



# Application checklist

The BAföG application includes the following documents in particular:

**Form 1 - Application form including educational and professional history.**

Please complete in full and - importantly - sign page 6.

**Form 2 or certificate of study**

(issued by the university - please always submit the copy "Zur Vorlage beim Amt für Ausbildungsförderung" according to § 9 BAföG - only this contains all required data, such as: the standard period of study)

**Rent certificate or copy of the tenancy agreement**

(not required if you live with your parents)

**Certificate of your health and nursing care insurance with legal basis**

(if you are no longer insured with your family)

**Form 3 - Declaration of income of your parents or your spouse/registered partner**

(this form must be completed separately by each person; the income two years before the start of the grant period is decisive - parents without their own income can tick the declaration on page 3 below, next to the QR code, and sign it on page 4)

**Income documents of your parents and spouse for the base year**

(two years before the start of the grant period)

(Copy of tax assessment notice - all pages please, pension notice. If no tax assessment is made by the tax office, please submit the annual income tax certificate or salary slips as an alternative).

**Proof of tax-free wage replacement benefits** from your parents, your spouse for the Base year (two years before the start of the grant period)

(e.g.: Proof of receipt of unemployment benefit, sickness benefit, short-time allowance, top-up amounts for partial retirement or similar; net amounts).

**Proof of education of your siblings**, if you are still supported by your parents.

(e.g. school certificates only from grade 11, training contract, certificate of study, etc.)

**Form 4 - Declaration of childcare allowance**

(if you have your own children under 14 years of age and they live in your household; attach birth certificate)

**Form 5 - Certificate of Achievement**

(required once from the 5th semester onwards)

**Repeat application**

If you wish to submit a repeat application, Form 9 can be used, provided your income and financial circumstances have not changed.