

## Checklist – PROMOS Application Documents

Documents to be submitted	✓
<b>Report from Lecturer</b>	
<ul style="list-style-type: none"> <li>• The name of the university lecturer must be communicated to the International Office in good time before the end of the application deadline. The lecturer report <b>must be submitted by the lecturer directly to the International Office by 15 November or 15 May.</b></li> </ul>	
<b>General application documents</b>	
<ul style="list-style-type: none"> <li>• signed PROMOS application form (generated from the online application)</li> </ul>	
<ul style="list-style-type: none"> <li>• Letter of motivation</li> </ul>	
<ul style="list-style-type: none"> <li>• Curriculum vitae in tabular form</li> </ul>	
<ul style="list-style-type: none"> <li>• Transcript of records (recent grades) of Hochschule Magdeburg-Stendal with academic progress confirmed by the examination office</li> </ul>	
<ul style="list-style-type: none"> <li>• Abitur certificate or other university entrance qualification (if enrolled in a Bachelor's programme) or Bachelor's degree certificate (if enrolled in a Master's programme)</li> </ul>	
<ul style="list-style-type: none"> <li>• Proof of language skills</li> </ul>	
<ul style="list-style-type: none"> <li>• Statement of income during the stay abroad and previous funding received</li> </ul>	
<ul style="list-style-type: none"> <li>• Proof of nationality (e.g. passport copy)</li> </ul>	
<ul style="list-style-type: none"> <li>• Current certificate of enrolment of Hochschule Magdeburg-Stendal</li> </ul>	
<ul style="list-style-type: none"> <li>• proof of social or extra-curricular commitment</li> </ul>	
<b>Additional documents for INTERNSHIPS</b>	
<ul style="list-style-type: none"> <li>• Internship confirmation (<i>or in advance informal letter</i>)</li> </ul>	
<b>Additional documents for STUDY VISITS</b>	
<ul style="list-style-type: none"> <li>• Letter of admission</li> </ul>	
<ul style="list-style-type: none"> <li>• Detailed study plan stated in letter of motivation</li> </ul>	
<ul style="list-style-type: none"> <li>• Learning Agreement</li> </ul>	
<b>Additional documents for LANGUAGE or SPECIALIST COURSES</b>	
<ul style="list-style-type: none"> <li>• Confirmation of registration</li> </ul>	
<ul style="list-style-type: none"> <li>•</li> </ul>	

For details of the individual documents, please see the call for PROMOS: [www.h2.de/promos](http://www.h2.de/promos)

Please submit your application solely via the application portal „Mobility Online“. All application documents (except for the lecturer report) must be uploaded in one pdf-file to the application portal.

**PROMOS contacts in the International Office:**

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