



## Information on PhD. scholarships within the graduate program "Semantic Processing" at the University of Heidelberg

Researchers who are interested in a fellowship to carry out their doctoral studies in the graduate program should send the following documents to:

**Graduate Program "Semantic Processing"**  
**Universität Heidelberg**  
**Seminar für Computerlinguistik**  
**Im Neuenheimer Feld 325**  
**69120 Heidelberg**  
**Deutschland**

### Required documents:

- application
- certificates, transcript
- current curriculum vitae
- planned topic of your doctorate

**In case of a positive decision, the applicant will receive a granting letter by the graduate program.**

- Scholarships will be awarded at the rate of 1,280 Euro/month plus 1,500 Euro for covering travel expenses per year.
- Scholarships are exempt from tax in Germany at the time being; it has to be verified whether tax has to be paid on them in the respective home country.
- Scholarships are granted for 2 years.
- Every year and without being asked to do so, the person receiving a scholarship has to submit a report on the progress of his/her doctoral studies directly to the graduate program (address see above).
- After 2 years the person receiving the scholarship has to give a one-hour presentation on his/her doctoral project.
- During the scholarship the person receiving the scholarship has to submit for every new term a valid confirmation of enrolment without being asked to do so.
- After successful evaluation, an extension for a third year may be granted. Upon termination of the extension period, the person receiving the scholarship has to give another presentation on the results on his/her doctoral thesis.



**In case of fellowship holders coming from countries outside the EU, please take note of the following information:**

**For fellowship holders who are still in their home country:**

After approval of the scholarship, please go to the German Embassy in your home country and apply for a visa for a scholarship stay in Germany. You will first receive a visa for about 3 months.

**The following documents are required:**

- approval by the graduate program
- valid passport
- If possible, it should already be guaranteed that there is a university supervisor at the University of Heidelberg.

**Please note that you must arrange your own health insurance in Germany!**

As soon as you are in Germany, you will have to register at the “Bürgeramt” (Local Public Office) of your place of residence in Germany within one week.

You also have to register without delay for the PhD study at the University of Heidelberg. In addition, you have to provide evidence of a supervisor confirming supervision of your PhD study. Please submit this confirmation as well as the confirmation of registration to the graduate program as soon as possible.

Two months before the expiry of your visa please go to the responsible “Ausländeramt” (immigration office) of your place of residence in Germany and apply for the “Aufenthaltstitel” (residence permit) until the end of your fellowship stay.

**The following documents are required:**

- approval by the graduate program
- confirmation of enrolment at university
- valid passport
- passport photo (biometric)
- confirmation of your health insurance
- valid confirmation of registration of the Local Public Office (not older than 2 weeks)



**For fellowship holders (outside EU) who are already in Germany:**

After approval of the fellowship please go to the “Ausländeramt” of your place of residence in Germany (presumably in Heidelberg or near Heidelberg).

The following documents are required:

- approval by the graduate program
- confirmation of enrolment at university
- valid passport
- passport photo (biometric)
- confirmation of your health insurance
- valid confirmation of registration of the Local Public Office (not older than 2 weeks)

By submitting these documents you will receive the required “Aufenthaltstitel” (residence permit) from the “Ausländeramt” (immigration office).

In addition, you have to register without any delay for the PhD study at the University of Heidelberg. In addition, you have to provide evidence of a supervisor confirming supervision of your PhD study. Please submit this confirmation as well as the confirmation of registration to the graduate program as soon as possible.

**For all fellowship holders:**

Please give a copy of the “Aufenthaltstitel” (residence permit) to the graduate program.

**Inquiries:** For any questions concerning the graduate program please contact

Anke Sopka  
sekretariat@cl.uni-heidelberg.de  
Phone: +49 6221 54-3245  
Fax: +49 6221 54-3242

For all general questions having to do with doctoral training at Heidelberg University you may contact the Graduate Academy Service Point.

The Graduate Academy Service Point  
Seminarstr. 2, 1st floor, room 135  
Tel: +49 (0)6221/54-3958  
Email: graduateacademy@zuv.uni-heidelberg.de  
Internet: www.graduateacademy-uni-heidelberg.de