

# HELPFUL HINTS FOR THE APPLICATION

## Before handing in make sure

your personal details are correct (especially your e-mail address)  you have provided all the required information

you have attached the required documents (copies only!)

- Photo ID
- Study Documents (Student form for the current semester: Studienblatt/Studienbestätigung/Studienzeitbestätigung)
- Complete bank statements of the past three months (with final bank balance)

you have signed the application form at the bottom

## Bank statement

It is very important that you sent us the correct document of a bank statement and not just an abstract of the accounts. You can identify a bank statement at German and Austrian banks when it is titled with “Kontoauszug”. A bank statement includes deposits, charges, withdrawals, and the beginning and ending balance of the period. You can get your bank statement at your financial institution.

## Your financial expenses:

We ask you to make your income/expenses as transparent and detailed as possible. This allows us to understand your bank statements better.

Tip: If you have any irregular or unusual income or expense, explain them by writing a note directly on the attached copy of your bank statement.

Take note, that there's an extra column for irregular expenses (like student fees, travel expenses, debt repayment etc.), which do not amount to your monthly spending.

Under the heading "Assets", indicate if you have other accounts whose statements (not necessary!) or final account balance you have not attached.