Checklist for documents submitted with your application to the Bonn International Graduate School for Development Research at ZEF

For a complete application you have to submit the following documents. Arrange the documents in the following order - this page on top - and send this check list on top of all documents along with your application to ZEF. This would facilitate our work! 😊

1. Checklist
2. ZEF-application form with a recent passport photo
3. Letter of application in English language (explain your motivation & carrier goals)
4. ZEF-application form
5. DAAD application form, if you are applying for a DAAD scholarship
6. Curriculum Vitae in English language
7. Graduate research statement in English language
8. Abstract of the master or diploma thesis in English language
9. Copies of all relevant academic certificates of degrees
10. List of publications (if available)
11. Certified proficiency in English – TOEFL or IELTS
12. Statement from your current employer (if employed)
13. If available a copy of a letter of award for a scholarship
14. ZEF reference form and letter of references from two referees

Title of the graduate research statement:

8. Abstract of the master or diploma thesis in English language
9. Copies of all relevant academic certificates of degrees

Master / Diploma …… □, Bachelor …… □, High School Leaving Cert…. □
Grades: ……………………./ …………………./ …………………./
Additional explanations on the documents to be submitted

All documents have to be in the English language!
Incomplete applications cannot be submitted to the Admissions Board!
Please do not staple any documents!!!

Registration number
You will get the registration number after your online registration in the intranet. Prior to sending the application documents and filling out this application form, each applicant must register online in the intranet. During online registration you will be asked to enter your personal data and information. After successful submission of your online registration you will receive a confirmation by e-mail. This e-mail message contains your registration number and all necessary information required for your application. Please note that your online registration helps accelerate the selection and admission procedure, it IS NOT a substitute for the required documents sent by air or surface mail to the program coordinator’s office.

1) ZEF application form
Is attached (see below)

2) DAAD application form
You have to submit a DAAD-form when you are applying for a DAAD-scholarship. You must be citizen from a developing country and must apply from there for a DAAD scholarship. The DAAD-form should be submitted directly to ZEF along with the other application documents. The DAAD application form is obtainable from www.zef.de or DAAD home page (www.daad.de), the German embassies or DAAD offices worldwide.

Please note when you are filling out the DAAD form: On the front page tick "Scholarship for a postgraduate course with relevance to developing countries".

For the application to our doctoral program, no prior contacts with German supervisors, academics or institutes are necessary! Guided by ZEF, the supervisors of your doctoral study will be identified later, once you are at ZEF in Bonn.

3) Graduate research statement (4 pages)
Your application must include a 'graduate research statement' that should describe a development problem which interests you and should contain research questions, proposed methods linked to the research questions and literature references (not more than 4 pages; more details on the requested design of the graduate research statement see at http://www.zef.de/application.html.

4) Copies of all relevant academic certificates of degrees obtained
A successful application requires an excellent master or equivalent degree (G.P.A. greater than 3.0 in the American system, grade better than 2.0 in the German system or equivalent) in Economics, Political Science, Agricultural and Resource Economics, Engineering Degrees, Geography, Mathematics, Natural Science or Agriculture.

If you are just finishing your MSc study, you may submit your certificate later. However, we need
the transcript of your MSc study or at least a written proof of your grades during your MSc study. Otherwise, we recommend you to submit the application one year later.

Copies of certificates should be officially authenticated. Recent experience has shown that it is sometimes difficult to get the certificates authenticated by The Embassy or Consulate of the Federal Republic of Germany or a DAAD office. In this case, we also accept simple copies or copies authenticated by other official institutions in your country, but the genuineness will be checked if you are selected for the program. All transcripts must be accompanied by an explanation of the grading system. Documents issued in other languages than German, English, French or Spanish must be accompanied by a certified German or English translation.

6) **Recommendation from two professors or supervisors**

Please ask your referees to send us a recommendation letter and/or the ZEF reference form, either directly to ZEF, or you can include it in a sealed envelope along with your application. The ZEF reference form can be downloaded from the ZEF homepage.

7) **Certified proficiency in English**

Required English language skills: IELTS (band 6) certificate or TOEFL (minimum score: 550 paper based, 213 computer based, 80 internet based). This is not necessary for applicants who have English as mother tongue or as the language of instruction at school or university (proved by the university or school). A TOEFL-test is also not necessary for German applicants.

8) **Statement from your employer**

If employed, a statement from your current employer will be helpful for your application (especially for your DAAD scholarship). They should state that they are interested in having you pursue this doctoral study and are willing to grant you leave of absence for this purpose.

9) **Additional documents**

The submission of a successful GRE ([www.gre.org](http://www.gre.org)) or GMAT ([www.gmat.com](http://www.gmat.com)) test, (especially for quantitative and analytical abilities) will enhance the chances of selection.

The applications deadlines for scholarships and admission are:
Application for Admission

The application deadline for the DAAD scholarships for the courses starting in October next year is: August 31.
Course modules start in October, yearly. A two months German language course starts in August 1, yearly.

Applicants for other scholarship schemes and with own funds may submit their application at any time.

No matter which option you choose, we need your complete application documents.
For the application to the ZEF Doctoral Studies Program, no prior contact with German supervisors, academics or institutes is necessary! Guided by ZEF, the supervisors of your doctoral study will be identified later, once you are admitted to ZEF.

Applying to the ZEF Doctoral Studies Program involves two steps:

• Online registration
• Application for Admission

At first you have to enter your data in an online registration form at http://www.zef.de/290.0.html. Then send us a hard copy of your application.

Selection is carried out on a competitive basis.

For description of programs and admission requirements, please consult the ZEF homepage (www.zef.de).

All documents, including the DAAD-application form, should be sent directly to ZEF:

Center for Development Research (ZEF)  
ZEF Doctoral Studies Program  
Walter-Flex-Str. 3  
D-53113 Bonn  
Germany  
Tel: +49-228-731794; 731727,  
Fax: +49-228-731839  
E-mail: docp.zef@uni-bonn.de
Please first read the instructions! Answer each question clearly and completely. Type or print in black or blue ink. If you need more space, attach additional pages of the same size.

If financial support from the German Academic Exchange Service (DAAD) is required, this is not the correct application form. The form for a DAAD scholarship can be downloaded from the ZEF or DAAD homepage.

1. Personal Data

Full Name (please underline the name officially used in passport. This will usually be your family name or surname).
Postal address: 
Private (residential) address: 
Telephone: 
Telefax: 
E-mail: 
Internet link: 
Place of Birth: 
Nationality: 
Male □ Female □ 
Date of Birth (day, month, year): 
Nationality at Birth: 
Single □ Married □ 
Number of children: ___
Person to be notified in case of emergency:
(Name, address, telephone, relationship)

2. Educational Record (start with institution most recently attended and work backwards, including post-secondary and post-primary education)

<table>
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<tr>
<th>Educational Institution</th>
<th>Location</th>
<th>Major Field of Study</th>
<th>Degrees &amp; Diplomas</th>
<th>Class of Degree</th>
<th>Years attended from to</th>
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3. Master thesis

Have you written a Master or Diploma thesis? Yes □ No □

The title of your Master or Diploma thesis:

If necessary, continue on a separate page.
5. Employment Record (list in reverse order)

A. Present or most recent post

Employer: 
Address of Employer: 
Type of organization: Government/Semi-government/University/Non-government/Private* 
Aims and activities of organization: 

Position held: ______________________ from(year): ___________________ to: ___________________
Location of posting: 
Description of your work, indicating personal responsibilities:

B. Previous post

Employer: 
Address of Employer: 
Type of organization: Government/Semi-government/University/Non-government/Private* 
Aims and activities of organization: 

Position held: ______________________ from(year): ___________________ to: ___________________
Location of posting: 
Description of your work, indicating personal responsibilities:

If necessary, continue on a separate page.

* Please underline those that are applicable.

5. English Proficiency
Mother tongue: ________________________________
Language(s) used as medium of instruction in secondary school: ________________________________
Language(s) used as medium of instruction in higher education: ________________________________
Other language(s) of which you have a working knowledge: ________________________________
Do you use English in your work?  Yes □ No □ Sometimes □

In order for your application to be processed you must add a proof that the medium of instruction at your school or university was English, or a certified statement from a recognized authority (e.g. TOEFL: 550, IELTS: 6, British Council) concerning your proficiency in English.

6. References

References are required from two people of high academic or professional standing who are well acquainted with you, your work and your studies. Please indicate below the names and address of those from whom we can expect to receive these letters.

Name: ____________________________________________ Address: ________________________________
1. ____________________________________________ ____________________________________________
2. ____________________________________________ ____________________________________________

You are kindly requested to ask your referees to send us a recommendation letter plus the ZEF reference form, either directly to ZEF, or you include it in a sealed envelope along with your application. The ZEF reference form can be downloaded from the ZEF homepage.

7. Other Information

Please give any information you think might be important for consideration by the Selection Committee, e.g. other experience in public affairs, relevant travel abroad.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

If necessary, continue on a separate page.

8. How did you learn about ZEF?

To help us with our promotion activities, we are interested to learn how you were informed about ZEF and its International Doctoral Program. Please indicate if this was through:

Internet / e-mail / friends / colleagues / supervisor / conference / announcement in journals and brochures (please give name: ________________________________),/
current or previous student or staff member of ZEF (please give name: ______________) or other sources _______________

9. Signature

I certify that the statements made by me in answer to the above questions are true, complete and accurate to the best of my knowledge.

_____________________________  ______________________________
(date, place)                             (signature)

10. Statement by Employer (if applicable)

_____________________________  ______________________________
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_____________________________  ______________________________

Date : ________________
Name : ________________
Position : ________________
Organization : ________________  Signature and Official Stamp

Please turn over for additional documentation that should be attached to this form.