



## Instruction for MOI IV Application for a PhD Scholarship

**Note that only complete applications (cf. application check list) arriving prior to the deadline will be considered.**

- Please read this instruction sheet carefully and check the MOI website for further information before completing the 'MOI IV\_ Application Form' or contacting the MOI IV coordination office for further assistance.
- Please use only the 'MOI IV\_Application Form'. Type in all information in English.
- Please scan all documents requested in the 'MOI IV\_Application Form' and put them into a single, separate pdf-file. Please do not scan with more than 300 dpi in black/white or grayscale. Please do not send original certificates – MOI IV will not send back any application documents.
- Submitted certificates must contain grades and should be accompanied by an official rating scale of the issuing institution.
- Do not send unrequested certificates or documents like additional attestations of university courses etc.
- Ensure that your application documents are complete (cf. application check list). Send your filled in 'MOI IV\_Application Form' together with your scanned documents (in one single pdf-file) by email to:  
[moi@hhu.de](mailto:moi@hhu.de)
- The Letters of Recommendation are **essential** for your application. Please ensure that they arrive on time at the coordinator.