



Marshall Plan Scholarship (MPS) – Process 2021/2022

No.	Task	Responsible person / entity	Deadline
1	Telephone call or personal meeting	Student & International Office (Annette Schatzmann)	
2	Document package 1*	Email from Student to IO (Annette Schatzmann)	08.10.2021 (Call 1) approx. April 2022 (Call 2)
3	Document package 2**	Email from Student to IO	Approx. 2 months before research phase!
4	Receive MPS, sign & return contract	Email or Post from Student to MPS foundation	Asap after receiving contract
5	Receive first payment	(after contract has been returned & IO can confirm receipt of 2 nd document package)	Before research phase
Semester abroad & research phase			
6	Final Document package***	Student Email to IO (Annette Schatzmann)	Max. 90 days after end of research phase
7	Receive second payment		After final documents have been approved

***Document package 1: (1 Pdf folder incl.):** Research Proposal (“Project Description”), Letter of recommendation or Letter of invitation, Motivation letter, Confirmation of Enrollment (Inskriptionsbestätigung), Transcript of Records (Erfolgnachweis), CV, list of publications (if available), list of conference presentations (if available) + Application form (extra) → **more Details in MPS Checklist for students**

**** Document package 2:** Letter of Acceptance, Copy of Visa, Actual date of start of MPS research period), Passport copy, Confirmation of enrollment → **more Details in MPS Checklist for students**

***** Final Document package:** Final research report & field report
→ **more Details in “Further Information”**

Please send all documents and inquiries to: annette.schatzmann@fh-salzburg.ac.at