



LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN

INTERNATIONAL OFFICE
INTERNATIONAL OFFICE ADVISORY COMMITTEE



Call for scholarship applications from international students / doctoral students at
Ludwig-Maximilians-Universität München

SIST LMU Study Completion Scholarship

Ludwig-Maximilians-Universität München scholarships
funded by the German Academic Exchange Service (DAAD)

The funding consists of **up to €850 per month** for a period of *up to 4 months* (subject to approval of the scholarship funds by the DAAD)

Who can apply:

Students / doctoral students (not including students on preparatory courses, exchange students, program students) who are registered at the time of application for regular full-time study programs and

- are due to complete a degree at the *Ludwig- Maximilians- Universität München* **within the coming year**
- has not taken their Abitur (higher education entrance qualification) or/and has not gained a German university degree in the Federal Republic of Germany (or in a German school in a foreign country)
- are not entitled to statutory or other financial support, e.g., BAföG
- are able to demonstrate financial need, this is assessed based on the maximum BAföG rate of € 934. In individual cases, this rate can be exceeded
- have received less than 30 months of funding or three one-year scholarships (*regardless of organization providing the funding*)
- do not earn more than 520€ per month during the duration of the scholarship
- have their residence in Germany
- have **not** received this scholarship yet.

Application documents:

1. Detailed CV
2. Letter of motivation
3. Statement of financial need
4. Two recent references from two members of LMU teaching staff (*major subject and minor subject if available*) describing the applicant's academic ability and academic achievements during one of the previous two semesters.
 - If you have **only one major**, you need **two references from that major**. If you have **two major subjects**, you need **one reference from each major subject**. If you have **one major and one or two minors**, you need **one reference from the major subject and one from a minor subject**.
 - Both references must be written or countersigned by members of LMU teaching staff.

The reference for the applicant's major subject must clearly state that the applicant will be able to complete their degree program within one year.

- The referees should send the completed reference forms by e-mail to Ms. Maj-Catherine Botheroyd-Hobohm (Gutachten.International@lmu.de) with the subject "Reference".

Deadline: see website

Please note: The International Office cannot give you any information concerning the references. Please contact your referees.

5. Proof of all completed courses (e.g., *transcript from LSF account and/or course certificates, copies of diploma*) intermediate examination certificate and similar documents as well a copy of the Bachelor certificate (*if already available*).
6. Registration certificate for the current semester
7. Copies of passport and visa
8. Marriage certificate and proof of financial need from spouse, for married applicants
9. Birth certificate(s), for applicants with children
10. Residence registration certificate (*Meldebescheinigung*) for spouse and children if they are resident in the Federal Republic of Germany
11. Spouse's registration certificate for the current semester, if they're a student at the LMU

Application period: see website

Please note:

- Applicants can submit their application documents electronically. Please ensure that the documents are **completed in full and submitted on time. Incomplete documents cannot be processed and will result in the application being rejected.** It is the sole responsibility of the applicant to ensure that all application documents are complete.
- The electronic application form will be available at the following Internet address: <https://www.efv.verwaltung.uni-muenchen.de/abschlusstipendium/ldap>
- *The International Office Advisory Committee* will decide on scholarship applications at its annual meeting; no reason for its decisions will be given. **An email will be sent to your LMU campus address in June/July informing you whether your scholarship application has been successful or not.**
- Scholarships are granted due to the availability of funding; applicants have no legal entitlement to scholarship funds.
- **Scholarships will not be awarded to applicants who are already in receipt of other funding, regardless of the source!**
- **It is not possible to SIST LMU Study Scholarship and SIST LMU Completion Scholarship at the same time.**
- Please address any queries to Ms. Maj-Catherine Botheroyd-Hobohm (Botheroyd-Hobohm@lmu.de).

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