

Appointments

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Information

on applying for financial aid from the Ecumenical Emergency Fund

What documents are required when applying for financial aid?

Please do not let the following list unsettle you – we are here to assist you!

1. **A written request** for financial aid with a detailed explanation of why you are filing an application – with name, complete postal address, date and personal signature
2. **Curriculum Vitae** in tabular form
3. **Completed personal data sheet** (please request this from the Ecumenical Emergency Fund office)
4. **Residence status** and **passport**
5. **All bank statements from the last 3 months** (i.e. copies from 1st to 31st of each month) or proof of account movements in the last 90 days
6. **Certificate of matriculation**
7. **Personal study plan** (details of your planned course of study)
8. **Evaluation or certification of how well your studies are proceeding** – issued by the International Office at your university
9. For **repeat applications** we require **proof** of your current personal **commitment to development issues**
10. For **repeat applications: proof** of passed exams
11. In the event of **illness**, enclose a **medical certificate** with your application

Please contact us should you require any assistance during the application process.

Important: Please note that your application can only be taken into consideration when all relevant documents have been received.

Further information regarding your documents:

for 7.: Your **personal study plan** should document the current position of your studies and show their expected future progress. In this regard, a consultation meeting at the international office / Akademisches Auslandsamt at your university or with any of your professors could be helpful.

for 10.: One way of providing evidence of your personal commitment to development issues is regular attendance at ESG activities, e.g. the ESG International Evening (www.esg-hamburg.de).

This commitment can also be confirmed by **attending STUBE** events. Other possibilities are involvement with ASTA, tutoring activities and other development-policy events or projects.

On completion of your studies it is important that you send us a copy of your diploma. We require this copy so that we can submit new requests for funding. This way, the Ecumenical Emergency Fund can continue to provide financial assistance to international students in the future - also see the “mandatory statement” on the personal data sheet.

We would like to encourage you to pass on this information to other international students who you know would be eligible for aid from the Ecumenical Emergency Fund.