

Please send your **original** application documents by post:

Albania SurPlace Scholarships  
 Dr. Eda Terezi  
 c/o DIHA German Association of Industry and Trade in Albania  
 Rr. Skenderbej 4/7  
 Tirana

And by e-mail:  
[terezi@wusgermany.de](mailto:terezi@wusgermany.de) and [loch@wusgermany.de](mailto:loch@wusgermany.de)

## Application for an Albania SurPlace Scholarship

For WUS use only:

ALB-Number:

Application-Date:

### 1. Applicant

male:

female:

Surname:

Title:

First name:

Date of birth:

Place/country of birth:

Nationality:

Address:

Street:

Town:

Tel.:

Mobile:

Email:

Please insert a current picture of yourself

### 2. Educational background:

#### 2.1 Education (University or college, degree obtained, year):

  
  


Highest degree completed:  Doctorate \_\_\_\_\_  Master \_\_\_\_\_  Bachelor \_\_\_\_\_  Other \_\_\_\_\_

Expected date of graduation: \_\_\_\_\_ (Month/Year)

#### 2.2 Professional occupation (including student jobs, internships. Please mention the name of the institution/company, your position and the year of this occupation):

**2.3 Command of language**

German:  good       fair       poor

Englisch:  good       fair       poor

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**Other languages:**

:  good       fair       poor  
:  good       fair       poor  
:  good       fair       poor

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**3. Motivation-letter**

Please describe your desire/plan/objective at the beginning of the scholarship. One of the criteria to be awarded the scholarship is that you express your potential to obtain good job opportunities afterwards. Please outline your future career plans or intentions, and explain how you will achieve your professional goals:

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**4. Application for the scholarship**

(How do you intend to implement your plans? How do you think to benefit from the Internship and the accompanied seminars and coachings in relation to your setting of priorities.)

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or

**5. Application of former Students in Hesse, Germany**

**5.1 Study / professional profile:** (Please give information about your former study or profession in Hesse, as well as the duration and time (month and year) of your stay)

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**6. Further Details:**

6.1 Active memberships, special interests, or extracurricular activities:

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6.2 Any other relevant educational, academic and professional experience or training:

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6.3 The scholarship application was suggested by: / I got the information from:

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**7. Other support**

7.1 My education in Albania was/is financed by a grant from  
(Name of organization, duration of grant)

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7.2 I have already stayed / studied abroad  
(Place/country, type of your stay abroad, organization, duration):

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If you have received assistance from other organizations during your stay abroad, please state the type and duration of assistance:

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**8. Declaration**

I hereby declare the information given above and in the appendices to be true and complete. I have been informed that this application can only be accepted when all documents in section 9 have been submitted. I confirm that I am aware of and accept the terms and conditions of the surplace-program.

I agree to the storage of all data contained in this application form and the appendices by WUS and all other parties involved with the processing of this application, and that this data as well as the decision about the application, including reasons for the decision, may be passed on to all parties involved in the implementation of this programs as well as those persons/institutions required for the decision making and also to the State Audit Office.

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Place, Date

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Applicant's signature

**9. Application checklist**

Please note that processing your application is not possible without all these documents. Thank you.  
Please send your application in English. **Please include the complete documents.**

<b>Application documents</b>	<b>attached</b>	<b>will be submitted later</b>
1. CV (English) in tabular form (personal data sheet) until the day of application	<input type="checkbox"/>	<input type="checkbox"/>
2. School, further education and training certificates, certificates of other activities	<input type="checkbox"/>	<input type="checkbox"/>
3. Photocopy of a valid passport or ID-Card	<input type="checkbox"/>	<input type="checkbox"/>
4. Certificate of enrolment at current University (minimum Bachelor Certificate)	<input type="checkbox"/>	<input type="checkbox"/>
5. Professor's recommendation for a grant (in English or Albanian)	<input type="checkbox"/>	<input type="checkbox"/>
6. Copies of the proof of English language skills	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Internship contract</b>		
<b>Minimum content</b> of Internship contract (3 to 6 months in the period from August 2019 to February 2020):		
• Name and Address of Company / Organization		
• Name and Address of Participant	<input type="checkbox"/>	<input type="checkbox"/>
• Start and Final Date		
• Working-Hours per Week,		
• Internship activity (Short information about the planned activities during the internship)		

**8. Documents related to the particular type of scholarship**

Career selection grant – Motivation Letter

- (Please describe the steps you intend to take for your future professional career and in how far this scholarship will help you achieve these milestones) (max 2 Pages)

**OR**

Business start-up grant – Motivation Letter

- (Please describe your start-up idea. If you still have to design your proposal, please describe the field you would like to set up business in) (max 2 pages)

**Documents related to scholarship for former students in Hesse/Germany**

- Distribution of old enrolment certificate (Hessian University) (copy of student card)

**Please inform us, if you need help to find a company or organization for the internship?**

(Please describe what kind of job you are looking for und what kind of effort you have made to find an internship organization)

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**Please send the original application documents not later than the 15<sup>th</sup> of August 2019**

By post and e-mail to:

Only by e-mail to:

**Office in Tirana:**  
Albania SurPlace Scholarships  
Dr. Eda Terezi  
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Internet: [www.wusgermany.de](http://www.wusgermany.de)

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