

WEBINAR of 4th NOVEMBER 2015

Q&A

Q: Can I use my own CV with a different form?

- **A:** You can use a different layout but the best way is to confirm to the pattern of our CV template. If you want to use a different form please give your personal data as shown in our template and make sure that your CV includes details on:
- your educational background (high school/university)
 - your training and working experience
 - your memberships and positions
 - your community services experience
 - your language skills and other skills
 - your hobbies

Q: Will the fact that we didn't fill the non- mandatory fields have any influence on the decision of our application?

- **A:** No it will not affect our decision if you do not fill the non- mandatory fields. You can leave them blank. In these cases your answer is optional.

Q: Concerning the result field in section 14: What do I have to do if I don't know my result because I am in the last semester but did not finish yet?

- **A:** The result field is optional that means you can leave it blank. But we recommend to write something here like "study programme not yet completed" or "result will be available after completing my study programme" to make clear why there is no result available at the time of your application.

Q: Concerning section 23: I do not have a TOFEL certificate. What do I have to do?

- **A:** You may submit your application without a TOEFL or IELTS certificate. If you pass the pre-selection but have not yet provided proof of your English language skills by TOEFL or IELTS you will be summoned to a mandatory standardized English test. The result of that test together with your application will be reconsidered. If you meet all pre-selection criteria you will receive an invitation to a personal interview.

Q: Now I'm working in a bank but I am planning to leave my work if I get the scholarship. What do I have to write about that in my application?

- **A:** You can add this statement "if I get this scholarship I will leave my work and submit a leave of absence" to your motivation letter or write it down in section 27 of your online application form.