

## Proposal of a Candidate for an Exchange Scholarship

1. Contact Person in the International Office of the Partner University:	
Surname:	First name:
Partner university:	
Telephone:	
E-Mail:	

2. I would like to suggest the following student for an exchange scholarship:	
Surname:	First name:
Sex: <input type="checkbox"/> Male	<input type="checkbox"/> Female
Address:	
Street or Post Box:	
Postal Code and Town:	
Country:	
E-Mail:	
Status: <input type="checkbox"/> Bachelor student	<input type="checkbox"/> Master student
Field of study:	
Academic Adviser at HHU:	
Stay at HHU: <input type="checkbox"/> Winter term <input type="checkbox"/> Summer term	Intended period of stay (DD/MM/YYYY) from _____ until _____
Knowledge of German: Level:	Knowledge of English: Level:

Please note:

- During his/her stay at HHU the student must continue to be enrolled at his/her home university.
- The student must have obtained his/her higher education entrance qualification outside Germany.
- The student needs to find an academic adviser at HHU who is willing to advise him/her during his/her stay in Duesseldorf.
- The student should have sufficient command of the German language in order to be able to attend courses in German (minimum level B1 according to the Common European Framework of Reference for Languages  
⇒ <https://www.daad.de/deutschland/studienangebote/sommerkurse/en/15297-common-european-framework-of-reference/>. In case the academic adviser at HHU confirms that the student can take courses in English, no knowledge of German is required. The student should then have a minimum level of B1 in English language.

### 3. Enclosed please find:

1. Motivation letter in German or English (maximum 1 page)
2. CV in German or English
3. Current Transcript of Records in English
4. Confirmation of the academic adviser at HHU that he/she is willing to look after the student during his/her stay at HHU

Date:	Signature
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Please send your proposal via e-mail to:

Heinrich-Heine-Universität Duesseldorf  
International Office  
Ms Anne Gellert  
[anne.gellert@uni-duesseldorf.de](mailto:anne.gellert@uni-duesseldorf.de)