

Report for Application: Notes of Guidance

PROMOS Scholarships

For applications for overseas student exchanges and PROMOS scholarships submitted at the Department of International Student Affairs, the report should be created using the following form. The document is required for applications and it forms the basis for the selection committee's decision on the allocation of exchange spots and the awarding of scholarships. If you are planning to apply for **an exchange and a scholarship**, you may use **(a copy of) one report for both applications**.

As the preparation of a report requires extensive work and effort, students should contact their referee as soon as possible and submit documents which provide sufficient information on the applicant, the career, academic achievements and the proposed project. Below you find a list of documents you and your referee might find helpful:

- Transcript of Records
- Résumé
- Letter of Motivation
- Description of the project (Learning Agreement, description of the internship, etc.)
- Certificates of (non-) academic achievements (internship references, proof of language proficiency, etc.)
- Information on purpose, addresses and filing deadline of the report
- Copies of other documents required for the application if these provide further information relevant to the report

Check if an **external application** at your host institution requires a letter of reference and inform your referee as soon as possible that you need a report in English in form of a letter of reference! A letter of reference in English is accepted in exceptional cases and may replace the report otherwise required for overseas exchanges or PROMOS applications. **Do not use the form for external applications and submit letters of reference only in the language of instruction or English when applying at institutions abroad!**

We ask referees to send the report straight to the Department of International Student Affairs by e-mail or mail-order.

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Report for Applications

PROMOS Scholarships

The selection process for awarding DAAD scholarships is based on the principle of academic self-government. Funding decisions for DAAD programs are generally made by independent academic selection committees. The reports, along with certificates documenting the applicant's academic achievements and the applicant's description of the study or research project, form an important decision-making basis for the selection committee's scholarship award recommendation.

Reports for applications for PROMOS scholarships have to be submitted in English. To ensure a coherent and consistent vocabulary in the report and required application documents, students should provide their referees with transcripts, résumés, letters of motivation, etc., in English (for further information see "Reports for Applications for Scholarships: Information for Students").

The Department of International Student Affairs gives its thanks to all the referees for their commitment and for supporting the students in their projects abroad!

Report about

Referee
Position
Department
University
Address

Phone
Mail

1. Since when and in what capacity have you known the student?

2. The applicant is/was among the best students/doctoral students (in %):

 5% 10% 20% 30% no statement possible

4. How would you assess the project as well as the preparation, feasibility, relevance of the same?

5. Additional information that could be of importance to the award decision:

Place, Date

Signature and Seal of the Referee