



Checklist

HHU Mobility Grants/PROMOS

Online application via MoveON: Please upload the following documents before the application deadline

Please see the fact sheet on the homepage for information on trips to student competitions abroad and study trips.

<input type="checkbox"/>	Covering letter (max. 1 A4 page, English or German): How are the stay abroad and your studies connected? How will the stay abroad benefit your studies/career?
<input type="checkbox"/>	Certificate of enrolment or copy of your student ID card from the <u>current</u> semester.
<input type="checkbox"/>	Transcript of Records stamped by Student Services at HHU and less than five months old, with average grade where possible
<input type="checkbox"/>	Language certificate indicating language proficiency level in accordance with the Common European Framework of Reference for Languages (A1 – C2), less than two years old ; language certificates can be obtained e.g. from the HHU Language Centre. If German is the working language, stating “German” as the working language on the application form and informal proof of the working language/language of instruction (e.g. e-mail) is sufficient.
<input type="checkbox"/>	Confirmation or other proof of contact from the host institution. I.e.: You can provide proof of some form of contact with the host institution. E-mail exchange, confirmation of receipt, confirmation, etc.
<input type="checkbox"/>	Master’s students should also submit a copy of their bachelor’s degree certificate indicating the final grade.
<input type="checkbox"/>	Students of medicine should submit copies of the certificates from the 1st and – where applicable – 2nd stages of their medical exam.
<input type="checkbox"/>	ONLY for traineeships and study/research stays: Proof of existing contacts with the host institution (e.g. e-mails)
<input type="checkbox"/>	ONLY for language and special academic courses: Course programme
<input type="checkbox"/>	ONLY for SCMG (Social Competence Mobility Grants): Personal statement about your voluntary activities (online form), it is essential that you state the number of hours per week and the amount of any allowance you receive.
<input type="checkbox"/>	ONLY for SCMG: Proof from the organisation/association or similar (less than five months old) of your voluntary activities (incl. proof of the hours you have worked). At least one voluntary activity must be ongoing at the time of application.
<input type="checkbox"/>	ONLY for FMG (Family Mobility Grants): Birth certificate of the child and confirmation that your child will accompany you abroad (e.g. travel documents, proof of childcare abroad) and proof of health insurance cover for your child.




Approx. 8 weeks after the application deadline

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| <input type="checkbox"/> | You will receive a provisional grant confirmation or rejection via your HHU e-mail address. In the event of acceptance, you will receive all necessary documents/templates by e-mail. |
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Approx. 9 to 10 weeks after the application deadline

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| <input type="checkbox"/> | The grant confirmation with all relevant information and your Grant Agreement will be sent to your HHU e-mail address, together with information on the documents to be submitted and payouts. |
| <input type="checkbox"/> | Return the signed Grant Agreement by e-mail within five working days. |

4 weeks after the start of the funding period at the latest

<input type="checkbox"/>	Submit the signed Grant Agreement
<input type="checkbox"/>	Submit the Letter of Confirmation for study/research stays and traineeships . (If you have been awarded a second grant for the same stay, submitting the first confirmation of stay is sufficient. Please state this when submitting your documents).
<input type="checkbox"/>	Submit proof of enrolment (e.g. HHU card) from the semester in which the funding period starts.
<input type="checkbox"/>	ONLY for language/special academic courses: Submit confirmation of registration for the course
	<i>After you have submitted the documents, you will receive the 1st instalment of your grant (80% of the total funding amount)</i>
	We recommend that you register as a German citizen on the ELEFAND register for emergency contact provided by the Federal Foreign Office before going abroad.
Within 4 weeks after the end of the funding period	
<input type="checkbox"/>	Upload the experience report via the MoveON portal (please use the template on the website) and send an e-mail to auslandsstipendien@uni-duesseldorf.de stating that you have done so. <u>Please ensure</u> that you login with the same e-mail address as for your application. This is the only way to ensure your report can be linked to your stay.
<input type="checkbox"/>	ONLY for study/research stays and traineeships: Send the ORIGINAL confirmation of the total duration of stay to HHU, International Office, Bldg. 21.02, 40204 Düsseldorf, Germany <u>Please note:</u> The total duration of stay must be confirmed after the end of the funding period . This means that the signature on the confirmation must be dated <u>after the end of the funding period</u> .
<input type="checkbox"/>	ONLY for language and special academic courses: Confirmation of participation certificate for the entire course .
	Insofar as the actual duration of stay is shorter than the duration of stay stated in the Grant Agreement, the International Office will modify the total funding amount accordingly. Please ensure that the date of the Confirmation of Arrival and the confirmation of the total duration of stay match! Any discrepancy between the dates may result in you receiving less money.
	<i>After you have submitted the documents, you will receive the 2nd instalment of your grant (20% of the total funding amount)</i>
	If the requested documents are not submitted before the deadlines, the grant will be cancelled and you will be requested to repay any amounts already received.
	Please note that the deadlines relate to the <u>funding period</u> stated in your letter of acceptance. This means that the funding period may not necessarily match the actual duration of your stay abroad.

Changes in the event of follow-up funding for the same stay

	If you have been awarded a second/follow-up grant, the following changes apply with regard to the submission of your documents. The application process remains the same. If not listed below, you must submit the same documents as already stated. In the case of follow-up funding, you will not receive an allowance for travel costs if the funding applies for the same stay.
<input type="checkbox"/>	In the event of a second grant, you can continue to use the Letter of Confirmation from the first funding period for study/research stays and traineeships . Informing the International Office of this by e-mail is sufficient.
<input type="checkbox"/>	You should upload a second experience report via the MoveON portal. You can copy relevant information from the first experience report and add to it where necessary.
<input type="checkbox"/>	Submit the original confirmation of the total duration of stay . You must complete a second confirmation with the appropriate date for the second funding period.