

## Application for a Short-term Scholarship for Post-Docs

Please note:

- 1.) Please collect all mentioned files below **before starting the application process**, which means before filling in the online form
- 2.) Please **don't** upload any **handwritten documents** (only signatures should be handwritten)
- 3.) Please **name** all files you need to upload according to the following instruction:  
**{Your last name}\_{Your first name}\_{the name of the document}**

### Checklist

of files which shall be previously collected and uploaded during the online application process

|  |                          |
|--|--------------------------|
| - Supportive statement from the employer (see <a href="#">Template in Download area</a> )  | <input type="checkbox"/> |
| - Scanned copy of PhD degree certificate   | <input type="checkbox"/> |
| - Scanned copy of PhD transcripts  | <input type="checkbox"/> |
| - Abstract of PhD thesis (see <a href="#">Template in Download area</a> )  | <input type="checkbox"/> |
| - Scanned copy of Master/Diploma degree certificate  | <input type="checkbox"/> |
| - Scanned copy of Master/Diploma transcripts   | <input type="checkbox"/> |
| - Scanned copy of Bachelor degree certificate  | <input type="checkbox"/> |
| - Scanned copy of Bachelor transcripts   | <input type="checkbox"/> |
| - Scanned copy of high school certificate  | <input type="checkbox"/> |
| - Scanned copy of the additional degree certificate  | <input type="checkbox"/> |
| - Scanned copy of the additional degree transcripts  | <input type="checkbox"/> |
| - Scanned copy of English proficiency certificate<br>(For more information see <a href="#">English language proficiency in Download area</a> ) | <input type="checkbox"/> |
| - List of publications (the 7 most important publications)   | <input type="checkbox"/> |
| - Post-Doc research proposal (see <a href="#">Template in Download area</a> )  | <input type="checkbox"/> |
| - Signed recommendation letter 1 (see <a href="#">Template in Download area</a> )  | <input type="checkbox"/> |
| - Signed recommendation letter 2 (see <a href="#">Template in Download area</a> )  | <input type="checkbox"/> |
| - Signed cover letter  | <input type="checkbox"/> |
| - Curriculum vitae (CV)  | <input type="checkbox"/> |