Deutschlandstipendium at the HfMDK

Important information and tips on the application form

The application form for the Germany Scholarship is extensive and a large amount of information and data is requested. This is a great time commitment not only for you as an applicant, but also for the administration of the university and for the selection committee.

We are reluctant to reject an application due to formal errors or incompleteness. However, it is unfortunately not always possible for us to request missing documents or information, as our capacities are limited.

The higher the administrative burden of reviewing and reviewing applications, the more likely it is that there will be delays in the announcement of results and the payment of scholarship instalments.

We therefore ask you to read the points on the following pages <u>thoroughly</u> and to take them into account during your application. In this way, you will make a lot of work easier for the team around the Deutschlandstipendium and also do yourself and your competitors a great favor - if the applications are submitted in the correct form and in full, there will be no unwanted delays in reviewing and evaluating the applications.

Information on changes in the application process in 2025/26

The following documents do **not** have to be submitted by applicants this year:

- Certificate of enrolment
- Confirmation of university admission
- Result of the aptitude test
- Transcript of Records

Instead, these documents and data will be requested directly from us from the Student Services and the Examination Office and attached to your application.

Tips and recommendations

①
- Start your application as early as possible.
- If you have any questions about the application, please send them to **deutschlandstipendium@orga.hfmdk-frankfurt.de** as early as possible by e-mail.

① Questions that are received shortly before the deadline may not be answered before the deadline!

→ *The sooner you submit your application, the sooner it can be reviewed and reviewed!*

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- It is best not to use browser extensions to translate the application form.

ⓘ *Google Translate-based browser extensions in particular often produce incorrect translations.*

→ *You can change the application form language to English.*
→ *If necessary, you can copy text from the form and translate it with DeepL.*

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- Do not submit your application via the online portal at the last minute before the application deadline.

ⓘ *The system sometimes takes a few minutes to upload your file attachments. If the files have not yet been uploaded in full by the deadline, your application will not be received until a few seconds after the deadline and can no longer be considered.*

→ *It is best to try to send your application at least one day or at least several hours before the deadline.*

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- Always read the description of the text and selection fields in the application form carefully and ask us by e-mail if something is not clear to you.
- If possible, take the time to always double-check that you have entered the required information in the correct field and have not made any typing or typing errors.

ⓘ *The data you provide will be partially transferred unchanged.*

→ *If, for example, you provide your e-mail address or postal address incorrectly, we will not be able to inform you about the result of your application.*
→ *For example, if you provide your bank details incorrectly, we will not be able to pay you the scholarship instalments if you receive a scholarship.*
→ *If you write your information (personal data, address, etc.) completely in capital letters, we will have to correct this, which will lead to delays in the review of your application - please make sure that it is spelled correctly!*

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- You will receive the result of your application by e-mail and by post, so it is important that both your e-mail address and your postal address are correctly stated in the application.

ⓘ *If, for example, you live as a subtenant and your name is not on the doorbell or letterbox at your address, the result of your application cannot be delivered to you as a letter!*

→ *In such a case, please use "C/O", or enter the address of a friend/family member who can accept mail for you.*
→ *If your address changes during the application process, please let us know the new address as soon as possible or alternatively an address to which we can send you letters.*

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- Uploaded documents, such as certificates or certificates, must be in German or English and must be translated by a notary.

① Unfortunately, we cannot consider documents that are not available in English or German, or have not been translated by a notary.

→ *For a notarial translation, you have to make an appointment with a notary, which can be associated with waiting times and costs. Please take this into account!*

→ *If you are in financial distress and cannot afford the cost of notarial translations, please contact us as soon as possible.*