**Heyning-Roelli Foundation**

**Personal Information**

**of students registered at a Swiss University**

1. **Last Name:** Click here to fill in the text.
2. **First Name:** Click here to fill in the text.
3. **Gender:**  male  female
4. **Address:** Click here to fill in the text.

Click here to fill in the text.

Click here to fill in the text.

1. **Email:** Click here to fill in the text.
2. **Home University:** Click here to fill in the text.
3. **University ID Number:** Click here to fill in the text.
4. **Major subject:** Click here to fill in the text.
5. **Degree:**  Bachelor  Master  Phd
6. **Exchange University:** Click here to fill in the text.
7. **Duration of Stay:** from date to date
8. **Previous Exchange Studies:** none

Exchange University Click here to fill in the text.

Duration of Stay from date to date

Exchange University Click here to fill in the text.

Duration of Stay from date to date

1. **Previously requested scholarships for the outstanding exchange programme:**

none

Foundation/Institution: Click here to fill in the text.

Amount requested CHF amount Amount given CHF amount

Foundation/Institution: Click here to fill in the text.

Amount requested CHF amount Amount given CHF amount

1. **Budget:**

The following details showyour income during the exchange:

Own income (e.g. side job) CHF

Own contribution (from own assets, savings etc.) CHF

Scholarships (e.g. SEMP etc.) CHF

Other support (parents/guardian/friends) CHF

**TOTAL income for the entire duration of the exchange: CHF**

**By submitting this application to the Heyning-Roelli Foundation, I agree that the Foundation may check the information provided in this application with the home university and/or the guest university.**

1. **Application Documents**

All late and incomplete applications will not be considered for a scholarship. The specified sequence must be observed and each document shall be numbered accordingly.

1) Motivational Letter (max. eine A4 Seite)

- Introduce yourself.

- Why have chosen this degree path and what are your career specific goals?

- Why have you chosen this destination/ university for an exchange?

- What are your personal and career specific wishes and aspirations for the exchange?

- How is your financial situation hindering your exchange?

2) Transcript of records

3) Confirmation/Email of the home university, that the student has been nominated for an   
 exchange-semester or –year or copy of the submitted application.

4) Confirmation from the guest university (mandatory: duration of the stay and exchange   
 programme)

5) Copy of the federal tax declaration and the state-and municipal tax declaration of   
 the previous year of the student and of his parents or other confirmation/corresponding   
 verification/ other documents which show that you are economically weak and that you   
 are not able to afford the costs of the exchange without assistance of the Heyning-Roelli   
 Foundation

6) Proof of already granted scholarships (if applicable)

7) CV (max. an A4 page)

8) Swiss residents: copy of passport / Students which are not swiss residents: Proof of   
 swiss residence during the last five years or copy of the permit B or C or copy of the   
 certificate of maturity obtained at a middle school in Switzerland