

Submitting an application

Procedure

1. If you would like to submit an application via the DAAD Portal, please start by selecting your chosen programme in our database for scholarship holders or academic teaching staff. This ensures that the programme and other information is already entered in the application form, making it easier for you to fill in.

The scholarship database can be found outside the DAAD Portal, on the DAAD website.

The web address is as follows:

www.funding-guide.de

DAAD Deutscher Akademischer Austauschdienst
German Academic Exchange Service

Deutsch | **English** | Regional sites
Press | Media & Publications

Homepage **Information for Foreigners** Information for Germans Information for Higher Education Institutions Country Information The DAAD

Homepage / Information for Foreigners / Finding Scholarships / Scholarship Database

Finding Scholarships

Here you can find information on various kinds of DAAD funding for foreign students, graduates and postdocs as well as on funding offered by [other selected organisations](#).

Refine your selection

Keyword or programme title

Status

Country of Origin

Subject

☐ DAAD funding programmes only

216 Scholarship options for your selection

Sorting: Alphabetically

"New Perspectives for Young Jordanians and Syrians" Programme • DAAD

Status:	Graduates	"New Perspectives for Young Jordanians and Syrians" Programme: Master Degree	>
Country of Origin:	Only specified	Scholarships for disadvantaged Jordanians and Syrian refugees in Jordan ...	
Origin:			
Subject:	Only specified		

ALECOSTA: Alemania-Costa Rica • DAAD

Status:	Faculty	Based on an agreement between CONARE and the DAAD, university lecturers from four Costa Rican universities receive funding to obtain further qualifications in Germany with scholarships for Master's and doctoral degrees....	>
Country of Origin:	Only specified		
Origin:			
Subject:	Only specified		

2. **a. Programme selection by using the link of the scholarship database**

After selecting your programme, you will be given detailed information on your selection. In the tab *"Submitting an application"* on the bottom of the page you will find the link that will take you to the DAAD Portal and provide the DAAD Portal with information on your selection.

[Overview](#)[Application requirements](#)[Application Procedure](#)[Contact and Consulting](#)[Submitting an application](#)

Bilateral Exchange of Academics 2016

[To the application portal »](#)

You will be directed to the DAAD Portal login page. If you have not yet registered an account, please do so now. Consult the chapter "*Registration*" of the documentation if you require help with this procedure.

Once you have logged in, you will be taken directly to the "*Personal funding*" section of the Portal. To begin the application process, please click on the field "*Application*".

The screenshot shows the DAAD Portal interface. At the top, the DAAD logo is followed by the text 'Deutscher Akademischer Austauschdienst' and 'German Academic Exchange Service'. Below this is a navigation bar with links: 'Start', 'Project Funding', 'Personal Funding' (highlighted with a red box), 'Insurance', 'Messages for Consultants', and 'Imprint / Privacy Policy'. Below the navigation bar is another set of links: 'Start', 'Application and Funding Overview', 'Application' (highlighted with a red box), 'Personal Messages', 'Request for Letter of Recommendation', and 'Information for International Offices (AAA)'. The main content area has a heading 'Welcome to Personal Funding' and a section titled 'Making an application in the DAAD portal'. Below this is a text box with a document icon and the text: 'Are you from Germany or another country and looking to apply for a scholarship via the DAAD portal? Or are you German and looking to apply for a position as an academic teacher? If so, please now familiarise yourself with the information provided on your chosen funding programme at www.daad.de. This information will help you submit a completed application.'

The funding programme, the country in which the programme is being offered, the destination country and sometimes the applicant status are entered automatically in advance based on your selections before.

- ✓ Target country was predefined according to chosen funding programme.
- ✓ Country of residence was predefined acc. to chosen funding programme.

Selection funding programme

[Continue »](#)[Further functions](#)

Selection funding programme

Please select your chosen funding programme:

* Funding programme

DAAD-NRF Joint Scholarship Programme South Africa, 2016



Selection of country of residence and target country

Please select the country of residence and the chosen target country:

* Country of residence

South Africa



* Target country (incl. application period)

South Africa (01.01.2016-31.12.2016)


Selection of the applicant status

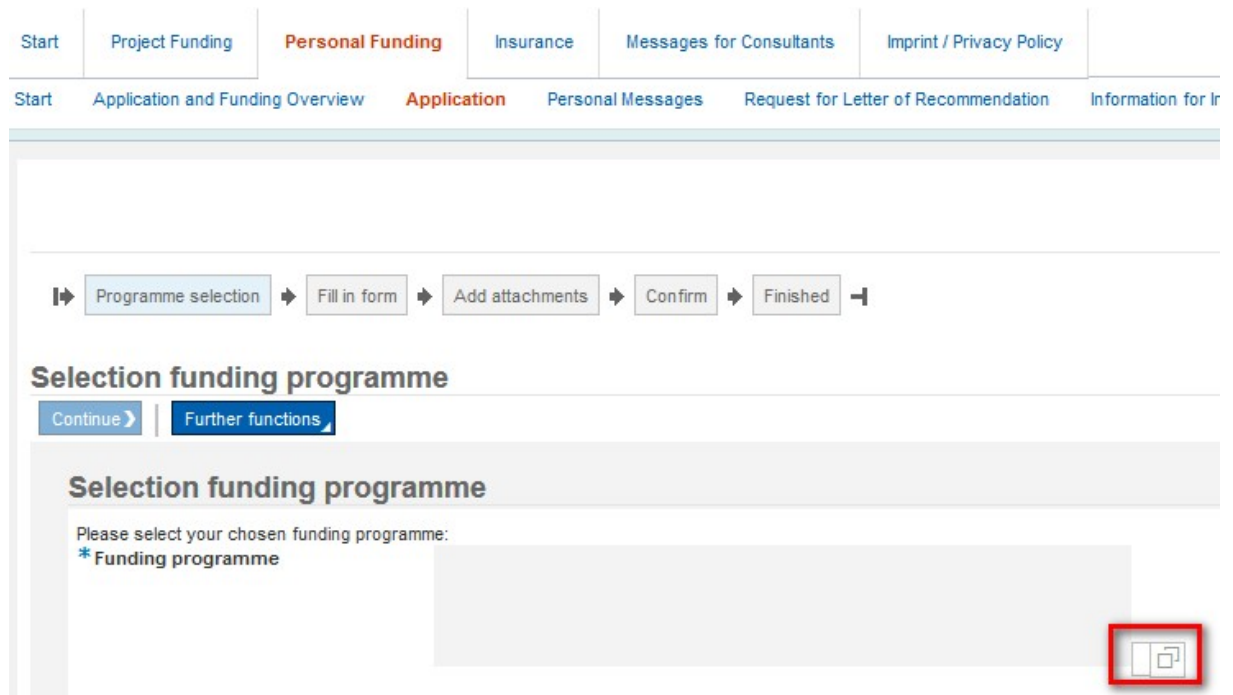
Status at the time of starting the scholarship:

* Commencement of funding status

Select status...

b. Programme selection manually in the Portal

Please log in to the Portal and select "Application" in the section "Personal Funding". Then choose your funding programme by using the symbol .




You will see a pop-up window with all current funding programmes. By double-click you can select your funding programme.

Search: Funding programme ✕

Results List: 47 results found for Funding programme [Show Search Criteria](#) ?

Funding programme description	Funding prog. no.
ANTRAG-August EN, 2016/17	57289704
test maßnahme	57290198
Aufstockung auf die Landesgraduiertenförderung, Jahre...	57266578
Aufstockung auf die Landesgraduiertenförderung, Kurzs...	57266580
Bolashak program, 2016	57266010
DAAD-NRF Joint Scholarship Programme South Africa, 2016	57274675
DAAD/K.C.Wong Fellowships, 2016	57261483
DLR/DAAD Research Fellowship Programme - Postdocs, ...	57265854
DLR/DAAD Research Fellowships, 2016	57265855
DLR/DAAD Senior Scientists Programme, 2016	57265856


You can select the fields "Country of residence", "Target Country" and "Commencement of funding status" by using the symbol .

Selection of country of residence and target country

Please select the country of residence and the chosen target country:


* Country of residence

South Africa



* Target country (incl. application period)

South Africa (01.01.2016-31.12.2016)




Selection of the applicant status

Status at the time of starting the scholarship:

* Commencement of funding status

Doctoral candidate



Alternatively, you can also select your funding programme by using "Show Search Criteria".

Search: Funding programme

Results List: 47 results found for Funding programme

Show Search Criteria ?

Funding programme description	Funding prog. no.
IC-Training Research Grants for Doctoral Candidates an...	57289361
SCHULUNG - Jahresstipendien für Studierende aller wis...	57289119
TRAINING AS-Research Grants - Short-Term Grants, 2016	57289389
TRAINING AS-Research Grants - Short-Term Grants, 2016	57289949
Training-IC Research Grants - Short-Term Grants, 2016	57289362
ANTRAG-August EN, 2016/17	57289704
test maßnahme	57290198
Aufstockung auf die Landesgraduiertenförderung, Jahre...	57266578
Aufstockung auf die Landesgraduiertenförderung, Kurzs...	57266580
Bolashak program, 2016	57266010

Please fill in a key word regarding your funding programme or your funding programme number in the field "Search term" (a) and select the button "Search" (b).

Continue to next step



The currently active step will be shown in *white*. In the illustration below, this is step 1 (*Download form*). Step 2 and 3 are greyed out.

1. Download form




[Click here](#) to download a new funding application form.
Save the form locally.

Continue to next step

2. Upload form



Durchsuchen...

 Return to previous step

3. Check form



The form is automatically checked after you have uploaded it.



After you have downloaded the application form, you can fill it in outside the Portal. Once you have completed the form, save it and go back into the Portal and return to the "*Personal funding*" tab.

Start

Project Funding

Personal Funding

Insurance

Start

Application and Funding Overview

Application

Personas

Here, on the lower half of the homepage, you will find an overview of the application(s) you have started. Highlight your application so that it is marked in blue (a) and click on "Continue application" (b).

Overview of your started applications

Funding programme	Funding programme	Type of application	Country of residence	Target country	Status	Application status	Application deadline
a)	675 DAAD-NRF Joint Scholarship Programme South Africa, 2016	Initial funding	South Africa	South Africa	Doctoral candidate	Download form	31.12.2016

Continue application ▶ b) Remove application



If the application deadline for a funding programme has passed, the end of the application period is shown in red in the table of started applications.

Overview of your started applications

Funding programme	Funding programme	Type of application	Country of residence	Target country	Status	Application status	Application deadline
50035349	University Summer Courses offered in Germany for Foreign Students and Graduates, 2016	Initial funding	Russian Federation	Germany	Graduates	Download form	22.01.2016
50046686	Intensive Language Courses offered in Germany for Foreign Students and Graduates, 2016	Initial funding	Spain	Germany	Graduates	Download form	01.12.2015
57041638	FIT - Internationale Forschungsaufenthalte in der Informationstechnologie für Doktoranden (FIT weltweit)	Initial funding	Germany	Andorra	Doctoral candidate	Check form	31.12.2017
57049521	Testinstanz Außenorganisation für Go Live im Juli 2013 (EN)	5th Extension	Egypt	Germany	Graduates	Download form	31.12.2016
57175957	Aufstockung auf die Landesgraduierföderung, Jahresstipendien ab 2015	Initial funding	Germany	Algeria	Doctoral candidate	Download form	31.10.2015

If you select a started application after the deadline has passed, the "Continue application" button will be greyed out, making it impossible to continue the application process any further.

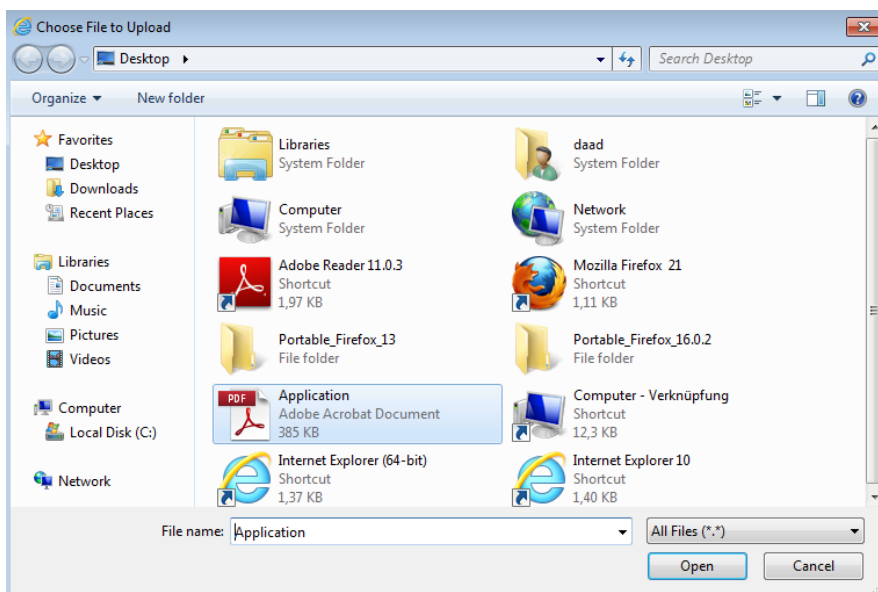


- To upload a completed form, confirm that you have downloaded the form by clicking on the button "Continue to the next step".

Continue to next step

- Finally, in step 2 (Upload the form), you can select the completed form on your data carrier using the "Browse..." button and upload it by clicking on "Upload".

2. Upload form



2. Upload form

Upload the completed funding application form.










 [Return to previous step](#)




The uploaded form is now checked automatically to ensure that it is complete. If any mandatory fields have not been filled in, for example, such errors are shown in a list under Step 3.


3. Check form


 Problems were identified in the uploaded form. Please find details in the following table. DO NOT make the necessary corrections in the form you have saved locally! Download instead the current form using the link below the table down and correct the entries in this form. Save then upload this corrected version on "Save As" to you in step 3 again.


Status	Problem / Error
	Question 1: Please fill in all mandatory fields.
	Question 2: Please fill in all mandatory fields.
	Question 3: Please fill in all mandatory fields.
	Question 5: Please fill in all mandatory fields.
	Question 7: Please fill in all mandatory fields.
	Question 8: Please fill in all mandatory fields.

8. If there are problems with your application, please make sure that you download the current form via the link "*Download current application form*". Do not use the version of the file already saved to your computer. Please make the necessary changes in the current form and use the "Save as" function to save the new, corrected document in a location of your choice. This ensures you are able to upload the most recent version to the portal.


Question 11: Please fill in all mandatory fields.

 [Download current application form](#)

 [Return to previous step](#)

9. To upload the corrected form, click on  [Return to previous step](#)
This will take you back to step 2.

10. If your corrections are successful, you will receive a message to confirm this. Clicking on "*Continue*" will then take you to the "*Add Attachments*" section, the third part of the application process.

3. Check form

 The uploaded form had no technical problems and all mandatory fields were filled in. Click to continue.

 [Download current application form](#)

 [Return to previous step](#)



In the "Add Attachments" section, you can add the required attachments to your funding application. On the right side you will see blue-lined all mandatory attachments for your funding programme.

Your selected data

	Name	Tim Mustermann	Funding programm number	57263778
	User name	03B8DD13CF1	Funding programme	
			Type of application	Initial funding

Add documents

* Attachment type:

Select file (PDF only): Keine Datei ausgewählt.

* Document name (max. 44 characters):

Mandatory attachments

- CV
- Proposal description/motivation letter
- Letter of recommendation
- Certificate
- Description of grade scale



To ensure that we can process these attachments in our digital files, please upload them **in PDF format only**. Any other file format will need to be converted beforehand. Please note that changing the end of the file name (e.g. from "doc" to "pdf") is not a viable way of converting files in this case.

Current versions of most Office suites offer a "Save as PDF" function. Additionally, there are several freeware programs which can be used to convert Word documents to PDF.

Please also make sure that the PDF files you upload are NOT encrypted and do NOT have any commenting restrictions on them. It is also advisable to check documents which you have already received in PDF format.

These PDFs cannot be processed in our system, so we would have to ask for the document to be resubmitted.

11. To add attachments, first choose the type of attachment from the drop-down menu by clicking the symbol .

Add documents

* Attachment type:

Select file (PDF only): Keine Datei ausgewählt.

* Document name (max. 44 characters):

Select attachment type...

CV

Publication list

12. Click on "Browse..." (a) to find and select the relevant PDF on your system. After that, enter a unique, specific name (b), under which the attachment will be filed and click "Add Document" (c).

Add documents

* Attachment type: CV

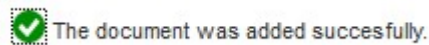
Select file (PDF only): Durchsuchen... (a)

* Document name (max. 44 characters): CV (b)

Add document (c)

Only the specified number of documents can be uploaded for each attachment type.

In the upper left corner, you will see a confirmation that your attachment has been added to your application.



The uploaded attachment now appears in the list of added documents.

Add documents

* Attachment type: Description of grade scale

Select file (PDF only): Durchsuchen... Keine Datei ausgewählt.

* Document name (max. 44 characters):

Add document

Mandatory attachments

- CV
- Proposal description/motivation letter
- Letter of recommendation
- Certificate
- Description of grade scale

4419 / 20480 KB

Added documents

Attachment type	Document name (max. 44 characters)	Filesize
CV	CV	91,55
Proposal description/motivation letter	Motivation Letter	88,42
Letter of recommendation	Letter of recommendation	1,38
Certificate	Certificate	1,38
Description of grade scale	Grade scale	1,38

Remove document

13. Please note that you will not be able to submit your application without uploading the attachments required by your specific funding programme (please consult your funding guide).

As long as you have not uploaded at least one document of each required attachment type (see the notice on the right side of the portal), the "Continue" button will be greyed out and not selectable.

Back Continue

14. Please also note that per attachment type there is a restriction of the number of files and the file-size itself (e.g. "You may upload 5 documents each with a maximum filesize of 5MB").

Furthermore a progress bar shows how many kilobytes have been uploaded and if the maximum size of all added documents has been reached.

Add documents

* Attachment type:

Select file (PDF only):

* Document name (max. 44 characters):

Add document

Mandatory attachments

- CV
- Proposal description/motivation letter
- Letter of recommendation
- Certificate
- Description of grade scale

4419 / 20480 KB

Added documents

Attachment type	Document name (max. 44 characters)	Filesize
CV	CV	91,55
Proposal description/motivation letter	Motivation Letter	88,42
Letter of recommendation	Letter of recommendation	1,38
Certificate	Certificate	1,38
Description of grade scale	Grade of Scale	1,38

Remove document

15. Once you have uploaded your required attachments, click on "Continue" in the navigation menu in the top left.

The document was added successfully.

16. This will take you to the next step of your application "Confirm".



Here you can have the opportunity to access your application form and the uploaded attachments before you actually submit it.

If you wish, you can make changes to the form or upload further attachments.

Application form



[Click here](#), to download and save the form for your records prior to submitting it.

Attachments to the application



You have attached the following documents to the application.

Document name	File name	Document type	Download
CV	CV.pdf	CV	Download
Motivation Letter	Motivation.pdf	Proposal description/motivation letter	Download
Letter of recommendation	Letter_of_recommendation.pdf	Letter of recommendation	Download
Certificate	Certificate.pdf	Certificate	Download
Grade of Scale	Description_of_grade_scale.pdf	Description of grade scale	Download

[Click here](#), to edit the attachments.

17. Please confirm that you agree about the notification to our process after your submission by clicking the box:

"Several minutes after submitting your application (in times of increased application activity this might take up to several hours) you will receive a confirmation message containing the pdf attachment "Application summary" (see "Personal Funding" area, main tab "Application and Funding Overview", sub tab "Applications and funding").

This must be printed out and sent by mail to the applications office responsible for your country by the application deadline stated for your country in 1 paper copies. The application is only valid if it is also submitted in hard copy (exclusively as a printout of the "application summary" mentioned above) by mail and before the deadline. For your application location and deadline: see the programme advertisement. "

18. **In order to submit your application, you will have to confirm that you agree to comply with the application requirements and that you have acknowledged the general provisions on data protection.**

Application requirements



☒ I agree to comply with the [application requirements](#).

Privacy protection



☒ I acknowledge the [general provisions on data protection](#).

After you have acknowledged the notes, you can send the application via the button "Send Documents".

Send documents



The application has no technical problems.

Please note that you will not be able to change the application and attachments in the portal once they have been sent. It is also not possible to recall your application! Please check your details in the application form and your attachments one final time before sending.

Click on "Send documents" to submit the application to the DAAD.

[Send documents](#)

19. You will then see a note confirming that your application has been submitted successfully.

Application sent



Many thanks!


The application was successfully sent to DAAD. It is now being processed by the system and you will shortly receive a confirmation message that can be called up via "Application and funding overview". This process may take a few minutes. When applying for the first time the message "There are currently no applications assigned to your user" may appear during this waiting time. Once the confirmation message about the new application is displayed, please click on "Open all".



A few minutes after sending your application, you will be able to view it in the "Application and funding overview".



20. In the messaging system located below the applications you will find an additional confirmation of your submitted application. An email will inform you when messages arrive for you in this section.

To open a message, please click the black arrow  in front of it.



[Applications and funding](#)
[Personal data](#)

Information on your applications and funding

Funding programm number	Funding programme	Date of submission	Type of funding	Application status
57263778	Third Country Programme Central America, 2016	20.10.2016	Initial funding	Application submitted

Notifications regarding application / funding 57263778 () - 0000

[New message](#)
[Expand all](#)
[Close all](#)
[History as pdf](#)

	Subject	from	Role	Send date	Send time	Topic ID	Attachments
	New application submitted	Workflow-DAS		20.10.2016	11:29:31	Support/counselling/scholarship related issues (applicants/scholarship holders)	



If you have already submitted more than one application, you will first need to select the correct one to view your messages. The chosen line will be highlighted in blue.

[Applications and funding](#)
[Personal data](#)

Information on your applications and funding

Funding programm number	Funding programme	Date of submission	Type of funding	Application status
57263778	Third Country Programme Central America, 2016	19.10.2016	Initial funding	Application submitted
57289938	Förderung ausländischer IAESTE-Praktikanten in Deutschland 2017	19.10.2016	Initial funding	Application submitted

21. Attached to the confirmation of the successful submission of the application you will find a PDF file titled "*Application Summary*". It contains your application form and all submitted attachments. Furthermore you will find attached "*application requirements*" and "*provision on data protection*".

Notifications regarding application / funding 57263778 () - 0000

[New message](#) [Expand all](#) [Close all](#) [History as pdf](#)

	Subject	from	Role	Send date	Send time	Topic ID	Attachments
	New application submitted	Workflow-DAS		20.10.2016	11:29:31	Support/counselling/scholarship related issues (applicants/scholarship holders)	

Support/counselling/scholarship related issues (applicants/scholarship holders)

New application submitted

Dear Arquitecto rhger drh,

This automatically generated message confirms that you have submitted your application to the "Drittländprogramm Zentralamerika, 2016" funding programme.
Your request was created using the user name: immustermann@move.daad.

Please find a pdf file "Application Summary" attached. It contains a copy of your application and all attachments you uploaded. Additionally attached are copies of the application requirements and the provisions on privacy protection you agreed to and acknowledged, respectively.

Link to your programme advertisement (funding-guide.de):
[Click here](#)

Yours faithfully
The DAAD Portal

Attachments for message

- Provisions_on_data_protection 6.57
- Application_requirements 6.57
- Application Summary 4.02

Please take note of the next steps required for the application process listed in the confirmation message, specifically regarding the mailing of physical copies of your forms to the information and advice center in your country.

22. To exit the Portal please click "*Log off*" in the upper right corner and click "Yes" in the confirmation dialogue.

