



zef

Center for
Development Research
University of Bonn

Checklist for application at Bonn International School for Development Research BIGS-DR

1. Motivation Letter

- one page
- signed and dated

2. Funding

4.1. Funding Application via EPOS/DAAD

- signed, dated
- see Q&A for details

4.2. External Funding Application (other scholarship; self-funded)

- proof of funding by donor, amount per year and duration
- official letterhead, signed, dated, stamped
- see Q& A for details

3. Resume/CV

- signed, dated, see Q & A for details

4. Research Proposal

- not exceed 4 pages
- see Q& A for details

5. Master's thesis abstract

- one page

6. University certificates and transcripts

- copies (no notarization needed)
- accepting the documents in: Engl., German, French, and Spanish
- other languages need English translation
- for China: certificates have to be certified by APS (Akademische Prüfstelle)
- Master not older than 6 years

7. English proficiency

- IELTS Academic (minimum band score of 6)
- TOEFL iBT (minimum of 80 points)
- Other English language certification tests (CPE, CAE)
- or University waiver

8. Statement of employment

10.1. Mandatory for internal DAAD scholarship appl.

- proof of at least two years of professional work experience + state current work situation at time of application
- certificate(s) of employment that include exact position and period of employment totaling two years of professional work experience
- a letter of reference from current/most recent employer
- employer is welcome to submit *statement of employment + letter of reference*

Optional for external scholarship applicants

- statement from current employer is helpful

9. List of publication (optional)

- can also be included in CV

10. Two letters of reference are sent by referees

- stamped, dated, signed, official letterhead
- one academic + one from an employer
- academic reference letter: contact email must be the official University-Adress