

Submitting an application

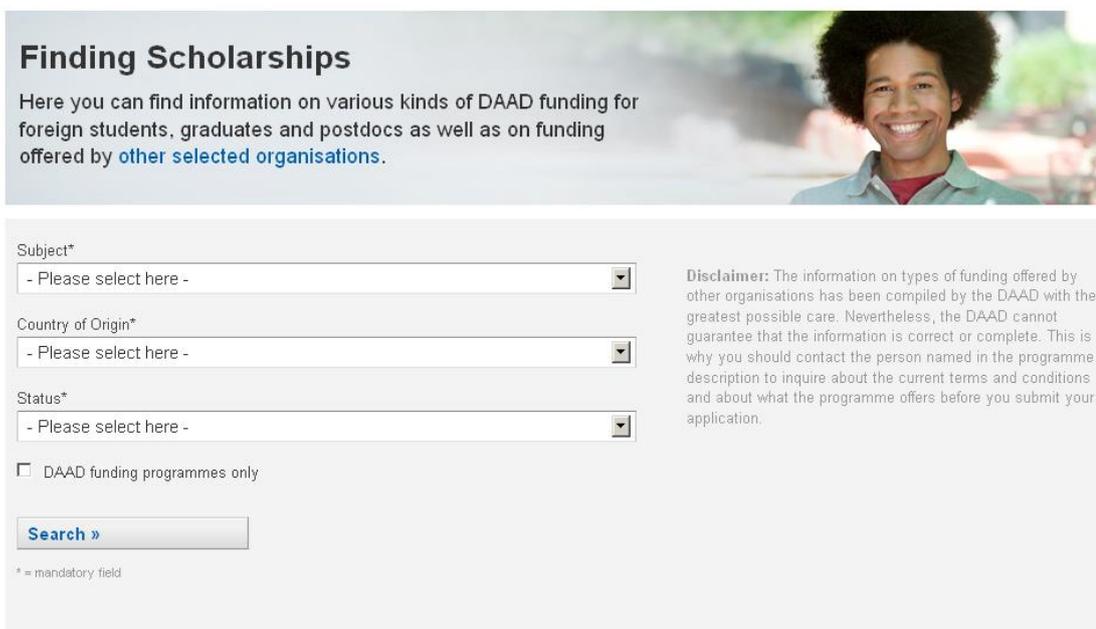
Procedure

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



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](#).

Subject*
- Please select here -

Country of Origin*
- Please select here -

Status*
- Please select here -

DAAD funding programmes only

[Search »](#)

* = mandatory field

Disclaimer: The information on types of funding offered by other organisations has been compiled by the DAAD with the greatest possible care. Nevertheless, the DAAD cannot guarantee that the information is correct or complete. This is why you should contact the person named in the programme description to inquire about the current terms and conditions and about what the programme offers before you submit your application.

2. You will be directed to the DAAD Portal. 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".

Welcome Herr Florian move_fst_pbf  German Academic Exchange Service 

wandel durch **austausch** • change by **exchange** •

Start | Project Funding | **Personal Funding** | PhDGermany | Insurance | Messages for consultants | Imprint / Privacy Policy

Start | Application and Funding Overview | **Application** | Request for Letter of Recommendation | Information for International Offices

Welcome to Personal Funding in the DAAD portal

Making an application in the DAAD portal

 Are you from Germany or another country and looking to apply for a scholarship via the DAAD portal? Or are you German and looking for a teacher? If so, please now familiarise yourself with the information provided on your chosen funding programme at www.daad.de completed application.

Please note:

 If you have already selected the appropriate scholarship programme, you can simply click on "Application" in the top menu bar to go to the application form.

If you wish to apply for a DAAD programme but have not yet called up the appropriate programme advertisement, please select your programme from the database (link below). The chosen programme and additional information will then be predefined in the application form within the application form.

Please note that, as part of a transitional phase for applicants for personal funding, applications for certain funding programmes, especially for research grants, are still processed outside the portal. You can find out which application procedure applies in your case (portal application or another means of application) via the database (see link below).

[Open the scholarship database for Germans](#) 

[Open the scholarship database for foreigners](#) 

[Open the scholarship database for academic teachers for Germans](#) 

The funding programme, the country in which the programme is being offered, the destination country and the applicant status are entered automatically in advance.

Application personal funding

Selection funding programme

Selection funding programme

Please select your chosen funding programme:

Funding programme *

Selection of country of residence and target country

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

Country of residence *

Target country (incl. application period) *

Selection of the applicant status

Status at the time of starting the scholarship:

Commencement of funding status *

To go to the application form, click on "Continue" above the selected funding programme.



3. This will take you to the "Funding application" section.



4. In the "Personal funding" section, we provide a step-by-step procedure for you to follow, to download an application form, fill it in and upload it again to the Portal.

This procedure is divided into three different steps:

Step 1: Download the form and fill in the required information

Step 2: Upload the form

Step 3: The form is checked automatically by the system

You can navigate from step to step by clicking on  .

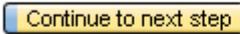


The currently active step will be shown in *white*. In the illustration below, this is step 1 (*Download form*). Step 2 and 3 are greyed out.

1. Download form



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

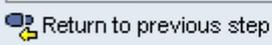


2. Upload form



Upload the completed funding application form.

No file selected.



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.



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 orange and click on "Continue application".

Funding programme	Funding programme	Type of application	Country of residence	Target country	Status	Application status	Application deadline
50077057	Development-Related Postgraduate Courses, 2014	Initial funding	Jamaica	Germany	Postgraduates	Download form	23.12.2013
57048249	Research Grants for Doctoral Candidates and Young Academics and Scientists (more than 6 months), 2014/15	Initial funding	France	Germany	Doctorate	Download form	31.01.2014

Continue 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.

Funding programme	Funding programme	Type of application	Country of residence	Target country	Status	Application status	Application deadline
50077057	Development-Related Postgraduate Courses, 2014	Initial funding	Albania	Germany	Postgraduates	Check form	23.12.2013
56270184	Kurzzeitdozenturen, 169 Fachgutachterausschuss 12.12.2013	Initial funding	Germany	Togo	Short-time reader	Check form	03.10.2013
57034101	Graduate School Scholarship programme - Programm zur Förderung ausländischer Doktorandinnen und Doktoranden in strukturierten Promotionsprogrammen, 2014	Initial funding	Algeria	Germany	Doctoral candidate	Upload form	30.09.2014
57036814	Jahresstipendien für Graduierte und Promovierte Studienjahr 2014/15	Initial funding	Germany	Andorra	Doctorate	Download form	01.11.2013
57036848	Jahresstipendien für Studierende aller Fächer für das Studienjahr 2014/15	Initial funding	Germany	Egypt	Students	Upload form	31.03.2014

Continue application

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.

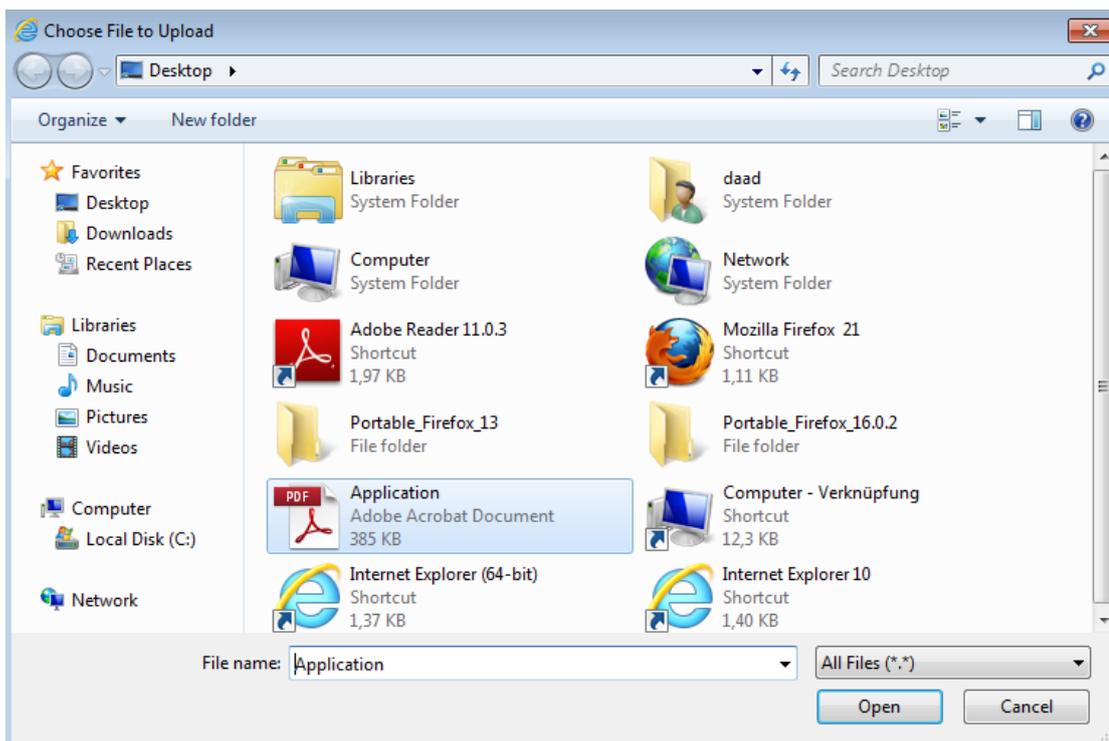
- To upload a completed form, confirm that you have downloaded the form by clicking on the "Continue to the next step" button.
- Finally, in step 2 (Upload the form), you can select the completed form on your data carrier using the "Browse..." button and upload it by clicking on "Upload".

2. Upload form

Upload the completed funding application form.

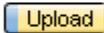
No file selected.

[Return to previous step](#)



2. Upload form

Upload the completed funding application form.

 Application.pdf 

[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. Download instead the current form using the link below the table down and correct th

Status	Problem / Error
	Question 3: Please fill in all mandatory fields.
	Question 6: Please fill in all mandatory fields.

 [Download current application form](#)

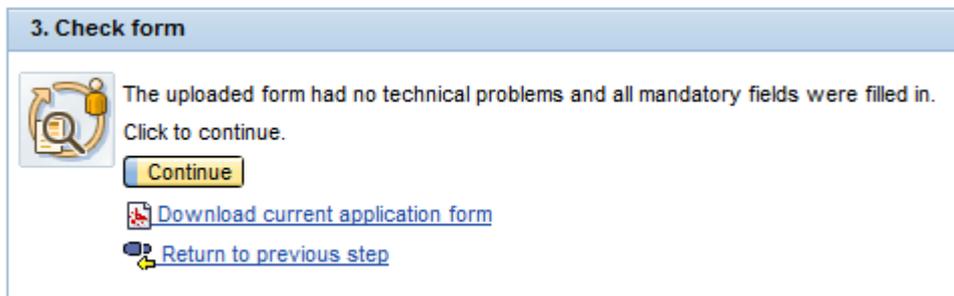
 [Return to previous step](#)

- 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.

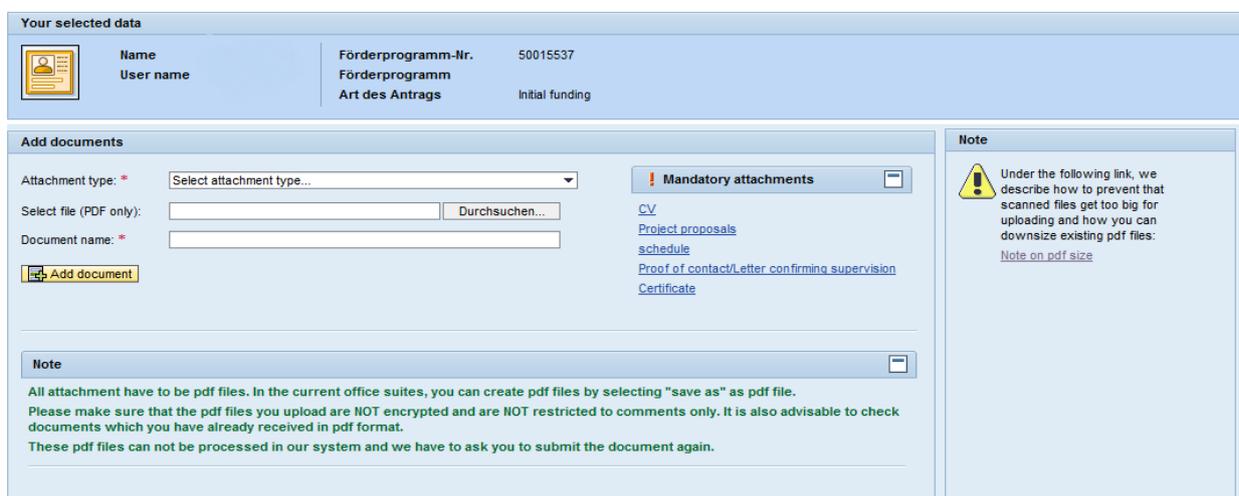


- To upload the corrected form, click on  [Return to previous step](#)
This will take you back to step 2.

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



In the "Attachments" section, you can add the required attachments to your funding application.





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.

- To add attachments, first choose the type of attachment from the dropdown menu.

Add documents

Attachment type: * Select attachment type...
Select attachment type...
CV

Select file (PDF only):

Document name: *

Add document

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

Per attachment type only the specified number of documents can be uploaded.

Add documents

Attachment type: * CV

You may upload 5 documents each with a maximum filesize of 5 MB.

Select file (PDF only): Browse... CV.pdf

Document name: * Curriculum Vitae

Add document

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

The document was added successfully.

Back Continue Show completion details

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

Add documents

Attachment type: * [Help](#) **Mandatory attachments**

You may upload 5 documents each with a maximum filesize of 5 MB.

Select file (PDF only): No file selected.

Document name: *

Added documents

Attachment type	Document name	Filesize
CV	Curriculum Vitae	396,3 KB

- 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.
- 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 hit.

Start | Project Funding | **Personal Funding** | PhDGermany | Insurance | Meine Nachrichten | Imprint / Privacy Policy

Start | Antrags- und Förderübersicht | Bewerbung | Gutachten anfordern (nur für Stipendienbewerber) | Information für International Offices (AAA)

Application personal funding

Programme selection |
 Fill in form |
 Add attachments |
 Confirm |
 Finished

The document was added successfully.

Your selected data

	Name	Test Marta	Förderprogramm-Nr.	57044990
	User name	STRAUBACH	Förderprogramm	Jahresstipendien für Doktoranden 2014/15
	Personal ref. no.	91532460	Art des Antrags	Initial funding

Add documents

Attachment type: * [Help](#)

You may upload 20 documents each with a maximum filesize of 5 MB.

Select file (PDF only):

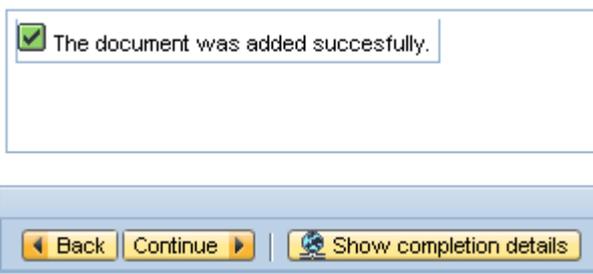
Document name: *

37854 / 102400 KB

Added documents

Attachment type	Document name	Filesize
Certificate	Certificate	4,11
CV	CV	4,11
Project proposals	Proposal	4,11
Miscellaneous	Proof of Contact	4,11
Certificate	Ondaf Certificate	4,11

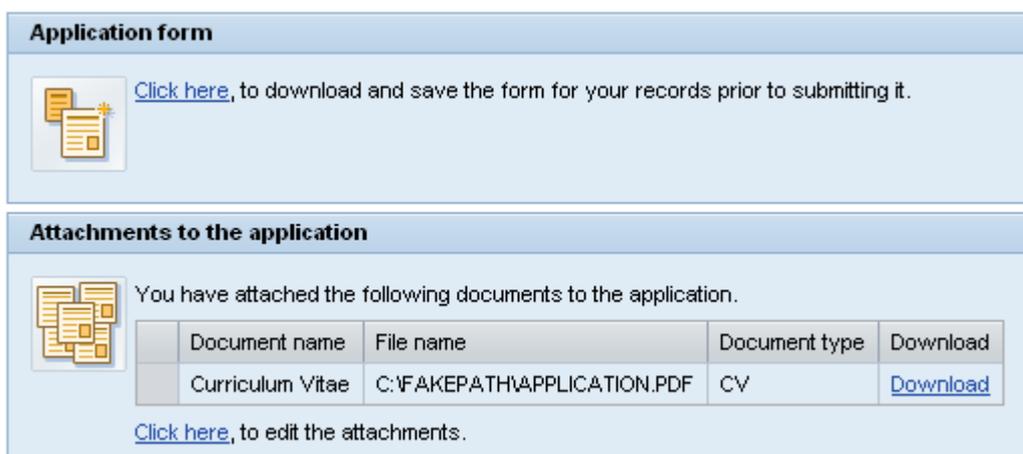
When you have uploaded your required attachments, click on "Continue" in the navigation menu in the top left.



This will take you to an overview of your application.



Here you can once again access your application form and the uploaded attachments. If you wish, you can make changes to the form or upload further attachments.



- In order to submit your application, you will have to confirm that you have acknowledged the note on how to proceed further:

After you have sent off your application, an "application summary" will be displayed in a confirmation message. This must be printed out and sent in the post to the **applications office** responsible for your country **by the application deadline stated for your country in three paper copies (for your application location and deadline: see "country-specific information" in the programme advertisement)**. The application is only valid if it is also submitted **in hard copy** (exclusively as a printout of the "application summary" mentioned above) in the post and **before the deadline**.

I have read and understood the notice.

After you have acknowledged the note, 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.

15. You will now receive a message confirming that your application has been submitted successfully.

Application sent

 **Thank you!**
The application was successfully sent to DAAD. You will shortly receive confirmation of the process in your notification system. You may retrieve this notification in the Application and Funding Overview. This may take several 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".

Start | Project Funding | **Personal Funding** | PH

Start | **Application and Funding Overview** | App

Applications and funding					
Information on your applications and funding					
Funding programm number	Funding programme	Date of submission	Type of funding	Application status	
55537034		23.07.2013	Initial funding	Application submitted	
57030409		12.06.2013	Initial funding	Application submitted	
57049521	Testinstanz Außenorganisation für Go Live im Juli 2013 (EN)	14.10.2013	Initial funding	Application submitted	
57053825		04.07.2013	Initial funding	Application submitted	

16. 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 triangle  in front of it.

If you have already submitted more than one application, you will first need to select the correct one to view your messages.

Applications and funding | Personal data | Personal messages

Information on your applications and funding

Funding programm number	Funding programme	Date of submission	Type of funding	Application status
55537034		23.07.2013	Initial funding	Application submitted
57030409		12.06.2013	Initial funding	Application submitted
57049521	Testinstanz Außenorganisation für Go Live im Juli 2013 (EN)	14.10.2013	Initial funding	Application submitted
57053825		04.07.2013	Initial funding	Application submitted

Note
If you would like to submit documents to support an application / funding, please use the relevant option in the menu tree or click [here](#)

Notifications regarding application / funding 57049521

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

Subject	from	Role	Send date	Send time	Attachments
New application submitted	QUEUE_BATCH		14.10.2013	10:34:55	

Notification Close

Dear Mr Dr. Dipl.-Ing. movefst_pbf,

This automatically generated message confirms that you have submitted your application to the "Testinstanz Außenorganisation für Go Live im Juli 2013 (EN)" funding programme. Your request was created using the user name: MOVE_FST_PBF. Link to the advertisement page on the DAAD website: [Click here](#)

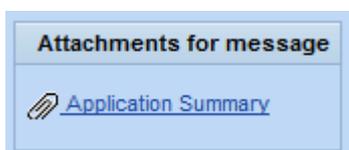
Please find a copy of the application you submitted attached, including the attachments you uploaded. Please print out your application now and send three copies in the post to the applications office responsible for your country by the application deadline stated for your country (for your application location and deadline: see "country-specific information" in the programme advertisement). Your application is only valid if it is also submitted in hard copy (exclusively as a printout of the "application summary") in the post and before the deadline.

Yours faithfully
The DAAD Portal

Attachments for message

[Application Summary](#)

17. 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.



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 centre in your country.

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

