



Application Guidelines for fellowship applications

Dear Colleague,

In this document you find useful information about the application process for visiting professionals at our institution. To enable us to process your application as fast as possible, we like to ask you to read these instructions carefully and to make sure that your application fulfills all requirements before submitting it.

Which documents are required to complete application?

The documents which need to be submitted along with the completed application form are as follows:

- ☐ A current Curriculum vitae
- ☐ An application photo (please send a separate one even if you included it into your CV)
- ☐ A copy of your medical diploma (if you are a student, send an enrollment confirmation of your university/medical school instead)
- ☐ A copy of your passport/ID
- ☐ A letter of confirmation from your sponsor, if applicable
- ☐ Medical certificate for trainees in the health service at the „Klinikum der Universität München“ (see “Vaccination form” in the Downloads section)
- ☐ A Level B2 German Language Test Certificate or a TestDAF Certificate (mandatory for guest residents; not required for observers)

Your CV should be either in German or English as well as the application form. All other documents should also be either in German or English.

How to send the documents?

Please note that we will store and process only an application form which is duly completed along with those documents as requested above. Thus, please refrain from emailing us numerous applications.

How to format the documents?

Email documents in PDF format (preferred option) or as a Word document; photographs should be emailed as PNG or JPEG files.

Documents should be labeled as follows:

Document	Labeling
Application form	A_LastnameFirstname_application_form
CV	B_LastnameFirstname_cv
Application photo	C_LastnameFirstname_foto
Medical Diploma	D_LastnameFirstname_diploma
Passport/ID	E_LastnameFirstname_ID
Language certificate	F_LastnameFirstname_language_certificate
Letter of recommendation	G_LastnameFirstname_recommendation_01
Letter from Sponsor	H_LastnameFirstname_sponsor
Proof of Vaccination	I_LastnameFirstname_vaccination
Visa	J_LastnameFirstname_visa

Other documents

K_LastnameFirstname_documents_01

The first letter of your Last and First names should be capitalized (refer to example below).

Do not use commas, dashes, etc. If a document has more than one part, then label each document with consecutive numbers as follows:

Example:

Your name is John Doe and you would like to email two letters of recommendation.

Then your file names should look like this:

G_DoeJohn_recommendation_01.pdf

G_DoeJohn_recommendation_02.pdf

How much is the charge for the fellowship?

The fellowship is free of charge. But as we only offer unpaid fellowships, you have to apply for sponsoring if you cannot cover all your personal costs (accommodation, food, etc.) by yourself.

How do I obtain a host acceptance letter?

Please keep in mind that when you apply for a scholarship/sponsoring or a visa we will send you our acceptance letter only after your application process here has been completed.

We will not send a preliminary letter of acceptance.

What do I have to consider when I am applying for a guest residency?

Applications for guest residencies (6 month and more) are **only** considered if they include a German Language Level B2 **Test Certificate** or TestDAF Certificate. Other certificates will not be accepted.

What else?

When completing the application form, please make sure to include the dates you would like to begin and conclude your stay here, otherwise your application cannot be processed. We will also suggest alternative dates if necessary.

All correspondence pertaining to your application should be sent to

ophthalmology.fellowships@med.uni-muenchen.de only.

To speed up the application process, please always answer only the last email you get from us.

We are looking forward to receiving your application.