

Date of entry:

**Application for a Degree Completion Grant OR
Application for a Matching Funds Allowance**

The following documents (copies) are attached to the application form:

Please tick the boxes of the documents attached. If you cannot provide the type of documents required, please state the reason. Furthermore please attach **no original documents**.

- ☐ **passport (photo and personal data/ valid residence permit)**
- ☐ **overview of grades/ certificates (since the beginning of studies at RWTH, incl. "Vordiploms-" or "Zwischenprüfungszeugnis"; students of medicine: grades listed by the deanship)**
- ☐ **proof of exams registered**
- ☐ **proof of registration of thesis (respect. a preliminary one from your institute)**
- ☐ **lease contract**
- ☐ **bank and savings account statements of the past 3 months**
- ☐ **contract of (temporary) employment**
- ☐ **if you have any debts: unpaid bills, overdue notices**
- ☐ **if you are married: proof of financial situation of your spouse (checking account and savings account statements of past 3 months, income of past 6 months)**

Date/ Signature

Please mark with a cross!

- ☐ **Application for a Degree Completion Grant**
- ☐ **Application for a Matching Funds Allowance**

Personal Data

Name:

First name:

Marital status/ Children:

Date of Birth:

Nationality:

Gender:

Street: and number:

Room number:

Postal code:

City:

Phone:

Email:

Course Situation

Student-ID.:

Course of Studies:

Diploma:

Semesters at university:

Semesters in your study field: in WS / SS:

Date of enrolment at RWTH:

Date of enrolment in your study field:

Have you been upgraded?

If yes: to which semester?

I am still in my basic studies and the intermediate diploma is planned in the semester.
OR

I am in my main study period and finish the intermediate diploma in thesemester.

My grade completion (Diplom, Magister, Staatsexamen) is planned for thesemester.

OR My Bachelor-, Master completion is planned in the..... semester.

Grade point average for the whole study period: (add proves!)

Did you change your study field? If yes, when and why?

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Please give a short overview for your planned courses and examina during the actual and the following semester::

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Family situation and economic situation since the beginning of your studies

	Name	First Name	Age	Profession	Monthly Income
Father					
Mother					

Younger brothers and sisters / brothers and sisters in education	
Older brothers and sisters / brothers and sisters in employment	

Please describe the social and the economic situation of your family in your home country:

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	Name	First Name	Age	Profession	Monthly income
Spouse					
Children					

Does the spouse lives in the home country ☐ or together with you in one household ☐ ?

Does the children live in the home country ☐ or together with you in one household ☐ ?

Please describe shortly the financing of your studies since the beginning:

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Scholarships

Have you received any scholarships during your studies?

If yes, by which organisation?

When and with which amount?

Have you requested dispensation of tuition fees? yes ☐ no ☐

If yes, has this been admitted? yes ☐ no ☐

Specifics on the financial situation in the past 6 months (please enclose written proof/receipts!)

Income (monthly average)

Gainful employment:

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Spouse:

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Contribution by family members:

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Allowance / stipends / scholarships:

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Other income (e.g. housing or children's allowance):

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Savings / assets:

.....€

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Expenses (monthly):

Rent including attendant expenses:

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Health insurance:

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Costs of living (food, clothing)

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Other (study materials, phone, transportation):

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Debts (total amounts):

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.....€

Bank account of the applicant / the spouse

Bank Accounts:

Bank Account Number: Bank:

Bank Code Number: Actual Balance:

Date: EUR:

Savings Account:

Bank:

Actual Balance (Date): EUR.....

blocked: EUR

Why are you applying for financial support now? How do you intend to continue financing your studies?

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I hereby authorize the employees of the International Office to search my personal files at RWTH Aachen University, in particular the file at the Central Examination Office and score lists and cards of the faculty and/or institutes, as well as the file at the Personnel Office (Division of Personnel Affairs – Academic Staff). I hereby consent that the International Office confers with the *Katholische Hochschulgemeinde Aachen* and the *Evangelischen Studentengemeinde Aachen*.

I hereby declare

- that I will consecrate myself to my studies during the period of funding.
- that I will not take up any kind of employment incompatible with my study success.
- that at I am currently not receiving nor have I received any private or public funding for the same purpose and period of time.
- that I will inform the International Office if I apply for examination allowance/scholarship with another organisation for the same examination period.
- that I will immediately inform the organisation granting the allowance via the International Office of RWTH Aachen University, in case of interruption of or withdrawal from studies, part-time job or completion of studies.
- that I will submit my examination results/ certificates to the International office in case of scholarship approval after the end of the approval period.

I have been made aware that

- the commitment to report will also be maintained if I do not reach my educational objectives.
- that incomplete or wrong statements will result in the rejection of the application.
- that the approval of the scholarship will be revoked and I will be barred from further financial support.

I hereby declare in lieu of an oath that the information given above and in any documents attached or requested in relation to this declaration is to the best of my knowledge true, correct and complete in every respect.

Aachen, the.....of..... Signature:

Certificate on study results (to be filled in and signed by your Academic Advisor)

Der/ die Studierende(r)

Name: Vorname:

Matr.-Nr.:

befindet sich im Semester im Grundstudium ☐ im Hauptstudium ☐

im Bachelorstudium ☐ im Masterstudium ☐

des Studiengangs/ Studienfachs:

mit der durchschnittlichen Studiendauer von Semestern.

Im laufenden / kommenden Prüfungszeitraum können die folgenden Leistungen absolviert werden:

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Bis zum Abschluss des Studiums sind darüber hinaus noch folgende Leistungen ablegen
(stichpunktartige, zusammenfassende Darstellung):

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Aufgrund des bisherigen Studienverlaufs, der Leistungen und der Prüfungsergebnisse ist zu erwarten,
dass das Studium innerhalb der nächsten Monate erfolgreich abgeschlossen werden kann.

Er / sie befindet sich somit in der durchschnittlichen Studiendauer: ja ☐ nein ☐

Kommentar:

.....

Fachbereich/Fakultät:

....., den

(Unterschrift und Stempel)
