

Application Checklist

FOR A FIRST-TIME APPLICATION for the City of Berlin Scholarship

Please include all of the items listed like in the order below in your application file and place this checklist as the front page of your application file.

PLEASE NOTE: CCF will only accept applications who are:

- **complete**
- **in one pdf and where pages are in order as requested below**
- **in an acceptable form (only scans, no photographs of papers)**

Last name, First name: _____

Application for semester/academic year: _____

Application materials:

- ☐ Application form (3 pages)
 - ☐ Number of siblings _____ Their age/s: ____/____/____/____
 - ☐ Proof of accident disability retirement and/or pension related to 9/11, or proof that a parent died after Sept. 11, 2001 due to an illness related to post-9/11 work at Ground Zero
 - ☐ If the proof of accident disability retirement is not from the FDNY: proof of current or previous employment by the FDNY
 - ☐ Copy of parent(s)/ legal guardian(s) previous year's U.S. Individual Income Tax Return (Form 1040 (here only front page and page 2))
 - ☐ Applicant's birth or adoption certificate
 - ☐ **Two** letters of recommendation
- for incoming college freshman only:**
- ☐ Letter of acceptance from future college/university/vocational or school
 - ☐ Copy of transcript of grades for your High School Diploma

for currently enrolled university/community college students:

- ☐ copy of current transcript of studies
- ☐ _____ **GPA (3.0 or higher on a 4.0 scale required)**
- ☐ Tuition summary or statement _____ USD
- ☐ Total amount of financial aid _____ USD ☐
- Personal statement (approx. 1000 words, type size min. 11, max. 2 pages)
- ☐ Essay about Germany (approx. 1000 words type size min. 11, max 2 pages)
- ☐ Acceptable color portrait photo (size like for a passport) measuring at least 600 x 600 pixels (if a scan, please send it as a separate file) or 2.5 x 3.5 inches (if sending the photo as a hard copy)

Date

Applicant signature

Confirmation of completeness by FoF

Date:

Signature of FoF representative



City of Berlin Scholarship
of the Checkpoint Charlie Foundation,
Berlin, Germany
Application Form
(as of October 2018)
Please print or type

Last Name, First Name Middle Initial	Social Security No.
Name of parent affected by Sept. 11 attacks	Unit/Ladder

Permanent address: _____

Telephone: _____ **Date of birth (MM/DD/YYYY):** ____/____/____

Email (VERY IMPORTANT): _____

Requested dates of scholarship

Initially one year (2 semesters), starting with ☐ fall semester 20____ (fill in the year)
☐ spring semester 20____ (fill in the year)

My degree program began/will begin on: _____ and lasts until: _____
(MM/DD/YYYY) (MM/YYYY)

Name of college/university/trade school: _____

Intended degree/certification and subject/major: _____

Student ID Number (issued by school): _____

Your academic status at the beginning of the scholarship (please check one):

BACHELOR	MASTER or comparable	TRADE/VOCATIONAL SCHOOL
<input type="checkbox"/> 1 st semester freshman <input type="checkbox"/> 2 nd semester freshman	<input type="checkbox"/> I am currently in semester ____ of a ____ semester program	<input type="checkbox"/> I am currently in semester ____ of a ____ semester program
<input type="checkbox"/> 1 st semester sophomore <input type="checkbox"/> 2 nd semester sophomore		
<input type="checkbox"/> 1 st semester junior <input type="checkbox"/> 2 nd semester junior		
<input type="checkbox"/> 1 st semester senior <input type="checkbox"/> 2 nd semester senior		

How did you hear about this scholarship? _____

How many siblings do you have? _____ **Age(s):** _____

Has a sibling received a City of Berlin Scholarship in the past? ☐ Yes ☐ No

If yes, what is his / her name? _____

Are you currently receiving any other scholarships?

☐ Yes ☐ No

If yes, which ones and for what amount(s)? _____

Your parents' combined adjusted gross income last year? \$ _____

(as stated in their tax return, form 1040 or 1040EZ)

Applicant's current address (if different from permanent address):

Telephone: _____

Address of the college, university or trade school:

Telephone: _____ Fax: _____

Email: _____

Address of the college, university or trade school's financial aid office:

Telephone: _____ Fax: _____

Email _____

Name of the school's bank: _____

Bank's address street: _____

city, state, zip _____

Bank acct. no., to which tuition payment should be wired: _____

ABA Routing Number: _____ SWIFT CODE: _____

In addition, you must include the following with the application, on separate sheets and must be in the following order:

- Checklist page
- This application form (3 pages)
- Copy of the certification of your parent's accident disability retirement and/or if illness or disability, including a statement that the illness/disability is related to work at Ground Zero on or after 9/11. The statement may be on a separate document, if necessary. If the parent has since died of their illness, please include a copy of the death certificate.
- If the proof of disability/inability to work is not from the FDNY, a letter or other documentation from the NYFD or your parent's current or former employer confirming that he/she was on duty on September 11th and/or at Ground Zero following September 11th.
- Your birth or adoption certificate, as proof of your identity and relationship to the parent above
- A max. 1000 word (max. 2 pages, type size min. 11) essay about your knowledge of Germany and German-American relations
- A max. 1000 word (max. 2 pages, type size min. 11) personal statement on how you would benefit from this scholarship, including a brief description of your parent's involvement with 9/11.
- 2 letters of recommendation (including at least one by a recent teacher/professor/ counselor)

- A presentable color portrait photo of yourself measuring at least 600x600 pixels (if sending as a e-file) or 2.5 x 3.5 inches (if sending as a hard copy)
- Official tuition summary from your university or college for the first semester for which funding is requested; a summary for the second semester must be provided to the Checkpoint Charlie Foundation as soon as it becomes available
- Existing financial aid summary (FAFSA or similar)
- Copy of parent(s)/ legal guardian(s) previous year's U.S. Individual Income Tax Return (Tax Form 1040/1040ez - here only front page and page 2)

If you are an upcoming college freshman, please include:

- a letter of acceptance from your future college/university/vocational or trade school
- an official copy of your high school transcript

If you are currently a college/university student, please include:

- an official copy of your current transcript (a GPA of 3.0 or higher on a 4.0 scale is required)

Signature and privacy release

I hereby affirm the accuracy of the information provided in this application and have read and understood the terms and conditions of this scholarship. I hereby grant the Checkpoint Charlie Foundation permission to list my name as a recipient of the City of Berlin Scholarship on the scholarship bear sculpture at the FDNY and to include a brief biography and photograph of me in print and online publications about the City of Berlin Scholarship. I also grant a permission for them to save and process the information that I send to them, in both electronic and analog form, for archival purposes and in order to properly document the proper use of scholarship funds to auditors and other public agencies.

Note: if you do not consent to some of the privacy terms, please cross them out like this: ~~name~~

Printed name: _____

Signature _____ Date _____

Applications will be **considered in June and November** but may be submitted in advance. **Only complete applications will be considered.** All application materials should be sent, **in the order listed above**, to the following address:

Friends of Firefighters, Inc.
199 Van Brunt Street
New York, New York 11231
Phone: (718) 643-0980 Fax: (718) 643-1240
www.friendsoffirefighters.org info@friendsoffirefighters.org

The application form can also be found on the Checkpoint Charlie Foundation's website:

www.cc-stiftung.de