

**Assistance Fund for Students of German**  
**Application Information**

A. Eligibility

The Assistance Fund for Students of German was established to help students defray the cost of studying German with an accredited program in a German-speaking country. The awards will be announced by March 16, 2018.

The applicant must be an undergraduate in good standing at the University of Dayton, must have been enrolled in a German class within the current academic year, and must have completed at least one German course at the 200 level or above. The applicant cannot be a citizen of a German-speaking country or have grown up speaking German at home.

The applicant must be enrolled in an accredited study abroad program. If the program is not sponsored by the University of Dayton, a letter of acceptance into the program and supporting documentation (see application form) must accompany the application.

Only students with a demonstrated financial need are eligible to apply.

B. Application Information

A completed application form and a letter of recommendation must be postmarked or submitted by February 16, 2018 to:

German Assistance Fund Committee  
Department of Global Languages and Cultures  
Jesse Philips Humanities Center Room 352  
300 College Park  
Dayton, OH 45469-1539

The letter of recommendation must be by a University of Dayton faculty member who is familiar with the applicant's academic and career goals. This faculty member may **not** be a member of the German Section of the Department of Global Languages and Cultures. **Please see below for instructions regarding official letters of recommendation.**

Please note: Due to University guidelines, the following students are not eligible for this scholarship:

- a. Students attending UD on a full-scholarship
- b. Students attending UD on a tuition exchange program
- c. Students attending UD as a scholarship athlete

C. Selection

The following will be taken into consideration in the selection of a recipient:

1. the compatibility of the study program with the applicant's academic, career, service, and personal goals.
2. the degree to which the study program offers an immersion experience in the host country (e.g., home stays, opportunities to interact with local people).

3. the degree to which the applicant is deemed suitable for an integrated cultural experience in a German-speaking country.
4. the potential benefit of the experience abroad to the applicant.

**Official letter of recommendation:** An official letter of recommendation should be a hard-copy (not an email) signed by the person. Request the person writing the recommendation to put their letter in a sealed envelope and sign their name across the flap of the envelope. Once this has been completed, the official letter of recommendation can be mailed directly to the specified address for this scholarship; or if the person prefers, they can give or mail it to you, and you can turn it into the department office in the Jesse Philips Humanities Center Room 352. Any letters not received in this manner will be considered unofficial.

**Important information from the Department of Global Languages and Cultures regarding language courses taken off campus.**

**Credit for language courses taken off campus:** Students taking language courses off campus that are not taught by UD language faculty must first have them pre-approved by the Department of Global Languages and Cultures.

1. Students can obtain the Course Pre-Authorization Form from the Center of International Programs in the Rike Center.
2. Students will need to make an appointment with the Global Languages and Cultures language section coordinator for their language of instruction. Students will need to bring the completed Course Pre-Authorization Form, information about the institution they will be attending, and the course description for the language courses they plan to take while abroad.
3. A copy of the completed Course Pre-Authorization Form signed by the language faculty reviewer needs to be on file in the Department of Global Languages and Cultures.
4. After reviewed and signed by the language section coordinator, students need to take the Course Pre-Authorization Form to the dean's office of their college/school for final approval in order to receive UD credit for their language classes.

**While this process does not need to be completed prior to the submission of your application for this scholarship, the pre-approval process must be completed prior to leaving campus for the study abroad program and should be addressed as soon as possible.**