

Baden-Württemberg-STIPENDIUM 2018/19 for exchange students

Dear partner institution,

We are pleased that your university will be part of the Baden-Württemberg-STIPENDIUM global network in the 2018/19 academic year and look forward to welcoming students from your institution here in Baden-Württemberg.

The Baden-Württemberg-STIPENDIUM scholarship program for university students is dedicated to promoting a global exchange of high-achieving students from Germany and around the world. Each year, the German foundation Baden-Württemberg Stiftung makes it possible for nearly 1,200 students from all over the world to study abroad for a period of 3 to 11 months through the Baden-Württemberg-STIPENDIUM program. Scholarships are generally awarded in equal part to students from Baden-Württemberg and students abroad.

The Baden-Württemberg-STIPENDIUM program was launched in 2001 as a flagship initiative of the Baden-Württemberg Stiftung and has since awarded scholarships to over 14,000 young women and men from around the globe.

Since the 2012/13 academic year, the Baden-Württemberg Stiftung unveiled the online portal BWS-World, simplifying the process for both applicants and program administrators. The portal forms part of the quality assurance program and complies with current data privacy regulations. BWS-World also helps establish and maintain the international network through which Baden-Württemberg-STIPENDIUM scholarship recipients and alumni can keep in touch.

This gives scholarship recipients from your institution the opportunity to contact their fellow students even before arriving in Germany. They also have the opportunity to get to know the university where they will study and learn about events hosted by Baden-Württemberg-STIPENDIUM.

Please note that all applications for Baden-Württemberg-STIPENDIUM scholarships must be submitted through the BWS-World online portal. Please contact your partner institution in Baden-Württemberg for information on how applicants can register with BWS-World and to get details on the application process, application deadlines, and document requirements.

The Baden-Württemberg Stiftung advocates a vital Baden-Württemberg with a high quality of life for all its residents. It helps pave the way for advanced technological progress, high quality education, and a responsible relationship with fellow human beings. The Baden-Württemberg Stiftung is one of the major foundations in Germany.

We and our Baden-Württemberg-STIPENDIUM partners would like to take this opportunity to welcome all the new scholarship recipients to Baden-Württemberg.

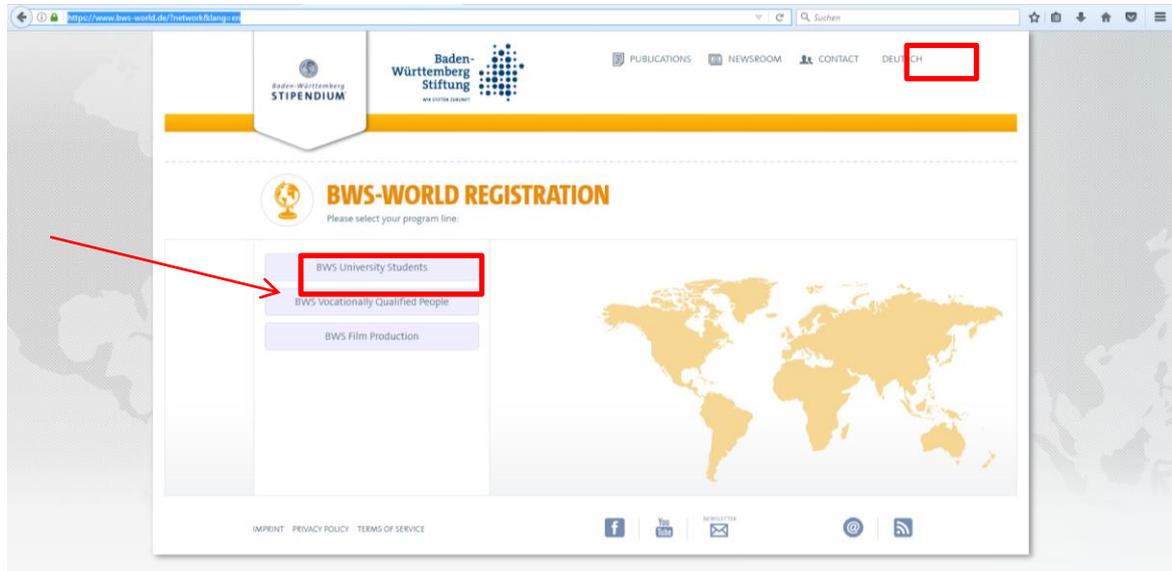
Sincerely yours,

Baden-Württemberg Stiftung

Application and Registration for Baden-Württemberg STIPENDIUM (Scholarship) for exchange students:

1. Registration for the internet platform BWS World:

Open the website: <https://www.bws-world.de/?network&lang=en>



Se-

lect BWS University Students and your preferred language by clicking on the German or English flag in the upper right corner of the page.

Complete the registration form (Information marked with “*” is obligatory and has to be completed in order to finalize the application).

As “Guest University in Baden-Württemberg” please select “Pädagogische Hochschule Karlsruhe” (Please be aware that there are several “Pädagogische Hochschule”, make sure you chose the one in Karlsruhe!).

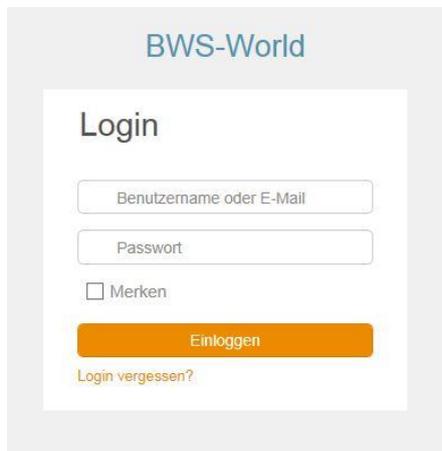
Read through the “Term of use” and the “Privacy policy”, which can be found at the end of the website and confirm that you’ve read and do agree to these documents by clicking the box “I have read and I agree to the terms of use and to the privacy policy.”

Click “Send”; your registration will be confirmed by an e-mail send to your e-mail-address mentioned above. The e-mail will contain your username and password.

Please follow the instruction from the e-mail to complete your registration for BWS World.

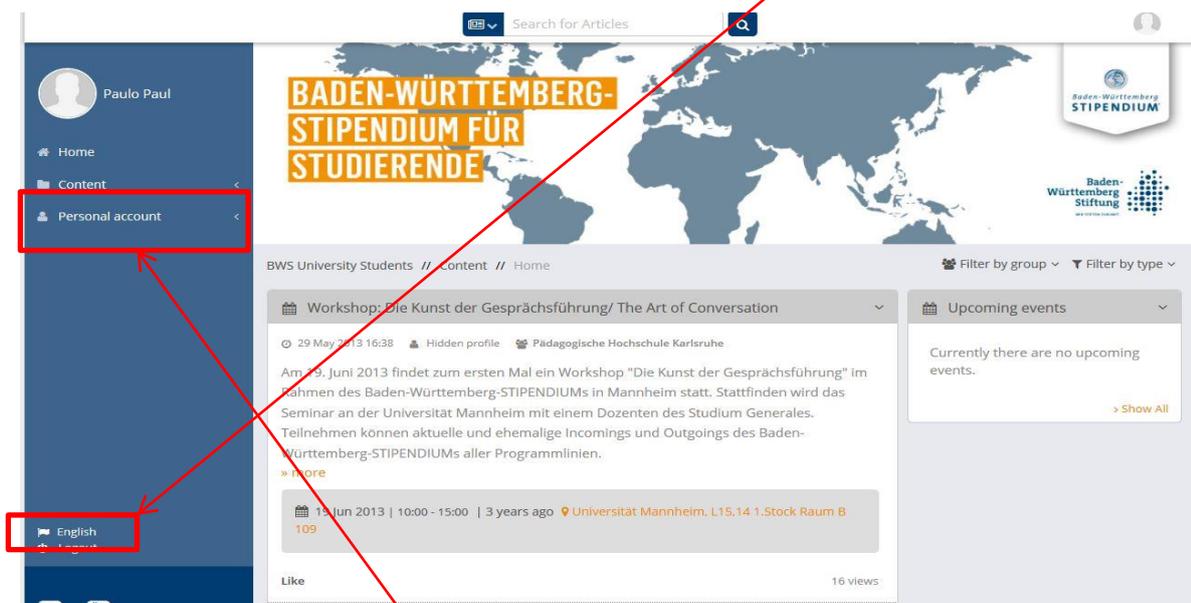
2. Fill in your application

Open the website: www.bws-world.de (use of Mozilla Firefox is recommended – Internet Explorer might cause problems)



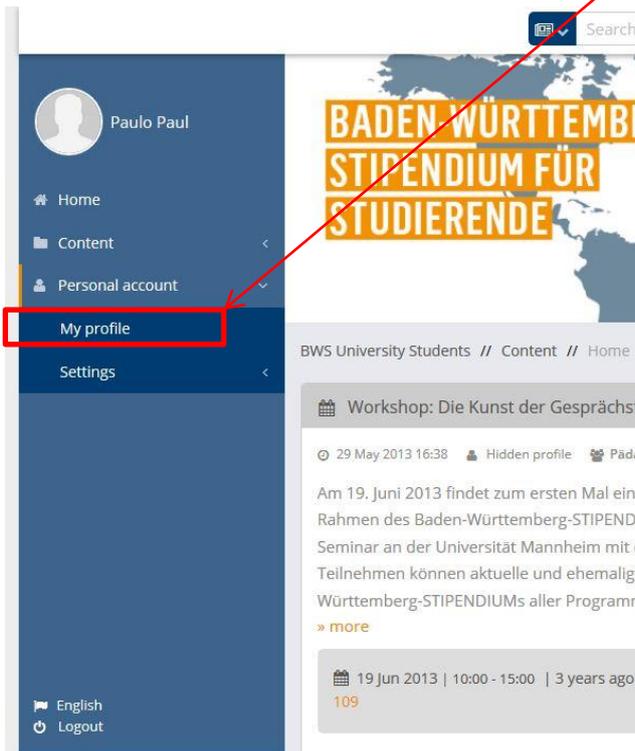
Enter your username (“*Benutzername oder E-Mail*”) and password sent to you after your registration (see above). Click on “Einloggen” to log-in.

Once you are logged-in, you will be able to choose a language (English or German).

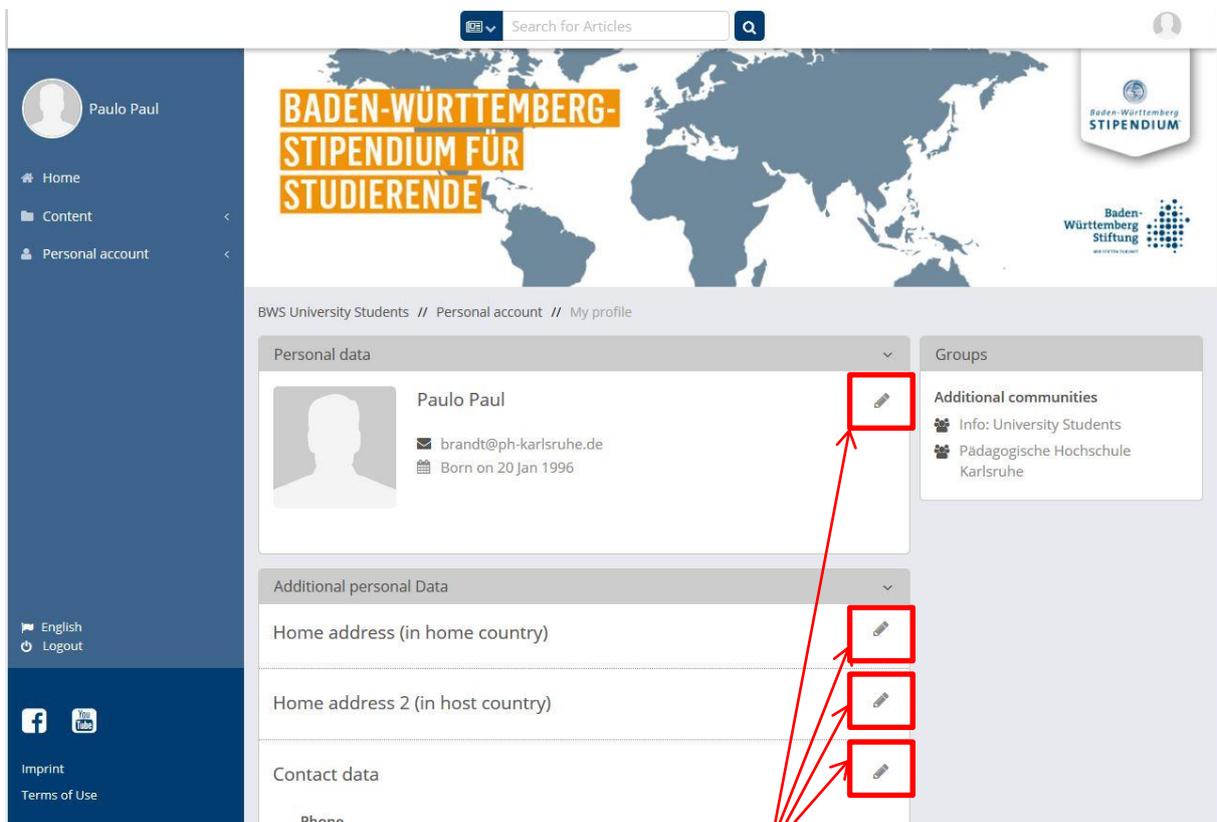


Your next step: Complete your profile

Click on “Personal Account”, then select “My profile”.



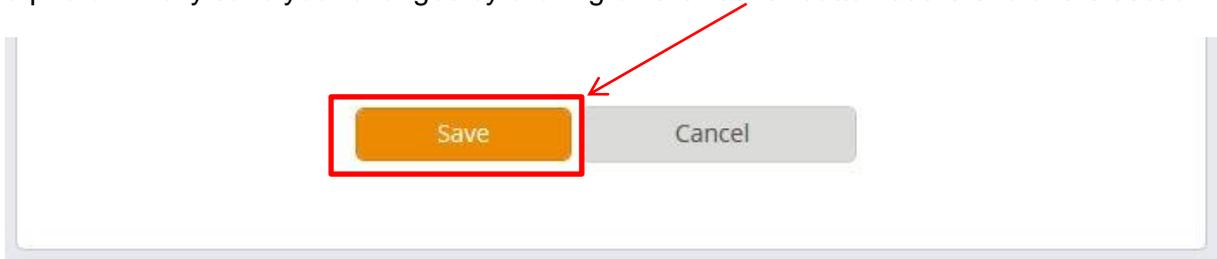
Start to edit your profile, all obligatory entries are marked by *. If necessary, you can log out at any time and come back to complete your profile later on by logging in once again on www.bws-world.de. Just make sure, that you save all of your data already entered by clicking on the “Save” button under each section.



Starting editing the different sections by clicking on the small pencils on the right-hand side.

Edit “Personal Data:

Start with the section “Personal Data”: Most of the information should already be provided from your registration process. Please verify that everything is alright. If you like you can add a photo. Finally save your changes by clicking on the “Save” button at the end of the section.



Edit “Additional personal Data:

Then continue with the next section “Additional personal Data”, by entering your “Home address (in home country)”. No matter if you enter your address on campus or your address back home with your parents, please make sure to keep this address up-to-date. It will for example be use to send you your final certificate after you successfully completed your stay in Karlsruhe). Street, Zip Code, City and Country are mandatory fields. Activate the option “Preferred address”. The option “Set as preferred billing address is not relevant for you and your application. Save the insert data.

A screenshot of a form titled "Additional personal Data". The form contains several input fields: "Home address (in home country)", "Street*", "Address Suffix", "Zip Code*", "City*", and "Country*". Below these fields are two checkboxes: "Preferred address" and "Set as preferred billing address". At the bottom of the form are "Save" and "Cancel" buttons. A red box highlights the "Home address (in home country)" field, and a red arrow points from the text above to it.

You can as well enter a second home address, which will be your home address during your stay in Karlsruhe. If you don't know you Karlsruhe address, yet, just leave this section blank. It is not relevant for your application and can be added after your arrival in Karlsruhe.

A screenshot of a form showing a single input field labeled "Home address 2 (in host country)". The field is highlighted with a red rectangular box, and a red arrow points from the text above to it.

As the next step please enter your current phone number by editing the section “Contact data”.

The screenshot shows a form titled "Contact data" with a pencil icon in the top right corner. The form contains several input fields: "Phone*" (highlighted with a red box), "Mobile phone", "Fax number", "Email address 2", and "Website". Below the fields are two buttons: "Save" (highlighted with a red box) and "Cancel".

Edit “Education”

Save your data and move on to the next section “Education”. Click on the pencil and edit your “Academic data” by choosing the right entry from each drop-down menu for each item.

The screenshot shows a form titled "Education" with a pencil icon in the top right corner. The form is divided into sections: "Academic data" (highlighted with a red box), "Home University (Continent)*", "Field of Study (Home University)", "Semester*", "Guest University (Continent)*", "Host country field of study*", "Field of study / specialization", and "Matriculation Number". The "Academic data" section contains several drop-down menus and a list of fields of study.

Start by selecting the continent of your home university, then the country, then the city and finally the name of your home university from the different drop-down menus. (If your home university isn't mentioned in the drop-down option, please inform us by e-mail. (aaa@ph-karlsruhe.de).

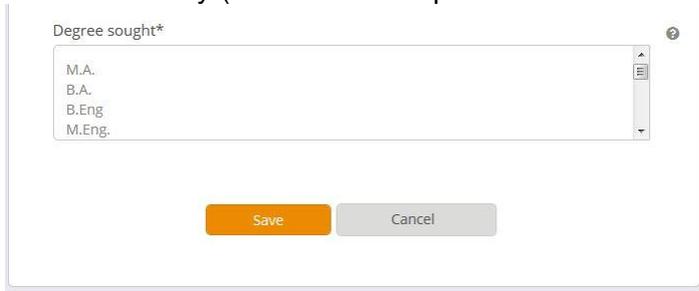
Choose a “Field of Study” that fits best to your current study program at you home university.

Enter the semester you are currently studying in.

For “Guest University” please chose “Europe”, then “Germany”, then “Karlsruhe” and finally “Pädagogische Hochschule Karlsruhe” from the drop-down menu. Save your changes by using the “Save” button.

“Field of study / spezialisation” and “Matriculation Number” are not required.

“Degree sought”: Please choose the degree you are currently seeking with your study at your home university (or at least the option that come closest to that degree).



Degree sought*

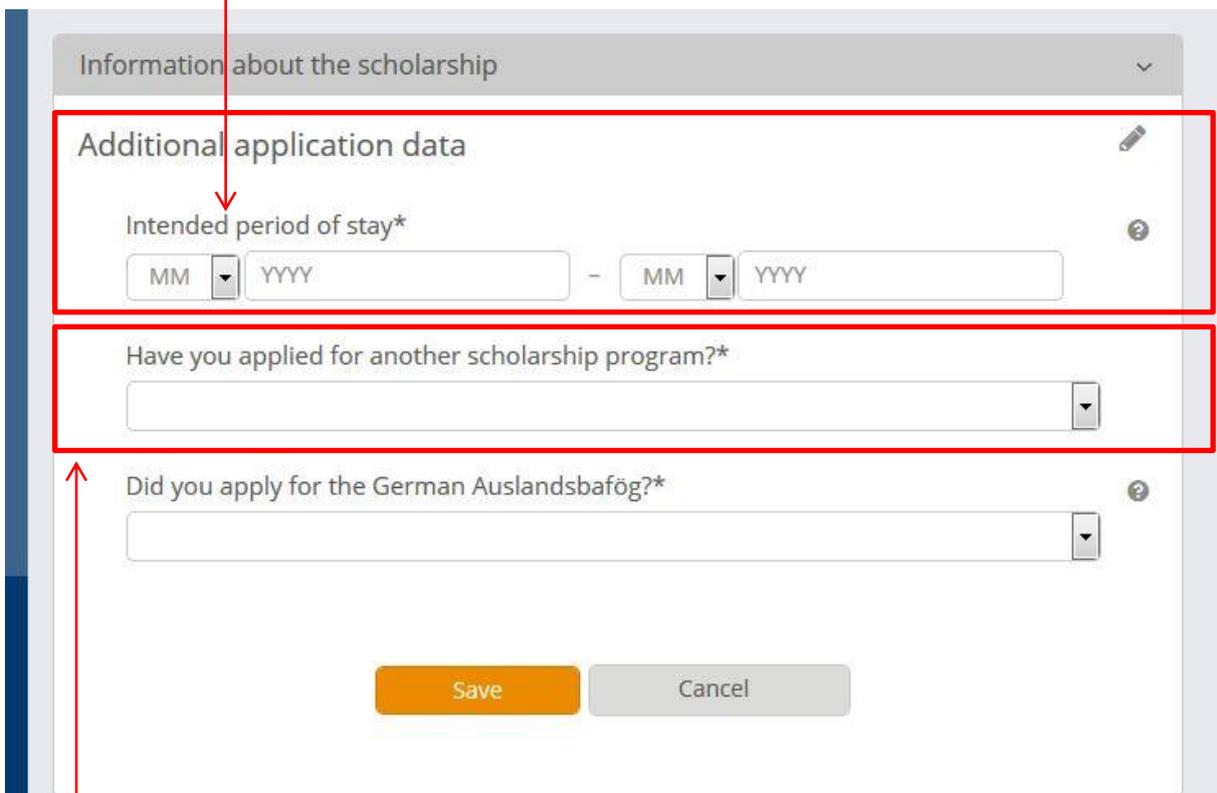
M.A.
B.A.
B.Eng
M.Eng.

Save Cancel

Don't forget to save your changes!

Edit “Information about the scholarship

For “Intended period of stay” please select the month and then the year from the drop-down menu which correspond to your planed beginning of your stay in Karlsruhe. Afterwards select the month and year the end of your stay in Karlsruhe.



Information about the scholarship

Additional application data

Intended period of stay*

MM YYYY - MM YYYY

Have you applied for another scholarship program?*

Did you apply for the German Auslandsbafög?*

Save Cancel

Indicate if you have applied and or receive another scholarship for studying abroad.

For the question “Did you apply for the German Auslandsbafög?” please select “No” from the drop-down menu.

Save your changes by clicking “Save”.

Edit "Documents"

Please upload here only the following three following documents as PDF:

- Letter of Motivation (max. 1-2 pages; explain why you would like to study in Karlsruhe and your motivation to apply for the Baden-Württemberg STIPENDIUM; which academic aims are you hoping to achieve during your stay abroad?)
- Keyword Résumé/Curriculum Vitae
- Transcript of your grades (please attach only your most recent transcript of grades from your current university).

Upload these documents by clicking on the button beneath each item.

The screenshot shows a web interface titled "Documents" with a sub-header "Documents". It lists several document categories, each with a "Durchsuchen..." (Search) button and a status indicator "Keine Datei ausgewählt." (No file selected). The categories are:

- Letter of motivation* (highlighted)
- Résumé / Curriculum Vitae* (highlighted)
- Transcript of grades* (highlighted)
- Further certifications
- Letter of recommendation
- Language proficiency

Red boxes highlight the "Durchsuchen..." buttons for the first three categories. Red arrows point from a common point above the "Transcript of grades*" button to each of these three highlighted buttons.

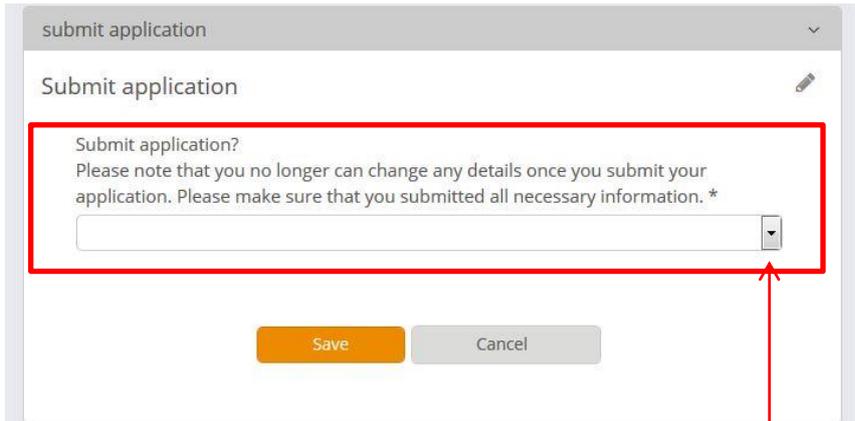
Except from these three documents no other documents are needed to complete your application!

Click once again "Save" to save your changes.

Send your application

When you have completed all sections as mentioned above, please check once again that your entries are correct.

If everything is alright, scroll back to the end of the page to the section “submit application”.



Answer the question “Submit application?” by selecting “Yes” from the drop-down-menu. Press the “Save” button.

Well done! Your application has now been send to us.

You will be notified by the Scholarship Provider, the Baden-Württemberg Stiftung, when you have official be selected for the Baden-Württemberg STIPENDIUM. We expect the Scholarship Provider to follow our pre-selection of international students from our partner universities. The Scholarship will be about 500 EURO per month.

The results will be sent to you directly through the platform www.bws-world.de. A notification will be send to your e-mail-address you entered on www.bws-world.de. When you receive the notification, please read through it carefully, log-in on www.bws-world.de to access the full message and the document you need to sign to accept the scholarship. Please upload the signed document on www.bws-world.de and hand in the original version to our office latest by your arrival in Karlsruhe.

The scholarship will be paid monthly to the Bank account you are going to open with a German bank in Karlsruhe. Please note, that the first rate of the scholarship will only be paid to you after you arrived in Karlsruhe and have opened a bank account (so normally several days after your arrival). As soon as the bank account is open, please insert the details of your bank account in the corresponding fields at the platform.

Please make sure that you have enough money with you to pay the students fees, the deposit and first rent for your room and for your personal needs.

If you have any problems with your application, please contact our office by e-mail (aaa@ph-karlsruhe.de) or phone +49-721-925-4221 or +49-721-925-4222.