

Dear applicant,

The goal of this Guide to Applying for the Social Scholarship is to help you compose your application for the Social Scholarship.

This guide is an addendum to the Sponsorship Guidelines of the Studiefonds OWL Foundation for Granting the Social Scholarship. You can find the Sponsorship Guidelines on www.studiefonds-owl.de. Please read the guidelines carefully.

IMPORTANT: Under Section 4, you can find the participation form. Please read this form carefully and send it back to us signed by post. You can find the address below.

1. **Application instructions**
2. **Information on applying by email**
3. **Privacy notice**
4. **Participation form**

Application deadline for the Social Scholarship:

Scholarships beginning in Winter semester: August 31 of each year

Scholarships beginning in Summer semester: February 28/29 of each year

1. Application instructions

Application format

All that should be sent by post is the completed and signed participation form on pages 5 and 6 of this guide. Please print it out and send sign the necessary points. Please note that Studienfonds OWL must have received your participation form by post by the application deadline (date of postmark notwithstanding). Please send the participation form to the following address:

Stiftung Studienfonds OWL
z. Hd. Frau Linda Hagemann
Warburger Str. 100
D-33098 Paderborn
GERMANY

All other application documents should be sent in PDF format (max. 5 MB) by email to the Studienfonds OWL Foundation. You must read the “Information on applying by email” starting on page 3. Also, take note that we must have received all application documents by the application deadline. Applications sent by post or on a website are not accepted. Send all of your application documents by email to:

Linda Hagemann: l.hagemann@studienfonds-owl.de.

Documents to be sent in your email application:

- Personal statement (Note: Please read the Guidelines for Your Personal Statement on www.studienfonds-owl.de.)
- Résumé
- Current photo (optional)
- High school final grade transcript (or the last prior if the final transcript is not yet available). For foreign certifications, a state-notarized translation with grade equivalents for the German school system (particularly in the format necessary for your application or enrollment at your college; if you are unsure, please ask your respective college)
- College enrollment confirmation, if available, with your current semester of study (Note: For those only beginning their studies, this will be requested at a later time if you are granted the scholarship)
- College grade transcript, if available
- If applicable: Final diploma or transcript of previous college(s) (e.g., if you've changed colleges and/or are beginning a Master's program)
- Confirmations of volunteer-based social involvement (e.g., working at religious institutions, associations, or clubs), distinctions, prizes, stays abroad, other knowledge
- Certifications and confirmation of internships and jobs
- Proof of personal, familial, or health circumstances relevant to your application.

- Proof of your financial situation by a statement of cost with supporting documents, i.e. income statements for the last three months (current proof of personal income as well as proof of parents' and/or spouse's income)
- Statement from BAföG (official confirmation from the BAföG offices either that the applicant is not receiving BAföG, e.g., letter of rejection, or of the amount of federal financial aid the applicant is receiving)

Please note:

We must receive the application documents as well as the participation form by the application deadline. Incomplete or untimely applications will not be considered.

You do not need to provide your bank account information. If the Studienfonds OWL Foundation chooses to grant you a Social Scholarship, it will request from you all information necessary to transfer the scholarship funds.

We would like you to refrain from inquiring about the status of your application. After the selection process all applicants will be sent written notification.

2. Information on applying by email

Sending attachments

Please compile all of your application documents into a **single PDF file**. This document should be no larger than 5 MB and should be named so that it is easily identifiable as your document (e.g., Lastname_Firstname.pdf). Please avoid ambiguous file names (e.g., Application.pdf). Please consider the digital size of your document when scanning or converting your files into PDF files; this can be influenced through the software used, the quality, and file compression.

How to create small PDF files:

To reduce the file size of a PDF, create and save a copy of your existing PDF, then in the printing settings reduce the DPI count, i.e., the resolution. The lower the resolution, the smaller the file size. This is easiest when you have the original file in excellent quality, then create from it a PDF with low resolution. It also works if you have only the PDF file on your computer; open the PDF with your PDF program, click on "File" and then "Print." Select from the list of printers another PDF program. In the printer setting, decrease the DPI count. This way, the quality decreases significantly, but so does the file size. Click on "Print" to create the new PDF.

Open-source program for creating PDFs: CIB pdf brewer: <https://www.cib.de/en/products/pdf-products/download.html>

Create PDFs online: <https://en.pdf24.org/doc2pdf>

Sending in attachments later

You can send us additional attachments by email after your first email, **but before the application deadline**. After the application deadline, no attachments—whether sent by post or email—will be accepted.

3. Privacy notice

The personal information you provide us will be handled confidentially and used solely to select scholarship recipients and carry out the Social Scholarship. If you are granted a scholarship, your data will be saved for six years after your scholarship has ended for these purposes. If however you are not selected for our scholarship, we will save your personal information for a maximum of 13 months. After this period, to which we are legally bound, your personal information will automatically be securely deleted from our system.

We are aware that some of the information in your applications are extremely private; some information (e.g., illnesses, migrant background) are considered special types of personal information according to § 4 paragraph 3 Data Protection Act of North Rhine-Westphalia (Datenschutzgesetz des Landes Nordrhein-Westfalen, DSGVO NRW). Your information will always be handled confidentially and protected using up-to-date security measures. Your information will be accessed and stored only within Germany.

As a matter of course, the members of the selection committees are also bound to confidentiality.

To:
Stiftung Studienfonds OWL
z. Hd. Frau Linda Hagemann
Warburger Straße 100
D-33098 Paderborn
GERMANY

4. Participation form

Important notice: The participation form is a necessary part of the application. Please send a signed original copy of this and the following page to the Studienfonds OWL Foundation.

Last name, first name: _____

Street address, line 1: _____

Street address, line 2: _____

Postal code, city: _____

Date of birth: _____

City and country of birth: _____

Nationality : _____

(planned) College: _____

(planned) Course of studies: _____

Email address: _____

I hereby confirm that the correctness and completeness of the information provided in my scholarship application as well as the authenticity of the application documents. I am aware that providing false or misleading information is valid cause to have my sponsorship revoked and that I may be obligated to repay all funds received heretofore.

Additionally, I attest to have read the privacy notice in the Guide to Applying for the Social Scholarship. I have the right to object to my data being used or stored by Studienfonds OWL; my data would then be immediately deleted and all application documents securely destroyed. Objection to store your data disqualifies your scholarship application.

Should I receive a Social Scholarship, it will be granted initially for a period of two semesters. If I continue to fulfill the application requirements, it is possible to have the scholarship extended up to the end of the standard period of study; for more information, see the Sponsorship Guidelines for the Social Scholarship on www.studienfonds-owl.de.

City, date

Applicant's signature

Sponsorship Guidelines of the Studienfonds OWL Foundation for Granting the Social Scholarship

The Sponsorship Guidelines for the Social Scholarship can be found on www.studienfonds-owl.de. Your application can only be accepted if you have read the Sponsorship Guidelines and confirmed having read and understood it with your signature.

I swear that I have read and understood the Sponsorship Guidelines of the Studienfonds OWL Foundation for Granting the Social Scholarship.

City, date

Applicant's signature