

# Hanns Seidel Scholarship Program (HSSP)

## Application Form

### About the scholarship program

HSF's flagship project *Hanns Seidel Scholarship Program (HSSP): Support for Afghan Refugees in Pakistan* aims to strengthen the regional stability in Pakistan-Afghanistan through extensive education: by providing long-term support to young, talented students from Afghanistan who are registered as refugees in Pakistan and enrolled at Pakistani universities. Through HSSP, these Afghan students should be enabled to finance their university studies, receive additional training in relevant disciplines parallel to their studies, gain important professional experience in internships, and apply their knowledge regionally.

### Eligibility criteria

- Valid POR cardholders who are from Afghanistan and living in Pakistan and
- Enrolled in an academic full-time degree (undergraduate or graduate) program at any HEC-recognized university with
- High academic achievements and a
- Strong motivation to contribute to regional stability through social engagement and networking activities

### Terms and conditions of the scholarship

The scholarship grant of currently 33,000.00 PKR per month is paid quarterly, and usually lasts till the completion of the currently pursued degree program (undergraduate or graduate). However, the respective scholarship contract needs to be renewed annually and depends on several HSSP indicators, such as regular class attendance, successful completion of each semester, academic progress towards the degree, community engagement, and participation in HSSP events and activities such as within the HSF Fellows network.

HSSP scholarship holders are expected to work diligently towards the successful completion of their degree program and to inform HSF if they are experiencing challenges, whether personal or academic, to finish their studies. In cases of fraud or misconduct, the scholarship will be discontinued immediately. Also, for repeated absenteeism, underperformance or academic failure, continuation or discontinuation of the scholarship will be determined by HSF and the education institution taking into account the circumstances, reasons or explanation provided.

The scholarship grant is paid as a quarterly lump sum directly to the student on the record of HSSP indicators. It does not need to be paid back by the student. The grant intends to contribute to the tuition fees, study material/books, commute, food, lodging expenses, etc. of the student. The student is obliged to observe the given working rules and guidelines, and to manage all materials with due care and attention until returned.

Please write your name on each page: \_\_\_\_\_

Each scholarship holder will receive a laptop from HSF for his/her academic studies. All of these laptops will remain the property of HSF and must be returned to HSF before the end of each scholarship duration. It is not possible to exchange laptops in case of any damage due to misconduct or carelessness. In case of accidental damages to the device, the procurement of a replacement device is subject to the decision of HSF and the availability of funds. The final grant payment and the certificate of completion of HSSP are subject to the return of each laptop in good physical condition.

Applications are possible throughout the year (no deadline) per the availability of the grants. At least twice a year all received applications are reviewed.

### **Application documents**

*Please ensure to send us a single PDF file inclusive of all the following documents in the order mentioned below (1 - 9):*

1. The completed and signed application form
2. A cover letter (two pages maximum) describing the reasons why you would be a worthy recipient of HSSP; make sure to include your academic achievements, social involvement, contribution to the community, most important accomplishments, and future goals
3. A short CV with relevant information (one-page maximum)
4. A brief letter of support from an academic advisor (two pages maximum on the university's letterhead)
5. One picture of yourself
6. A scan of your POR card along with original Proof of Verification from NADRA
7. A scan of your matriculation and intermediate certificates (equivalence certificate for students who have studied at Afghan schools)
8. Proof of enrollment in any HEC-recognized university of Pakistan (a bonafide letter mentioning the duration of the degree program on the university's letterhead)
9. Transcripts of previous semesters

### **Application instructions**

*The application must include all the required documents mentioned above. Incomplete documents cannot be considered. Therefore, please:*

- Read the application form carefully.
- Furnish factual, comprehensive, and authentic information in the form (providing false information may result in disqualification for the award of any future scholarship).
- Complete the document digitally or handwrite it in clear and readable capital letters.
- Ensure that you have attached colored copies of all the required documents in clear/readable form.
- Answer all questions. Those not applicable should be marked with "N/A".
- If you are in doubt or have questions, please check our FAQ page on our website <https://pakistan.hss.de/faq/>
- Send your completed application form to [HSSP@hss.de](mailto:HSSP@hss.de)

*Note: If your application is shortlisted and you are invited to an interview in the next round of the selection phase, you will be required to bring all your original documents along. Failure to present the original documents will result in the discontinuance of the interview.*

## Scholarship Application Form

*To be completed by the applicant.*

### Part I (a) – General information

1. Applicant's name <i>(Please write your name exactly as it appears on your POR card or academic documents):</i>
2. Date of birth <i>(dd/mm/yyyy):</i>
3. Place of birth:
4. Applicant's gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Transgender
5. Nationality(ies) / Country:
6. POR Card #:
7. Family ID:
8. Number of years lived in Pakistan:
9. Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
10. Children: <input type="checkbox"/> Yes <i>(if yes, please add number)</i> _____ <input type="checkbox"/> No
11. Current involvement in community activities or programs:

Please write your name on each page: \_\_\_\_\_

12.a. Current address ( <i>in Pakistan</i> ):
12.b. Permanent address ( <i>in Pakistan</i> ):
13. Mobile number: Alternate mobile number:
14. E-mail address:
15. Social media handles (please check and provide username) <input type="checkbox"/> Facebook _____ <input type="checkbox"/> Instagram _____ <input type="checkbox"/> Twitter _____ <input type="checkbox"/> LinkedIn _____

### Part I (b) – Scholarship information

16. Are you presently receiving or have you received in the past any financial assistance toward the cost of your study? <input type="checkbox"/> Yes ( <i>if yes, please give details</i> ): _____ <input type="checkbox"/> No
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### Part II – Family information

17. Father's name:	
a. Occupation:	
b. Date of birth ( <i>dd/mm/yyyy</i> ):	c. Phone number:
d. Location (country, deceased, other):	

Please write your name on each page: \_\_\_\_\_

18. Siblings:					
Name	Male / Female / Transgender	Relationship	Age	School/college (grade)	Work (type of work)
1.					
2.					
3.					
4.					
5.					

19. Dependent information (*spouse or children*):

20. Specific needs:

Yes  
 No

*If yes, please specify and indicate whether it will impact your studies and any additional accommodations/assistance that may be required to support you in your studies.*

### Part III – Educational information

<b>Current academic information</b> 21. Current university:															
22. Faculty / department:															
23. Degree program:															
24. Type of study: <input type="checkbox"/> Full-time study <input type="checkbox"/> Part-time study <input type="checkbox"/> Dual study															
25. Enrollment date (dd/mm/yyyy):															
26. Current university semester:															
27. Expected graduation date (dd/mm/yyyy):															
<b>Academic background</b> 28. Which schools did you attend? ( <i>write in reverse chronological order</i> )  <table><thead><tr><th>From (mm/yyyy)</th><th>To (mm/yyyy)</th><th>Name</th></tr></thead><tbody><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td></tr></tbody></table>	From (mm/yyyy)	To (mm/yyyy)	Name	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
From (mm/yyyy)	To (mm/yyyy)	Name													
_____	_____	_____													
_____	_____	_____													
_____	_____	_____													
_____	_____	_____													

Please write your name on each page: \_\_\_\_\_

**Languages**

29. What is your language level?

*Indicate the language level [native (N), excellent (E), good (G), and basic (B)] for each category. Include the language of instruction applicable to the course you are enrolled in.*

Languages: <i>Indicate N, E, G, or B</i>	Comprehension	Reading	Writing	Speaking	Proficiency

**Computers & technology**

30. Do you have a personal laptop for your academic studies and social engagement?

Yes

No

31. What type of Internet connection is available to you?

Mobile data

Fiber

Cable

ISDN

Other, please specify \_\_\_\_\_

Please write your name on each page: \_\_\_\_\_

*Please check (✓) which applies to your skills in working with a computer and using the internet.*

Skills	Never used / no experience	Limited knowledge	Some practical knowledge	Advance practical knowledge
General computer use				
Microsoft Word				
Microsoft Excel				
E-mail functions				
Search functions				
Programming				
Statistical work				
Other, IT				



Please write your name on each page: \_\_\_\_\_

## Part IV – Professional experience

32. Do you have professional experience?

Yes

No

*If yes, please provide the following information below and attach experience certificates.*

Name of the organization/company	From (mm/yy)	To (mm/yy)	Type of work, position held

## Part V – Social, community, or volunteer engagement

*List down the most important social activities you regularly participate in. Make sure to give more details in your cover letter.*

*Note: Please attach experience certificates with the application.*

Nature of engagement	Regularity	From (mm/yy)	To (mm/yy)	Details of activities / role

Please write your name on each page: \_\_\_\_\_

## Part VI – Declaration

I, \_\_\_\_\_, hereby confirm the correctness of my statements.

I understand that an application that is based on any incorrect or incomplete information cannot be considered.

I understand that the Hanns Seidel Foundation reserves the right to vary or reverse any decision based on incorrect or incomplete information.

I undertake to support the Hanns Seidel Foundation and inform it immediately of any significant changes to the information provided herewith.

I confirm that I am not receiving any financial grants/scholarships from any other organization than the ones mentioned above for pursuing my education.

I confirm that I have read and understood the terms and conditions of the Hanns Seidel Scholarship Program.

\_\_\_\_\_  
Applicant's signatures

\_\_\_\_\_  
Full name

\_\_\_\_\_  
Place and Date