Submitting an application
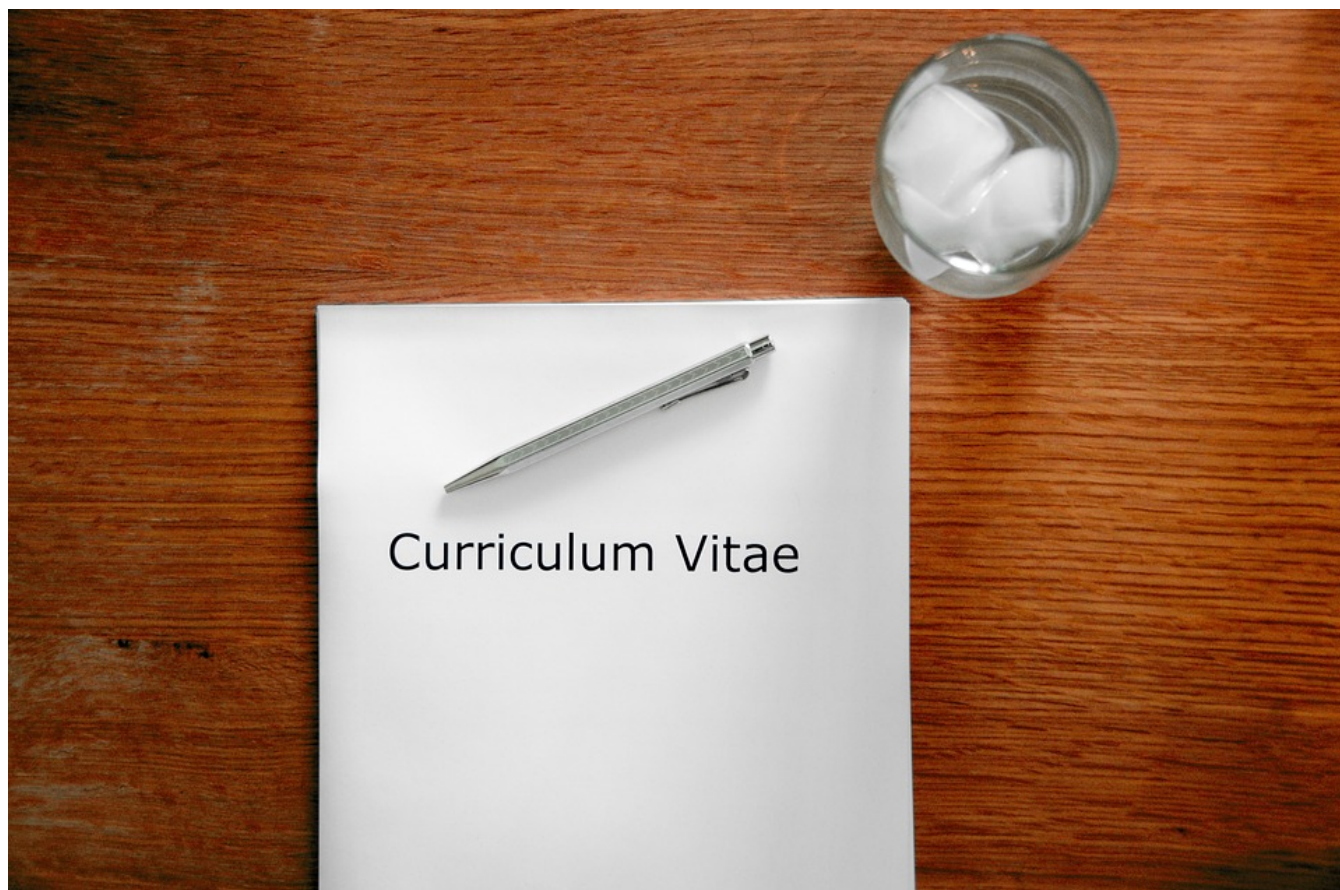

Table of contents

1. Technical requirements

Please note: The portal can currently be used with Windows and Mac OS. Compatible browsers are Google Chrome, Mozilla Firefox, Safari, Internet Explorer and EDGE.
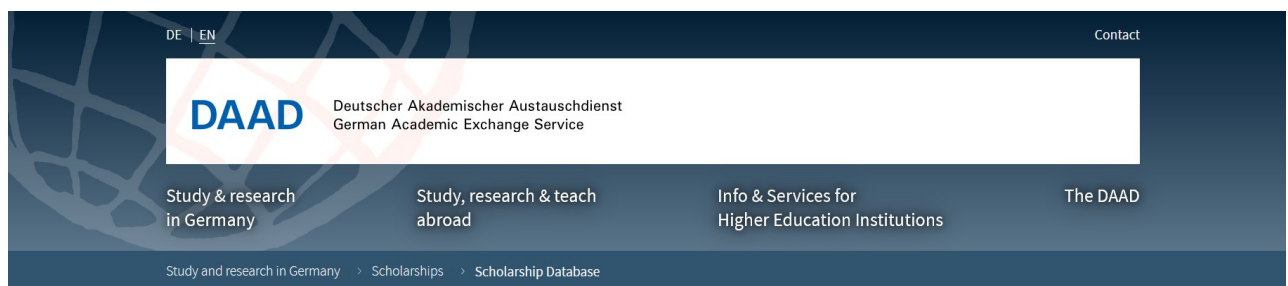
The portal is not suitable for mobile devices. Please use a desktop computer.

2. Application Procedure

2.1 Selecting a funding programme

If you would like to submit an application via the DAAD Portal, please start by selecting a programme in our scholarship database. This ensures the presetting of the programme and other information in the application form, making it easier for you to proceed.

The scholarship database can be accessed via the DAAD website www.funding-guide.de.

After your selection, you will be given detailed information on the respective programme. Please make sure to carefully read the information on requirements and procedure.

Please navigate to the tab "Submitting an application".

On the bottom of the page you will find a link that leads to the DAAD Portal.

You will be directed to the DAAD Portal login page. If you have not registered yet, please do so via www.mydaad.de. Consult chapter 01 "Registration" of our manual in case you need assistance.

Once you have logged in, you will be directed to the "Personal Funding" section of the portal. To start the application process, please click on "Application".
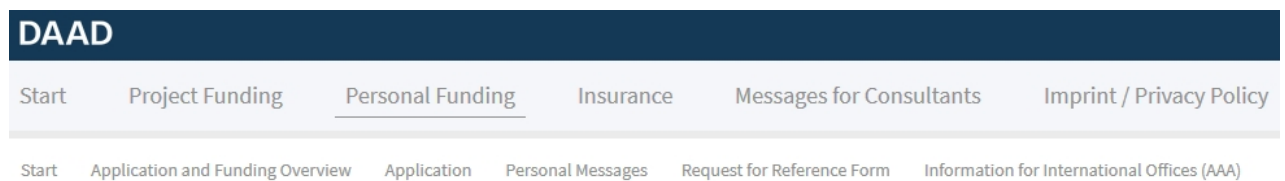
The fields "Funding programme", "Country of residence", "Target country" and the "Commencement of funding status" (where applicable) are filled in automatically based on your previous selections.

Programme selection »» Fill in form »» Add attachments »» Overview »» Finished »»

CONTINUE › FURTHER FUNCTIONS ⌄

Selection funding programme

Please select your chosen funding programme:

* **Funding programme**   Study Scholarships - Master Studies for All Academic Disciplines, 2021/22   ✓

Selection of country of residence and target country

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

* **Country of residence**   Albania ⌄

* **Target country (incl. applicatio...**   Germany (01.07.2020-16.11.2020) ⌄   ✓

Selection of the applicant status

Status at the time of starting the scholarship:

* **Commencement of funding sta...**   Graduates ⌄   ✓

To proceed to the application form, please click on "Continue" right above the selected funding programme.

CONTINUE › FURTHER FUNCTIONS ⌄

Selection funding programme

2.2 Application form

The "Continue" button directs you to the "Fill in form" section.

In this section, you will find an overview of your personal data. Please download the application form in section 1 "Download Form" and save it locally on your computer or external harddrive. Fill in the document and upload it again in section 2 "Upload Form".

The following steps are to be distinguished:

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

Important: The particular step which is active will be highlighted. In the illustration below, this is step 1 (Download form). Therefore step 2 and 3 are greyed out.

1. Download form

Click here to download a new funding application form.

Always save the application form on your pc first, instead of directly opening it in your browser.

Please only use Adobe Reader to open the downloaded application form. Otherwise you will see error messages and will not be able to read or edit the form.

CONTINUE TO NEXT STEP

2. Upload form

Upload the completed funding application form.

| Durchsuchen... | Keine Datei ausgewählt. | **UPLOAD** |

⇄ Return to previous step

3. Check form

The form is automatically checked after you have uploaded it.

Please note: After the application form has been downloaded, it can be filled in offline. Once you have completed the form, save it, log back into the portal and return to the tab "Personal Funding".

Please note that the pdf forms used in the DAAD Portal can only be opened and filled in with Adobe Reader.

If you use a different pdf software to open or edit our pdf forms, you will receive an error message and a request to install the latest version of Adobe Reader. This will also happen if you open the portal forms with the build-in pdf viewers of browsers such as Chrome, Firefox or EDGE.

If you have already installed Adobe Reader and receive this notification, please try the following workaround:

- Please click right click on the document and save it on your desktop.
- Then navigate to your desktop and right click on the pdf file and select „Open with -> "Adobe Reader ".
- Now you should be able to open and fill in the document.

In the lower half of the website you will find an overview of your started application(s). Select your application, so that the text in the row turns blue (a) and click on "Continue application" (b).

You will return to the three steps described above. To upload your edited application form, please navigate from step 1 "Download form" to step 2 "Upload form". To do so, click on "Continue to next step".

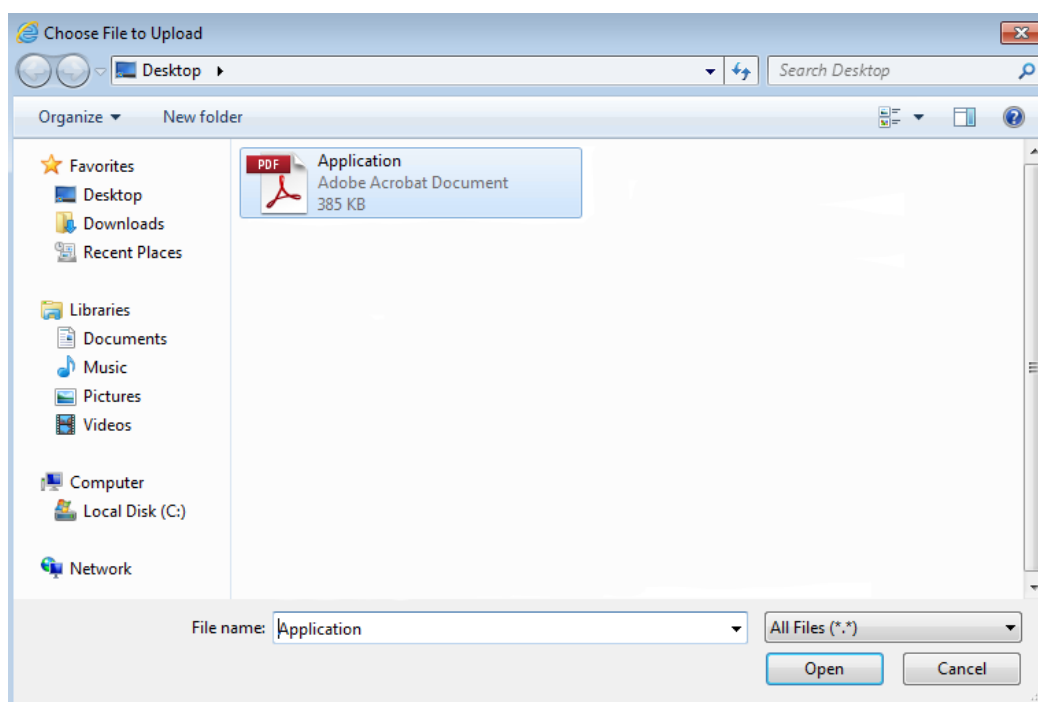In step 2 "Upload form" you will be able to select the completed form on your computer using the "Browse…" or "Select" button. Complete the step by clicking on "Upload".

2. Upload form

Upload the completed funding application form.

No file chosen   ↑   **UPLOAD**

⇄ Return to previous step

Please note: The uploaded form is being checked to ensure that all mandatory fields have been edited properly. If a mandatory field is inomplete, you will receive an error notification with the respective field number under step 3 (Check form).

3. Check form

There are problems in the form you uploaded. Please find the details listed below. To correct the errors, save the current version by clicking on "Download" current application form.

Correct the errors, save the file and then upload it at step 2 again.

Status	Problem / Error	
⚠	Question	1: Please fill in all mandatory fields.
⚠	Question	5: Please fill in all mandatory fields.

⤓ Download current application form

⇄ Return to previous step

Important: If you need to correct your application form, please download the current form via the link "Download current application form". Please do not use the file on your computer.

Please correct any errors in the current form and use the "Save as" function to save the new document on your device. This ensures the upload of the most recent version.

| ⚠ | Question | 1: Please fill in all mandatory fields. |
| ⚠ | Question | 5: Please fill in all mandatory fields. |

⬐ Download current application form

⇄ Return to previous step

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 confirmation. Click on "Continue" to proceed to the third part of the application process, section "Add Attachments".

3. Check form

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

Click to continue.

CONTINUE

⬐ Download current application form

⇄ Return to previous step

2.3 Attachments

☑ Programme selection ⟫ ☑ Fill in form ⟫ Add attachments ⟫ Overview ⟫ Finished ⟫

Important: If you log off before submitting your application, your uploads will not be cached. The portal does not provide intermediate storage. Make sure to have all necessary files at hand before you start the online application.

Please note: In the "Add Attachments" section, you can add the required attachments to your application. On the right side you will find a list of the mandatory attachments for your funding programme.

Your selected data

	Name	Logan James
	User name	DB517800D51
	Personal ref. no.	91603006

Add documents

* Attachment type:	Select attachment type... ⌄	⚠ Mandatory attachments —
		Curriculum vitae
Select file:	No file chosen ↥	Study project/motivation
* Document name (max. 44 characters):		Time schedule
⊕ ADD DOCUMENT		Contacts at host institution
		University degree certificates
		⌃ Page 1 ⌄

Important: You can only upload pdf files. Different formats will need to be converted beforehand. Most Office Suites offer a "Save/Export as PDF" function.

Moreover, please make sure your pdf files are not encrypted and do not have any commenting restrictions. These files cannot be processed in our system which might force you to resubmit the document. It is recommended to check documents you have received from third parties. If you have trouble removing the restrictions, print the file and scan it into pdf format.

To add attachments, select the attachment type from the drop-down menu by clicking on the symbol ⌄.

Click on "Browse…" or "Select" to choose the relevant pdf file from your computer. In the following, please enter a document name, under which the attachment will be filed and click on "Add Document".

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

The uploaded attachment will appear in the list of added documents.

Please note that you will not be able to submit your application without the mandatory attachments listed in the program description. Consult our scholarship database for details.

If you haven't uploaded at least one document of each mandatory attachment type (see the notice on the right side of the portal), the "Continue" button will be deactivated and therefore greyed out.

The number and size of the documents for each attachment type is restricted (e.g. "You may upload 3 documents each with a maximum file size of 3MB").

Once you have uploaded all mandatory attachments, please click "Continue" on the top left.

You will be directed to the next step of your application.

2.4 Submitting the application

In this section（ "Overview"）you have the option to review your application form and the uploaded attachments before the final submission. 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	Curriculum_vitae.pdf	Curriculum vitae	Download
○	Contacts at host institution	Contacts_at_host_institution.pdf	Contacts at host institution	Download
○	Letter of recommendation	Letter_of_recommendation.pdf	Letter of recommendation	Download
○	Time schedule	Time_schedule.pdf	Time schedule	Download
○	Motivation	MotivationLetter.pdf	Study project/motivation	Download
○	Transcript of Records	Transcript_of_Records.pdf	Transcript of records/academic achievements	Download
○	University degree certificates	University_degree_certificates.pdf	University degree certificates	Download

Click here , to edit the attachments.

Please note that some funding programmes require the postal submission of the application summary (to the respective regional DAAD office or the DAAD headquarter in Bonn, Germany). The programme description (tab "Application procedure") contains all relevant information concerning the postal submission of documents.

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.
Please also take note of our important scholarship information.

« Search results

Working Internships in Science and Engineering (WISE) • DAAD

| OVERVIEW | APPLICATION REQUIREMENTS | **APPLICATION PROCEDURE** | CONTACT AND CONSULTING | **SUBMITTING AN APPLICATION** |

2. To be submitted by post

- The "Application summary", which is generated in the portal in PDF format and which can be printed out after the online application procedure is completed; please send 1 copy to the DAAD office New Delhi

- Recent reference from Indian university teacher which provides information about the applicant's qualifications (please find the form in the DAAD application portal)

To submit your application, please confirm the application requirements and 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 .

Afterwards, you can submit the application by clicking on "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

You will receive a notification confirming the successful submission of your application.

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".

> Please note: Your application will appear in the "Application and Funding Overview" a few minutes after the submission.

If you have logged out of the portal after the submission of your documents, you can log back in as follows:

Access your account via www.mydaad.de/en and select „Personal Funding".

You now have the choice between two options: the new application portal and the classic application portal.

Please read the instructions with care and make your choice accordingly. In case your funding programme is not explicitly mentioned, choose the classic application portal.

Welcome to Personal Funding in the DAAD Portal

Please note that we are currently testing a new application process for two funding programmes.
Therefore, please choose the area of the portal you wish to access:

Personal Funding: New application portal

In case you have started or handed in an application for one of the following funding programmes:

- Research Grants für Doctoral Candidates, 2021/22 (57556280)
- Scholarships for non-German Graduates from German Schools Abroad, German Certified Language Schools and Fit-Schools, 2021/22 (57581166)

↗ *Please use this link*

Personal Funding: Classic application portal

For the application for funding or the application for additional payments in all other DAAD funding programmes.

↗ *Please use this link*

After having selected the correct portal version, you will be forwarded to the tab „Information ". Afterwards, please navigate to the „Application and Funding Overview ".
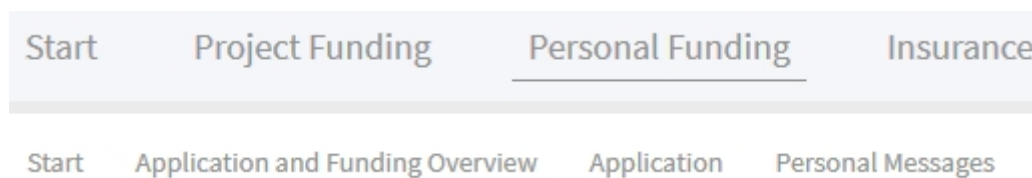
The portal message area is situated right below the "Application and Funding Overview". You will find an additional confirmation of your submitted application there. An email will inform you about the portal messages.

To open a message, please click on the symbol >.

Please note: If you have already submitted more than one application, you have to select the correct one to see the respective messages. Select the application by clicking on the entry in the list. The text in the selected row will turn blue and a blue box with a white dot will appear.

Attached to the confirmation message you will find a collection of the submitted documents, the "Application requirements" and the "Provisions on data protection".

Messages regarding application / funding 57314589 () - 0000

[NEW MESSAGE] [EXPAND ALL] [CLOSE ALL] [HISTORY AS PDF]   [⛛]

	Subject	from	Role	Send date	Send time	Topic ID	📎
›	Your application summary	DAAD Portal		16.12.2020	11:48:54	Notification	📎
⌄	New application submitted	DAAD Portal		16.12.2020	11:47:32	Support/counselling/scholarship related issues (applicants/scholarship holders)	📎

✕

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

Dear

This automatically generated message confirms that you have submitted your application to the
"Stipendienprogramm deutsche Auslandsschulen, 2021" funding programme.
Your request was created using the user name:

Please find a copy of the application you submitted attached, including the attachments you uploaded. Additionally attached are copies of the application requirements and the provisions on privacy protection you agreed to and acknowledged, respectively.

Within the next 24 hours you will receive another message containing the pdf file "Application Summary".

Yours faithfully
The DAAD Portal

Attachments for message

📎 Provisions_on_data_protection	137,83
📎 Application_requirements	98,59
📎 Application	0,54
📎 Curriculum Vitae	6,25
📎 Motivation Letter	36,14
📎 Letter of recommendation	6,26
📎 University degree certificate	6,29

Please note that you will receive a second message containing your application summary within the next 24 hours.

Important: Some funding programmes require the postal submission of the application summary and/or additional documents. For more specific information please consult the program description via our scholarship database: www.funding-guide.de or contact the DAAD branch office in your home country/country of residence:
https://www.daad.de/en/the-daad/contact/addresses-telephone-numbers/.

Moreover, the DAAD Information-Center offers general support for content-related questions via infocenter@daad.de or by phone (+49 228 882-180; Mondays to Fridays from 9 am to 12 am and 2 pm to 4 pm [CET/CEST]).

To exit the portal please click on "Log off" in the upper right corner and select "Yes" in the confirmation dialogue.