

Dear applicant,

This guide is an addendum to the Sponsorship Guidelines for granting the Social Scholarship and is considered helpful for the composition of your application. You can find the Sponsorship Guidelines on our website ([www.studienfonds-owl.de](http://www.studienfonds-owl.de)). We kindly ask you to read the guidelines carefully. Please notice the respective deadlines: August 31<sup>st</sup> for scholarships beginning in the winter term, February 28<sup>th</sup>/29<sup>th</sup> for scholarships beginning in the summer term of each year.

### **I. Application Instructions**

Applications are solely accepted online. Please fill in the online application form thoroughly. After you have completed your personal data you are required to upload necessary documents and proofs under paragraph six. Please note that only PDF files will be accepted. Please name your files as follows:

#### **1. File: Motivation\_Surname.pdf**

- Signed motivational letter stating your full name and address

#### **2. File: Curriculum\_Surname.pdf**

- Signed personal data sheet containing information about education, occupation, skills, etc.

#### **3. File: Studies\_Surname.pdf**

- Transcript of high school final grade certificate or, in case the final transcript is not yet available, the last prior. In case this applies to you, we kindly ask you to send in a copy of the latest certificate to [info@studienfonds-owl.de](mailto:info@studienfonds-owl.de) as soon as it is available
- For foreign certifications a state-notarized translation with grade equivalents for the German school system is needed (e.g. corresponding to the format required for the enrollment at your OWL university; if you are unsure, please consult your institution's responsible office)
- When appropriate, higher education qualifications of former university (applies for example in case of change of university or taking up studies for a master's degree)
- When appropriate, transcript of records and, when provided, the average grade of your recent studies. Both may be available at your examinations office (please restrain from own calculations, as these will not be taken into account)
- Certificate of enrollment ("Immatrikulationsbescheinigung") providing subject and semester of your recent studies. If not available yet, please hand in until the start of the upcoming semester

#### **4. File: Proofs\_Surname.pdf**

- Job references and/or internship certificates
- Proofs of special qualifications and/or awards, emphasizing social, political or public commitment (e.g. active participation in religious communities, social organizations, etc.)
- Proofs of personal, family and/or health circumstances when considered relevant for applying
- Proofs of your financial situation of the last three month in correspondence to the descriptions you made in the online application form. More precisely, we need proof of monthly income, assets and/or any other revenue, monthly expenses, charges and/or liabilities or loans, e.g. by handing in copies of your or your parents salary statements, bank statements, notice of orphan's allowance, income tax assessment, existing contracts or other proof supporting your financial situation
- When applicable, a notice of the granting of BAföG or its denial in case you want to make clear why you are not granted this kind of support

**5. (Optional) File: Other\_Surname.pdf**

- Other documents you consider relevant for your application

**After you have submitted your application successfully, you will receive an e-mail to your stated address as the acknowledgement of receipt.**

**Important information:**

1. We only accept applications and documents uploaded in accordance with the respective deadline. Unless we request you to, please refrain from handing in documents after the expiration date.
2. Documents must be uploaded in PDF format via the online form. Other formats cannot be opened and will therefore lose applicability for the application process. All documents must be named as stated above. Applications in hard copy will not be accepted
3. Please refrain from sending inquiries to your study admission office or department
4. Please be informed that the Guidelines for Your Personal Statement can provide assistance in the writing of your motivational letter
5. You are not required to state your bank details online. In case of approval, we will contact you in time and request all necessary details in order to process the payment

**We kindly ask you to refrain from inquiries in the meantime. As soon as the results are returned, the applicants will be informed on their application status in writing.**

**II. Data Protection Notice**

With this data protection note the Studienfonds OWL Foundation acts in accordance with the information obligation of Article 13 of the EU-data protection declaration (EU-DSGVO) and the above mentioned processing of personal data. With regard to the terms "personal data", "processing", "persons responsible" and "third parties" etc., the reader is referred to the definitions provided in article 4 of the EU-data protection declaration (EU-DSGVO).

**1. Contact**

1.1. Organization Responsible

Stiftung Studienfonds OWL  
Warburger Str. 100  
33098 Paderborn  
Tel.: 05251 / 603747  
[www.studienfonds-owl.de](http://www.studienfonds-owl.de)

1.2. Contact Person

Katja Urhahne, managing director  
E-Mail: [k.urhahne@studienfonds-owl.de](mailto:k.urhahne@studienfonds-owl.de)  
Tel.: 05251 / 603747

## **2. Processing of Personal Data and Reasons**

Please be informed that for reasons of application and selection as well as granting and administration of the social scholarships provided by the Studienfonds OWL Foundation, the collection and further processing of personal data is indispensable (mandatory details are marked \*):

### Application and Selection:

In addition to general information (name\*, date of birth\*, place of birth\*, gender\*, nationality\*, address\*, phone number, email address\*, studies\*, education, occupation, health circumstances) we collect and process valued information\* (reference of school and higher education, job references) as well as information on your factual circumstances\* (income, expenses, assets, loans).

### Granting and Administration:

Besides the above-mentioned regulations, we are furthermore to collect and process information on your bank details\* (depositor, bank, IBAN, BIC) as well as on your enrollment status\* (certificate of enrollment).

## **3. Legal Basis**

The collection and processing of personal data during the application process described above is carried out in accordance with the applicant's declaration of consent pursuant to Art. 6 (1) lit. a. EU-DSGVO. You may revoke or withdraw your permission for the collection and procession of your data at any time. The information submitted will be destroyed immediately according to data protection requirements.

## **4. Processing of Data**

The information collected by the Studienfonds OWL Foundation, emphasized under item 2, will be forwarded to the following third parties:

### Application and Selection:

The selection committee is composed of five students from the five colleges that participate in the Studienfonds OWL Foundation.

Granting and Administration:

In order to process payments, bank details will be forwarded to the bank responsible. In case the scholarship holder consents, we furthermore transfer contact details (name, email address, university, studies) to the respective sponsors.

Technical service providers may receive access to personal data solely on the basis of a contract in accordance with Art. 28 EU-DSGVO.

## **5. Processing/ Data Deletion**

When granted a scholarship, your data will be stored for the duration of six years after the funding has ended. In case your application has been unsuccessful, storing of your data will not exceed the time of thirteen months. According to data protection requirements, your data will be deleted automatically after the expiration of this date.

## **6. Your Rights as Data Subjects**

As a data subject you may at any time assert your rights granted by the EU-DSGVO:

- The right of information, if and what kind of personal data is processed (Art. 15 EU-DSGVO),
- The right to claim corrections or completion of the data relating to you (Art. 16 EU-DSGVO),
- The right to claim deletion of the data relating to you in accordance with Art. 17 EU-DSGVO,
- The right to specify restrictions to the processing of data in accordance with Art. 18 EU-DSGVO,
- The right to revoke or withdraw your permission at any time. A revocation does not affect the conformity of the data processed so far (Art. 7 Abs. 3 EU-DSGVO),
- The right to appeal against future procession of the data relating to you (Art. 21 EU-DSGVO),
- Data subjects are furthermore granted the right to file a complaint to the supervisory data protection authorities (Art. 77 EU-DSGVO). Responsible for higher education institutions:

Landesbeauftragten für Datenschutz und Informationsfreiheit Nordrhein-Westfalen

Kavalleriestraße 2-4

40213 Düsseldorf

Telefon: 0211 38424-0

E-Mail: [poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de)

### **III. Conditions of Participation**

During the application process you confirm online that all information and proofs stated are correct and complete. You are aware of the fact that in case of a false declaration the grant can be revoked and already received payments have to be returned in full amount.

Within the online application form you agree to the above-mentioned data protection note and furthermore confirm that you accept the Foundation's Sponsorship Guidelines. You can find the Sponsorship Guidelines here: [www.studienfonds-owl.de](http://www.studienfonds-owl.de).