



Scholarships for students and doctoral candidates at Johannes Gutenberg University (JGU) Mainz with family responsibilities

Emergency aid fund for students and doctoral candidates at Johannes Gutenberg University (JGU) Mainz with family responsibilities

Please fill out the form electronically.

Please submit by post or e-mail to:

Johannes Gutenberg-Universität
Familien-Servicebüro
Forum universitatis 3 (Raum 00-312)
Saarstraße 21
55099 Mainz
e-mail: familien-servicebuero@uni-mainz.de

- I hereby confirm that I have read and understood the concept paper „scholarship | emergency aid fund for students and doctoral candidates with one or more children and/or care responsibilities“ and find myself in an economic emergency. An economic emergency exists if the income available (net income including assets, grants from third parties, without deduction of liabilities, such as insurance, visa, rent) does not cover the student's needs according to §13 BAföG.

The existence of an economic emergency is a mandatory requirement for both funding options. Funding can only be granted within the limits of funds available. For this reason, there is no legal entitlement to funding.

Application for

- Scholarship _____ euro Emergency aid fund of (max. 1000 euro):

1) Personal Details

Applicant

- Parent Person having custody Care giver

Last name

First name

Street, house number

Zip code, city

Telephone/mobile number

E-Mail

Date of birth

Nationality

2) Bank Account Details

Account holder

(must match the name of the applicant)

Name of the bank

IBAN

BIC

3) Informationen about family responsibilities

3.1) Children

If you have more than four children, please indicate their full first and last names and dates of birth on the back (please attach birth certificates).

First and last name of the 1st child
(please attach birth certificate)

Date of birth

First and last name of the 2nd child
(please attach birth certificate)

Date of birth

First and last name of the 3rd child
(please attach birth certificate)

Date of birth

First and last name of the 4th child
(please attach birth certificate)

Date of birth

3.2) Pregnancy/upcoming parenthood

Estimated date of birth: _____
(Please submit a copy of your maternity records or medical certificate)

3.3) Relatives in need of care

If you are providing care for more than one person, please list them on the back with their full first and last names and attach the required supporting documentation.

First and last name of the person in need of care

(Copy of the care classification notice which names you as the caregiver as well as proof of the time required for care issued by the medical care service. In the case of temporary illness/care that does not require a care classification notice, please submit a medical certificate).

4) Information on the applicant's studies/doctorate

(Please submit a current enrollment certificate for the semester you are applying for)

First degree course of study: _____

Estimated graduation date: _____

Second degree course of study: _____

Estimated graduation date: _____

Doctorate in the subject: _____

Enrolled as doctoral student yes no

(if you are not enrolled, please submit your official notification of acceptance and registration as a doctoral student)

Estimated date of completion of doctorate: _____

5) Information on employment or training relationships

Are you currently employed?

yes yes, at JGU yes, with another employer

_____ hours/week

no

Have you already completed a training or a course of study/sections of study? If yes, which ones?

no yes: _____

6) Information on the applicant's income (In case of irregular payments, please enter the average amount of the last three months and submit supporting documentation)

Amount of current savings (at the date of application): _____ euro

Maintenance paid by the parents or other persons (including own child support) _____ euro

BAföG: _____ euro Pensions/allowances: _____ euro Salary: _____ euro

Parental allowance/*ElterngeldPlus*: _____euro Child benefit for own child: _____euro

Housing benefit: _____euro Child supplement (*Kinderzuschlag*): _____euro

Child support: _____euro

Benefits according to SGBII: _____euro

Other allowances/benefits: _____euro (please specify: _____)

7) Information on the applicant's total monthly expenses:

Rent (incl. utilities): _____euro insurances: _____euro

childcare costs: _____euro

(if you share the rent with one or more persons you are not married to or in a registered partnership with, please only enter your share of the rent including utilities)

Tuition: _____euro Telephone/internet: _____euro
(only for students studying for a second degree)

Living expenses (clothes, food, hygiene) (average/month): _____euro

Transportation (e.g. fuel costs, public transportation (not the semester ticket)) (average/month):
_____euro

Other: _____euro (please specify: _____)

Important:

Please include supporting documentation (such as bank account statements.)

8) Information on other persons in your household

8.1) Information on the persons who are living with you

Do you live alone (with your child/children and/or relatives in need of care?) yes no

If no, who else do you live with?

Spouse, partner (according to the *LPartG*) Partner Parents

Other (please specify: _____)

8.2) Information on the income of your spouse or partner according to LPartG (Please only fill out this section if you are married or have a partner according to LPartG, otherwise please leave blank. Please list benefits you receive jointly (such as child benefit for children you have together) only once.

Amount of current savings (at the date of application): _____euro

Maintenance paid by the parents or other persons (including own child support): _____euro

BAföG: _____euro Pension/allowances: _____euro Salary: _____euro

Parental allowance/ElterngeldPlus: _____euro child benefit (for own child): _____euro

Housing benefit: _____euro Child supplement (Kinderzuschlag): _____euro

Child support: _____euro

Benefits according to SGBII: _____euro

Other allowances/benefits: _____euro (please specify: _____)

8.3) Information on the total monthly expenses of the spouse or partner according to LPartG

(Please only fill out this section if you are married or have a partner according to LPartG, otherwise please leave blank. Please list costs that you pay together, such as rent, only once.)

Rent (incl. utilities): _____euro insurances: _____euro

childcare costs: _____euro

(if you share the rent with one or more persons you are not married to or in a registered partnership with, please only enter your share of the rent including utilities)

Tuition: _____euro Telephone/internet: _____euro

(only for students studying for a second degree)

Living expenses (clothes, food, hygiene) (average/month): _____euro

Transportation (e.g. fuel costs, public transportation (not the semester ticket)) (average/month):
_____euro

Other: _____euro (please specify: _____)

9) Brief justification for the application

Please explain the **urgency** (for funding from the emergency aid fund) or your **letter of motivation** (for funding as part of a scholarship, max. 1-2 pages) in a separate letter.

Possible content to include:

- Graduation phase/final phase of the doctorate
- Upcoming stays abroad or internships
- Loss of income
- Expiry of BAföG/scholarships
- Special financial burden, e.g., due to childcare costs, illness or separation from your partner

Have you already taken advantage of advice from the Family Services Center?

Yes, on _____

No

10) Confirmation

I certify that the above information is complete and true/truthful. By providing incomplete and untrue information, I might be liable to prosecution and could also be required to make additional payments.

I am aware that the documents below (see point 10) must be submitted.

Changes in the income situation during the approval period must be reported immediately to the Family Service Office/Services Center without exception. These may result in a reduction, suspension or repayment of the funding amount.

Place/date

Signature

11) Declaration of consent according to Art.6 para. 1 lit. a) Data Protection Regulation (GDPR)

I, (name) hereby consent to the > storage > usage > transmission of my personal data by Johannes Gutenberg University Mainz – International Office. The data will be processed exclusively for the following purpose(s): > Selection and awarding of the funding applied for > ongoing processing of the approved funds > fulfilment of the obligations to provide evidence to the funders and the program sponsors > preparation of annual reports and statistics for donors and program sponsors > documentation of JGU's activities towards the donors, the program carriers and the court of auditors.

This consent is given on a voluntary basis and I can revoke it at any time with effect for the future in accordance with Art. 7 Para. 3 DS-GVO. After receipt of the declaration of revocation, my data may not be processed further. They are to be deleted immediately. The revocation of my consent does not affect the legality of the processing that has taken place up to that point. Deletion can not yet take place if contractual agreements for the future have already been made in the past, which will only be fulfilled in the future and the data is necessary for handling these processes. As soon as the obligations have been finally fulfilled, the requested deletion will be carried out. I can send my declaration of revocation in the following way: e.g. by e-mail to datenschutz@international.uni-mainz.de

Place/Date

Signature

11) Checklist

For scholarships:	For funding from the emergency aid fund:
<ul style="list-style-type: none"><input type="checkbox"/> Completed and signed application form including data protection statement<input type="checkbox"/> letter of motivation (1-2 pages)<input type="checkbox"/> Copy of valid ID card/passport<input type="checkbox"/> Letter of recommendation from a JGU lecturer/professor<input type="checkbox"/> Proof of the applicant's expenses (must be evidenced through notifications or bank account statements from the last three months)-<input type="checkbox"/> Proof of the applicant's income (must be evidenced through notifications or bank account statements from the last three months)<input type="checkbox"/> <i>For students and enrolled doctoral candidates:</i> Certificate of enrollment for the semester you are applying for.<input type="checkbox"/> <i>Doctoral candidates who are not enrolled:</i> Notification of your acceptance and registration as a doctoral candidate.<input type="checkbox"/> <i>For students:</i> academic records- (transcript of records from JoGuStI(Ne))<input type="checkbox"/> <i>For doctoral candidates:</i> Proof of the phase of your doctorate, issued by your supervisor (can be included in the letter of recommendation)<input type="checkbox"/> For students/doctoral candidates with mandatory internships/stays abroad: corresponding extract from the examination regulations/doctoral regulations.<input type="checkbox"/> <i>For parents:</i> copy of birth certificates for all children<input type="checkbox"/> <i>For parents to be:</i> Copy of maternity records medical certificate stating the estimated date of birth.<input type="checkbox"/> <i>For caregiving relatives:</i> Copy of the care classification notice and statement of the medical service or proof of temporary care activities through medical certificate	<ul style="list-style-type: none"><input type="checkbox"/> Completed and signed application form including data protection statement<input type="checkbox"/> Written explanation of urgency (1-2 pages)<input type="checkbox"/> Copy of valid ID card/passport<input type="checkbox"/> Proof of the applicant's expenses (must be evidenced through notifications or bank account statements from the last three months)-<input type="checkbox"/> Proof of the applicant's income (must be evidenced through notifications or bank account statements from the last three months)<input type="checkbox"/> If applicable, copies of unpaid bills or enforcement orders<input type="checkbox"/> <i>For students and enrolled doctoral candidates:</i> Certificate of enrollment for the semester you are applying for.<input type="checkbox"/> <i>Doctoral candidates who are not enrolled:</i> Notification of your acceptance and registration as a doctoral candidate.<input type="checkbox"/> <i>For students:</i> academic records- (transcript of records from JoGuStI(Ne))<input type="checkbox"/> <i>For doctoral candidates:</i> Proof of the phase of your doctorate, issued by your supervisor<input type="checkbox"/> <i>For parents:</i> copy of birth certificates for all children<input type="checkbox"/> <i>For parents to be:</i> Copy of maternity records medical certificate stating the estimated date of birth.<input type="checkbox"/> <i>For caregiving relatives:</i> Copy of the care classification notice and statement of the medical service or proof of temporary care activities through medical certificate