In the case of a successful application, this application form serves as a contract between the applicant and the scholarship giver which is legally binding. The application form will be archived at the University of Münster. It is to be filled out with the highest accuracy and diligence. A payout of the internship is only possible if all data are filled in completely and the form at hand is signed manually by the scholarship holder.

|  |  |
| --- | --- |
| Name, First Name |            |
| Date of birth | **.** | **1** | **9** |       | [ ]  **female** [ ]  **male** [ ]  **other**  |
| Nationality/ Nationalities |       |  **Student‘s Number** |       |

|  |
| --- |
| Permanent addressCorrespondence address during the stay abroad |
| **Street** |       | **Postcode** |       | **City** |       |
| **Mobile** |       | **Telephone** |       |
| **E-Mail** |       | **WWU-Mail** |        |

|  |
| --- |
| Valid bank details in Germany |
| Bank Code |       |  |       |  |       |  |  |  |  |  |
| Bank’s name |       |
| **Account Number** |       |
| **IBAN** |       |
| **Tax Office’s number\*** |  | \* Normally four numbers (e.g. Münster-Centre: 5337). Necessary for the payment |

|  |  |  |
| --- | --- | --- |
| **I have already participated on ERASMUS** |  | **Application for a** |
| [ ]  | Study | [ ]  | Study Stay |
| [ ]  | Internship | [ ]  | practical research module |
|  |  | [ ]  | final paper |
| [ ]  | **I have alread received PROMOS support****From**      .     .     **Until**      .     .      | [ ]  | language course |
| [ ]  | **I applied for financial support for my stay abroad at a public/ private foundation**

|  |
| --- |
| **Name of the foundation:**                      |

 | [ ]  | subject course |
| [ ]  |

|  |
| --- |
| **I am currently receiving a scholarship from:**       |

 |  | [ ]  | study trip (group trip) |
|  |  | [ ]  | contest travel |
|  |  |  |  |
| Faculty you study at |       |
| **Subject** |        |  **Semestre** |       |
| **Degree** |  [ ]  Bachelor  |  [ ]  Master  |  [ ]  PHD  |  [ ]  Staatsexamen  |  [ ]  *teacher-training course* |
| **Host Institution** |       |
| **City / Country**  |      /      |
| **Address** |       |
| **Time frame**  | From |      .     .      | Until |      .     .      | = |       | Months/Days |
| **Is it a faculty cooperation?**  | [ ]  yes [ ]  no       |
| **WWU Institute**  |       |
| **PROMOS-representative\*\*** |       |

In the case of a positive notification I accept the PROMOS-scholarship of the Westfälischen Wilhelms Universität Münster founded by means of the DAAD and obligate myself

* to hand in the original Data-Sheet of Arrival/ Departure after my return. The certification can only be signed a few days before the end of the stay abroad by the host organization (predated forms cannot be accepted),
* To inform the WWU Münster immediately in writing about changes regarding my personal information (e.g. address changes, E-Mail, Banc Account etc.)
* To will guarantee for sufficient insurance coverage (liability insurance, health insurance, accident insurance) as no insurance coverage is associated with this program. I assure that no health restrictions which may be an obstacle to my intention to go abroad are present. I am aware of the fact that a fee-based travel insurance via the DAAD can be used in the case of a DAAD support (see [*http://www.daad.de/ausland/service/downloads/de/4431-versicherungen/*](http://www.daad.de/ausland/service/downloads/de/4431-versicherungen/)) but that within the frame of these insurances do NOT cover diseases which already existed at the beginning of the financial support or existed before it.
* To **not** make use of financial assistance by other scholarship givers during the period of support by the Promos scholarship which are not coordinated with my university. Furthermore, I will inform my university about possibly received payments by handing in **Annex 1.**
* to pay back the financial assistance completely if I cancel my stay abroad, break it off without consultation, or violate the mentioned obligations. I am informed about the fact that a possible recall of the money may be carried out judicially.

I am aware of the fact that if a travel warning is pronounced by the foreign office, I am called upon to cancel my plans for studying in the rescpective country or leave it as soon as possible. In such a case, the International Office reserves its right to demand the funding back (partly or totally).

I agree that my data can be used by the DAAD’s Alumni database and that it is passed on to the respective DAAD outposts or information centers in the host country for informational and statistical purposes. [ ]  no[ ]  yes

I agree to my name and e-mail being passed on to other students of this university for exchange of experiences, if requested. [ ]  no [ ]  yes

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Place, Date |  | Signature |

The university is obliged to pass on personal data of the supported students for the purpose of creating the required source and disposition statements. The demands of the Bundesschutzgesetz (BDSG) are observed.

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\*\* The number of the tax office (FInanzamtnummer)is needed by the accounting department to transfer your scholarship. Please provide us with your parents Finanzamtnummer, if you have never worked tax-based. If you are a foreign student, please write down the Finanzamtnummer of Münster (5337 [inner city] or 5336 [outer city]). You may find the Finanzamtnummer here: [**http://gemfa.bzst.bund.de/gemfai.exe**](http://gemfa.bzst.bund.de/gemfai.exe)
\*\* Please fill in your faculty’s PROMOS supervisor. An overview of the PROMOS-supervisory including contact dates can be found under [www.uni-muenster.de/international/promos](http://www.uni-muenster.de/international/promos) .