



## KU Scholarship Applications – Frequently Asked Questions

**Question:** I am currently enrolled in the DSH Intensive Course. Can I apply?

Answer: No. KU undergraduate students in their 3rd semester and master students in their 2nd semester are eligible to apply.

**Q:** I am coming to KU through an exchange program. Can I apply?

A: Yes.

**Q:** What is an academic reference letter/ letter of recommendation?

A: The letter of recommendation must be written by an instructor in your program at the KU, such as a professor. This person should be able to evaluate you academically, for example, because you have taken one or more courses with them. If you are a master's student in the first semester, please ask a professor at your previous university to issue a reference letter directly to the International Office.

**Q:** In which language should the recommendation be written?

A: English or German.

**Q:** What if I cannot find a KU professor writing a recommendation letter or me because I am only in the first semester and do not yet have any grades?

A: If you are a first-semester master's student, please submit either an employment reference (if you worked between your bachelor's and master's program) or an academic reference letter from a professor in your bachelor's program (if there was no gap between the two programs).

**Q:** Are my chances better if I send two letters of recommendation?

A: NO! On the contrary. It is unusual to commission more than the number of reviews requested in the call for proposals, as this creates unnecessary extra work for the instructors.

**Q:** How should the letter of recommendation be submitted?

A: The letter of recommendation must be written and signed on the faculty member's official letterhead. The letter of recommendation must be sent DIRECTLY to the International Office (the easiest way is by email to [incoming@ku.de](mailto:incoming@ku.de)).

**Q:** What happens if the letter of recommendation is not received by the application deadline?

A: Your application will not be considered unless it is complete. Be sure to request the letter of recommendation on time (at least 4 weeks before the application deadline). Do not put pressure on faculty by asking for a review on short notice.



**Q: I do volunteer work in addition to my studies, is that an advantage?**

A: We value volunteer work both inside and outside of KU. However, you will need to provide proof of this commitment in the form of a letter from the organization you are working for. Volunteer work that is only mentioned but not documented will not be considered.

**Q: How long will it take to find out if I have been awarded a scholarship?**

A: Depending on the number of applications received and the budget situation, the process may take several weeks. We ask that you please refrain from making inquiries.

**Q: What grade point average should I include in my application?**

A: If you have an official transcript from the KU, please use the grade listed on it. If you are in your first semester of a Master's program and do not have a transcript from KU, please enter the grade from your Bachelor's degree. This should be converted to the German grade using the [Bavarian formula](#).

**Q: Can I apply if I already have a scholarship from another institution?**

A: Yes, if it is a partial scholarship. However, you must indicate the exact amount and duration of the scholarship.

**Q: I received a scholarship last semester. Can I simply request an extension?**

A: If you have already received the scholarship, you can apply again. However, this is not an application for an extension - you must submit a completely new application, so there is no automatic extension of your funding.

**Q: I work part-time, can I still apply?**

A: Yes, please state exactly how much you work and how much you earn each month. If you fall below the assessment threshold stated on the application form, you can still apply.

**Q: Can I apply if I am planning a semester abroad during that time?**

A: No. The scholarship is only available to students whose main place of residence is in Eichstätt or Ingolstadt during the funding period. A stay abroad will result in exclusion from the selection process.

**Q: What is a letter of motivation?**

A: In your letter of motivation, you should explain why you, of all people, should receive the scholarship. It is best to use the selection criteria in the call for applications as a guide. The letter of motivation should be one to a maximum of two pages long and signed by you.

**Q: I have applied for the scholarship but received a negative notice. Can I ask about the reasons?**

A: No. The International Office does not disclose reasons for not awarding funding to students. We understand that this can be frustrating, but please rest assured that the selection process is conducted with great care. Students are ranked based on the **selection criteria as well as the formal accuracy** of their application. The number of applicants per scholarship varies, which also affects the competitiveness of the selection process.



## International Office

**Q: What does formal accuracy mean?**

A: Before submitting your application, please make sure you have carefully read the call for applications and these FAQs and have uploaded all required documents in the specified format. This means checking whether you have signed the necessary documents and uploaded the correct files (e.g., official Transcript of Records or official enrolment confirmation). The International Office does not pre-check applications, and incorrect or incomplete applications will be excluded without further notice.