequently be submitted on request).
- ☐ Other relevant documents (proof of professional experience, vocational training certificates, prizes, awards, birth certificates of children, etc.), if applicable and relevant for the application. If these documents only exist in a different language, they need to be translated into German or English. If these documents contain information that is not relevant to the application, it may be blackened. 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.