

## Application for BAföG

In order for your application to be processed quickly, it is essential that all documents are complete and the forms have been filled in correctly. The Studentenwerk Schleswig-Holstein recommends using the online portal. The processing time at the BAföG office will be shortened with the help of your personal telenumber. Of course, all necessary forms are also available for download.

For all foreign students:

Please note that BAföG is primarily a funding for German citizens and that foreign students can only receive BAföG under certain conditions.

### Forms for the first/foreign/further funding application

**Form 1** Application for training assistance for initial, foreign and continuing training applications

Information about yourself, your children, your income, your assets (current account, savings book, building society contracts, car, ...)

➤ This application must be re-submitted every two semesters.

**Appendix 1 to Form 1** Student's academic and professional career

➤ *This form must normally only be submitted with the initial application.*

**Annex 2 to Form 1** (only for students' own children up to the age of 14)

➤ This form must be submitted to the Studentenwerk every two semesters.

### Certificate according to § 9 BAföG

This certificate will be sent by the university together with the certificates of study. Check the information for correctness and sign it (alternatively, fill in form 2).

➤ This certificate must be submitted to the Studentenwerk each semester.

**Form 3** Family and financial situation of the student's spouse and parents Supplementary proof: Tax statement with income from two years ago

➤ These forms must be submitted to the Studentenwerk every two semesters.

### In addition, the BAföG office requires:

- a certificate of registration or the tenancy agreement in the case of own home not owned by the parents or one of the parents. (Also student dormitory or a shared apartment)
- proof of health and nursing care insurance (if you are insured yourself and subject to contributions).

### If something changes:

If something has changed in the current approval period (BWZ), please send a change notification to the BAföG office immediately.

**Notification of change** (PDF form to be filled out on a PC or as a print version you can find at: <https://www.studentenwerk.sh/de/bafoeg/rund-ums-bafoeg/antragstellung/antragstellung.html#1025>)

# Consulting for students on BAföG

## AStA Europa-Uni Flensburg

### The following forms only at certain times or situations:

- Form 2** for school attendance and distance learning, trainees (for example, for compulsory internships) and as a replacement for matriculation certificates
- Form 4** only for foreign students
- Form 5** Submission only for the 5th semester (for the application for further funding after the 4th semester)
- Form 6** for the application for AuslandsBAföG
- See also the following notes on foreign funding.
- Form 7** Update applications can be submitted separately if the income of the student's spouse and/or parents is significantly lower than that of two years ago within the approval period.
- Form 8** Application for advance payment, only if the parents/one parent does not pay the amount calculated in the BAföG notice.
- Please note: An action for maintenance by the BAföG office is not excluded if there is still a claim for maintenance according to § 1610 BGB.
- Supplementary sheet to form 1** Reasons for **exceeding the maximum period of support** (§ 15 Abs. 3 BAföG) when applying for an extension of support beyond the maximum period of support.
- Supplementary sheet to form 1** **"Aid for graduation"** according to § 15 Abs. 3a

### Initial application

Training support is provided from the beginning of the month in which training begins, but at the **earliest from the month in which you submit your application.**

- Since processing may take some time, please submit your initial application in good time, if possible before the start of your studies, but at the earliest in the first month of the semester.

### Application for further funding or reapplication

The educational support is usually granted for two semesters. This is known as the approval period (BWZ). If the BWZ expires, you must submit an application for continued or repeat funding for the follow-up funding.

- In order to avoid any interruption in payment, the application for continued support must be received by the BAföG office two months before the BWZ expires. If the application is received later, you must expect an interruption in payment.

### Certificate according to § 9 BAföG

- Irrespective of the application for further funding, this certificate must be submitted to the Studentenwerk each semester. It will be sent by the university together with the certificates of study (fill out form 2 (alternative age)).

# Consulting for students on BAföG

## AStA Europa-Uni Flensburg

### Foreign Promotion

You can find the Studentenwerk responsible for the target country and the package of forms for the application for international funding with other necessary templates at:

**Auslandsförderung** (Homepage Studentenwerk Schleswig-Holstein → BAföG → Antragstellung → Formblatt Download → Auslandsförderung), or you can use the online application.

➤ You should submit the complete application with the necessary documents to the Office for Educational Support of the Studentenwerk responsible for the target country as early as possible, six months before the beginning of the stay abroad.

Final certificates of enrolment and proof of rent can be handed in at a later date after enrolment

➤ **There is no entitlement to domestic BAföG during the stay abroad.**

➤ For studying abroad it is usually irrelevant whether you are on leave of absence from your university in Germany.

### Where can I get the necessary forms?

At [www.bafög.de](http://www.bafög.de) you can download the application forms as a complete set of forms and also fill them out on your PC. You can use the checklist to check whether everything is complete.

The necessary forms are also available at the branch office of the Studentenwerk Schleswig-Holstein in Flensburg, Eckernförder Landstr. 65, in the cafeteria building or for download at <https://www.studentenwerk.sh/de/bafogeg/rund-ums-bafogeg/antragstellung> oder [www.bafög.de](http://www.bafög.de) .

### Submitting the application

➤ If all documents are complete, copy them for your own records.

#### Please submit all applications

- in writing
- using the forms
- affix your signature
- submit or send the sheets of your application loosely folded in an envelope

#### For Flensburg to:

Studentenwerk Schleswig-Holstein  
Amt für Ausbildungsförderung  
Außenstelle Flensburg  
Eckernförder Landstraße 65  
24941 Flensburg

You can also use the **opening hours** of the BAföG office for personal delivery or drop your application in one of the mailboxes of the Studentenwerk Schleswig-Holstein.

➤ **Attention: The day of application is always the day the application is received by the office, not the date of the postmark!**

### BAföG payments

The monthly principle applies to the payment of BAföG. BAföG is therefore always paid for a full month.

If you have questions, please contact the student advisory service BAföG & Soziales ➔

# Consulting for students on BAföG

AStA Europa-Uni Flensburg

# StuBS

## **Studentcounselling BAföG & Social Affairs**

Dipl.-Päd. Catja Weißenberger

Consulting hours in room OSL 054

Tuesday 9:00 – 11:00 am

Thursday 9:00 – 11:00 am

Introductory information and notes on  
consultation hours:

[www.asta-uni-flensburg.de](http://www.asta-uni-flensburg.de)

unter Service

Phone: (0461) 805 21 31

[soziales@uni-flensburg.de](mailto:soziales@uni-flensburg.de)

The advice provided by StuBS (Student\*innenberatung BAföG & Soziales and Studieren mit Kind oder gesundheitlichen Handicaps) is introductory information and does not replace legal advice from a lawyer.

Flensburg in December 2019