



## Graduation Completion grant for international students

The International Relations Office has limited funding available for international students. The funding is intended to provide these students with financial support during the final phase of their studies, in order to prevent students from dropping out of their current course of study due to financial difficulties.

This financial aid consists in monthly payments of approximately 300 - 400 € and is generally awarded for the lecture period of any given semester. Grants are awarded once per semester by a commission. Applicants have no legal claim to a grant of this kind.

International students in the final phase of their studies may apply for funding if they

- are able to prove that they find themselves in unexpected, short-term financial difficulty through no fault of their own and cannot seek financial support from any other source **and / or**
- need to reduce their weekly working hours in order to focus on their degree.

### Application deadline for Summer Semester 2021: Friday, 26 March 2021

#### Please submit the following:

- Application form for the graduation completion grant is available from [andrea.kumler@zuv.uni-heidelberg.de](mailto:andrea.kumler@zuv.uni-heidelberg.de) or the Service Portal, Room 33 throughout the application period of the respective semester
- Copy of your passport and current residence permit (students from non-EU/EEA states)
- Current bank statement or a copy of declaration of commitment or other documents, which were presented as part of your most recent application for a residence permit as evidence of sufficient financial means to cover your living costs
- CV detailing your education history and employment circumstances (1 – 2 pages, A4)
- Informal cover letter (max. 1 page, A4) explaining why financial assistance is required
- Current employment contracts
- Current transcript of records
- If applicable, confirmation from the Examinations Office of your **registration for the final exams**
- Recent reference letter from a professor/teacher from your major subject area. The letter may be informally formulated and should include an assessment of your academic performance. The letter may be submitted by the applicant in a sealed envelope, or may be sent directly (via internal post) to Mrs. Kumler by the professor/teacher.

#### **Please be aware that we will review the information provided and may request forms of proof.**

The submitted application and all accompanying documents are kept by the Internal Relations Office. Please therefore supply original copies only if these are explicitly requested. Please note that only the German version of the application form is legally binding. The English version is provided solely for information purposes.

Please send the required application documents **until 26 March 2021** to:  
International Relations Office, Mrs. Kumler, Seminarstr. 2, 69117 Heidelberg.

Applicants will receive written notification of the success or failure of their application in **May 2021**.

For further support programmes please see:  
<http://www.uni-heidelberg.de/university/scholarships/students.html>

## **Data Protection Declaration**

### **1. Name and address of the responsible entity**

In accordance with the data protection regulations, the following entity is responsible:

Heidelberg University  
Grabengasse 1  
69117 Heidelberg  
Germany

Heidelberg University is a public institution. Its legal representative is Rector Prof. Dr. Dr. h.c. Bernhard Eitel.

Email: [rektor@rektorat.uni-heidelberg.de](mailto:rektor@rektorat.uni-heidelberg.de)

Website: [www.uni-heidelberg.de](http://www.uni-heidelberg.de)

### **2. Name and address of the Heidelberg University Data Protection Officer**

Ass. jur. Christoph Wassermann  
Seminarstr. 2  
69117 Heidelberg  
+49 6221 54-12070  
[datenschutz@uni-heidelberg.de](mailto:datenschutz@uni-heidelberg.de)

### **3. Purpose of and legal basis for data processing**

If you decide to apply for a graduation completion grant, the personal data you provide in your application documents will be processed to assess whether a grant can be awarded and in order to contact you.

The legal basis for the processing of personal data is Art. 6, paragraph 1, letter e, as well as paragraph 3, of the General Data Protection Regulation (GDPR), in conjunction with § 4 of the Federal State Data Protection Law (Landesdatenschutzgesetz (LDSG)).

The provision of personal data is necessary for completion of the approval process. Failure to provide relevant personal data in your application documents can result in your exclusion from consideration for a graduation completion grant.

### **4. Recipients of the personal data**

Recipients of the personal data contained in application documents are the members of the Heidelberg University awards committee. In order to prevent duplication of funding, we reserve the right to enquire with other organisations (Protestant Students' Association Heidelberg, Catholic University Centre Heidelberg, Student Council of Heidelberg University, Society of Friends of Heidelberg University, student services organisation (Studierendenwerk) Heidelberg), to determine whether you have applied for and may have been awarded other grants.

### **5. Data retention period**

Personal data will be deleted following completion of the approval process. Any additional documentation of the approval process containing your personal data will be stored for three months following rejection of your grant application. This applies in each case unless prolonged retention is necessary for the defence of legal claims.

### **6. Rights of the persons affected**

With regard to your personal data, you have the right to obtain information (Art. 15, GDPR), the right to correction (Art. 16, GDPR) or deletion (Art. 17, GDPR), or to restrict the processing of (Art. 18, GDPR) or object to the processing of (Art. 21, GDPR) this data.

Additionally, you have the right of appeal to the data protection supervisory authority: the State Commissioner for the Protection of Data and Freedom of Information of Baden-Württemberg.