

Application procedure for the AFS-Scholarship Karlshochschule International University

This document is giving you an overview on everything you need to know for your application and on everything you need to hand in order to complete the application. The deadline for applying to the scholarship is April 8, 2018.

Once Karlshochschule has received your application documents, it will be examined internally and you will be invited to participate in a Skype colloquium (admission interview) if your application meets the requirements. The Skype colloquium will take place on May 2 or May 3, 2018. After the colloquium, the Admissions Committee will decide whether to offer you a place to study at Karlshochschule and whether you'll receive the scholarship. You will be informed about the results as soon as possible. If you are awarded a scholarship, you'll have 7 days to accept it

Your application documents must consist of:

1. Letter of motivation

The letter of motivation offers you the opportunity to explain why you have decided to apply for the program, why you think you will complete the program successfully and what you think your perfect role will be after graduation. The letter of motivation should be typed and cover one or two pages. Please also make sure that you are referring to the AFS scholarship.

2. Curriculum vitae in tabular form

Your curriculum vitae should present a brief overview of your life to date.

3. Hochschulzugangsberechtigung (HZB)

Anyone wanting to study at a university in Germany needs a so-called "Hochschulzugangsberechtigung" (HZB), or higher education entrance qualification. This lets applicants show that your educational background or professional qualification allows you to study in Germany, i.e. you have the necessary higher education entrance qualification to register for a course. An international higher education entrance qualification lets you study at a German university, provided that the international certificate of education is recognized as higher education entrance qualification in Germany.

4. Language requirements

Your English / German proficiency (depending on the language of instruction you choose) should correspond to a level of C1 or above according to the Common European Framework of Reference for Languages (CEFR).

5. Letter of recommendation

You need a letter of recommendation issued by the AFS office in your home country. It needs to be on AFS letterhead with stamp / seal of the organization and has to provide name and title of the person signing it. Other letters of recommendation (e.g. by schools or universities) may be provided in addition.

6. Additional certificates (internships, extra-curricular activities)

Additional certificates documenting vocational training, internships, international experience, and extracurricular commitment at school or in charitable/non A profit associations support a successful application.

7. Proof of financing (for international applicants)

In order to get a visa you must be able to prove that you can finance your studies. At least the first year of your studies must be completely financed. The German authorities assume a certain minimum amount which you must have at your disposal each month. At the moment this lies at 690 Euro per month which comes to a total of 8,240 Euro for the first year of studies. However, it is possible that proof of a higher amount might be asked for. Proof of financing can be shown in different ways. It is imperative that you enquire at the German Embassy in your country in what form the proof should be shown!

