



# Guidelines for a complete application

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(Further information can be found in the FAQ)

## Documents required:

- a) Completed online application form
- b) Curriculum vitae, including, if applicable, list of publications/lectures (max. 4 pages)
- c) Project plan (approx. 5 pages)
- d) Host's statement including confirmation of support
- e) Two to three expert reviews
- f) Certificate of the first academic degree and, if applicable, further degrees, including certified translations
- g) Transcripts (of grades) for courses attended
- h) German or English language certificate

Please note that all application documents must be submitted **in German or English**.

## From the above list applicants must upload the following documents in order to submit the application:

- a) Completed online application form
- b) Curriculum vitae, including, if applicable, list of publications/lectures (max. 4 pages)
- c) Project plan (approx. 5 pages)

## The proposed host must send the following document to the Humboldt Foundation (see below) by email, post or fax:

- d) The host must have sent his/her statement including confirmation of support by email, post or fax by the closing date for applications (see below)

## Applicants should upload the following documents using the online application form but may also send them by email, post or fax to the Alexander von Humboldt Foundation (see below):

- f) Certificate of your first academic degree and, if applicable, further degrees, including certified translations
- g) Transcripts (of grades) for courses attended
- h) German or English language certificate
- e) The expert reviews may either be uploaded by the applicant or be sent to the Alexander von Humboldt Foundation by email, post or fax by the expert reviewers themselves (see below)

**Applicants must make sure that all the required documents reach the Humboldt Foundation by the respective closing date for application at the latest.**

## Contact information:

**Email:** [info@avh.de](mailto:info@avh.de)

**Postal address:** **Alexander von Humboldt Foundation  
Selection Department  
Jean-Paul-Str. 12,  
53173 Bonn, Germany**

**Fax:** +49-228-833212

### on a) Application form

Please fill in the form **completely** and pay special attention to the following points:

- Section 14: Please list all periods of leave on the application form. We will assess whether these periods can be taken into account in calculating eligibility. Periods of parental leave after your first academic degree may influence the career-stage limit set by the programme. A maximum of two years per child will be recognised.
- Section 26: These personal details are voluntary. If your application is approved, they help to expedite delivery of the award documents.

### When planning a stay in Europe

- Please complete section 16, taking into account the information about a stay in Europe on the website (German Chancellor Fellowship: <http://www.humboldt-foundation.de/web/buka-europe.html> and International Climate Protection Fellowship: <http://www.humboldt-foundation.de/web/iks-europe.html>).
- Maximum duration of the stay in Europe should not exceed one to two months.
- If you are already considering a stay in another European country when you submit your application, please state this in your project plan. You must also send a reference or invitation letter from the institution in the other European country confirming that it will be possible for you to stay there.
- Applications for a stay in Europe are not automatically approved when a fellowship is granted. You will have to submit a separate application (no form required) to the Humboldt Foundation providing additional information once you have begun your fellowship (see Guidelines and Information for German Chancellor Fellows A9: <http://www.humboldt-foundation.de/web/buka-guidelines.html> and Guidelines and Information for International Climate Protection Fellows A.1.4.: <http://www.humboldt-foundation.de/web/icf-guidelines.html>).

### on b) Curriculum vitae

The curriculum vitae (personal data sheet), including a list of publications/lectures, should not exceed four pages. On the publication/lecture list you should include all the publications/lectures featuring your work such as published writings (in chronological order with page references), lectures, speeches and other professional appearances that substantiate your activities and achievements. Please include dates.

### on c) Project plan

- The project plan should include the following information: subject, methods, aims, bibliography and time schedule for the planned project. Please set milestones for the sponsorship period in your time schedule.
- The project plan should be approximately five pages in length.

- It should be drawn-up independently by the applicant and agreed upon with the proposed host prior to submission.
- The duration of the project is eleven months.
- **Only for International Climate Protection Fellowships:** In addition to your project plan, please describe on approximately one page how you plan to communicate the results of your project during and after the fellowship and which target groups you would like to consider in particular (communication strategy).

#### on d) Host's statement and confirmation of support

Please ask your prospective host in Germany to send a confidential statement to the Humboldt Foundation using the list of questions for the host's statement (Bundeskanzler-Stipendium: <http://www.humboldt-foundation.de/web/buka-list-of-questions-host.html>; Internationales Klimaschutzstipendium: <http://www.humboldt-foundation.de/web/icf-list-of-questions-host.html>) as well as a signed confirmation of support. Please provide your host with your expert reviews, project plan, curriculum vitae, and list of publications / lectures.

#### on e) Expert reviews

Ask for references from two or three different individuals (Bundeskanzler-Stipendium: <http://www.humboldt-foundation.de/web/buka-list-of-questions-expert-reviewer.html>; Internationales Klimaschutzstipendium: <http://www.humboldt-foundation.de/web/icf-list-of-questions-expert-reviewer.html>) who are able to provide well-founded accounts of your professional, personal and, if needed, academic background as well as your leadership skills. When choosing expert reviewers, you should seriously consider

- your current supervisor or mentor
- previous supervisors or mentors
- your mentor at a host institute if you have spent more than two months working outside of your own institution within the past five years.

#### on f) Certificate of your first academic degree and further degrees

Please submit copies of the certificate for your first academic degree and any further academic or professional degrees obtained. If the certificate is not in German, English, French, Latin, Spanish or Italian, a certified translation must be enclosed.

#### on g) Transcripts (of grades) for courses attended

Please submit transcripts (of grades) for courses you have attended and examinations you have passed. If the transcripts are not in German, English, French, Latin, Spanish or Italian, certified translations must be enclosed.

#### on h) Language certificate

Please submit a German or English language certificate, endorsed by a university lecturer in this language or by a language institute. You may use the Humboldt Foundation's "German and English language certificate" form (<http://www.humboldt-foundation.de/web/sprachzeugnis.html>).

Applicants must provide proof of their knowledge of German if this knowledge is necessary to ensure that the project can be carried out successfully. Otherwise they must provide proof of good knowledge of English unless one of these languages is their native tongue.