

## CHECK LIST AND NOTES ON APPLICATION

Please submit all required documentation **together** three months **before** your outward journey if possible. Please note that it may take up to a **minimum of eight weeks** to process your application **after** submission of the complete set of documents.

Please submit the following documents to allow us to process your application:

### Re 1. Personal information

- Updated CV
- Verified** photocopy of a valid passport showing your **personal details and your residency status valid up until departure**. The expiry date must be visible. If you have dual citizenship, please submit verified copies of **both** passports.
- Current proof of registration from the registration authorities in your place of residence. You can obtain a copy of this document from the local residents' registration office or municipal public order office, citizens' registration office or town hall, **but not from the Foreign Affairs Office (Ausländerbehörde)**. Since this document must have been issued within the previous three months you will usually need to apply for it **again** personally at the registration authorities.

### Re 2. Family members

- Marriage certificate, if necessary with a certified translation (see notes); birth certificates of your children, if necessary with a certified translation (see notes).
- Verified** photocopy of a valid passport, showing the holder's personal details and residency status valid up until departure
- Current proof of registration for your spouse and children from the registration authorities (must have been issued **in the previous three months**).

### Re 3. Qualifications

- Verified evidence** of your university/training qualifications: for example, original apprenticeship certificate, degree certificate (BA, postgraduate qualification, doctorate, *Diploma*, *Magister*). If you have not yet received the document in question, a preliminary document issued by your university or place of training will suffice.
- If you have worked in Germany: evidence from all of your employers in Germany, such as employment contracts, evidence of work as research assistant at a university, stating the timeframe and scope (number of hours worked per week).

### Re 4. Grant/scholarship

- Evidence from the institution awarding the grant/scholarship, stating the type, scope and duration of any assistance received to date. Please ask the awarding institution to certify **whether or not you are entitled to be reimbursed travel expenses, luggage transportation costs** or receive any other assistance for your return. Please also include evidence for your spouse, if applicable.

### Re 7. Support payments

- Copy of plane ticket / original invoice / e-ticket and original boarding cards with **evidence of payment** (only applicable if you are entitled to claim travel and transport costs within our programme)
- Confirmation from the registration office (Meldestelle) that you have provided notice of departure from Germany (*Abmeldung*). You can usually get this confirmation from your local residents' registration office, for example, during the week prior to your departure. Please note that we need the copy of de-registration from yourself and the family members who are travelling with you.
- Please fill out the form Confirmation of departure (please see "downloads" on the website)
- If you have a foreign bank account, fill out the form Bank data on your account outside Germany. (please see "downloads" on the website)

You can also submit these documents by post, email or fax **following** your return to your home country. Please note that you will initially have to pay the costs of your journey home (plane ticket) yourself, as we need the invoice for the plane ticket and the completed Confirmation of departure in order to reimburse you. We are currently only able to pay lump sums for travel and transport after you have left Germany.

**If you already have employment in your home country**, we require a current job description outlining the following information (**send an E-mail to CIM to receive a form for this purpose**):

- Company stamp, date and signature of the employer
- Description of the employer's area of business/sector
- Detailed job description, signed by your employer
- Date you plan to start work and term of employment contract (limited/unlimited term)
- Amount of gross monthly income in the local currency and number of hours worked per week

If you have already started work, please send us **confirmation from your employer** that you have **already commenced** your work and a copy of the contract. If you are starting a job at a later stage, please submit these documents within twelve months of your outward journey.

## NOTES ON VERIFYING DOCUMENTS

You need to verify the authenticity of certain photocopied documents. This means that copies of your passport, with information on your residency status, must have an official stamp of an institution in Germany confirming their authenticity. We do not need a legal certification. You do not have to copy blank pages of your passport and have them verified.

You can have photocopies verified at a reasonable price in the following locations: municipal administrations, municipal offices, church-run institutions, possibly also in the secretariat of a university, health insurance companies, employment agencies, banks etc. Take this application with you so you can show why you need the verification, and remember to submit your passport too. Please see our website for a download document "Verification of documents" also to take with you to the above institutions.

Alternatively, our CIM advisors in the returning countries can verify your documents under certain circumstances.

Verified documents in English do not have to be translated. For all other languages documents, such as marriage and birth certificates, must be translated and certified. Translation agencies can usually have these documents certified.