DAAD Deutscher Akademischer Austausch Dienst
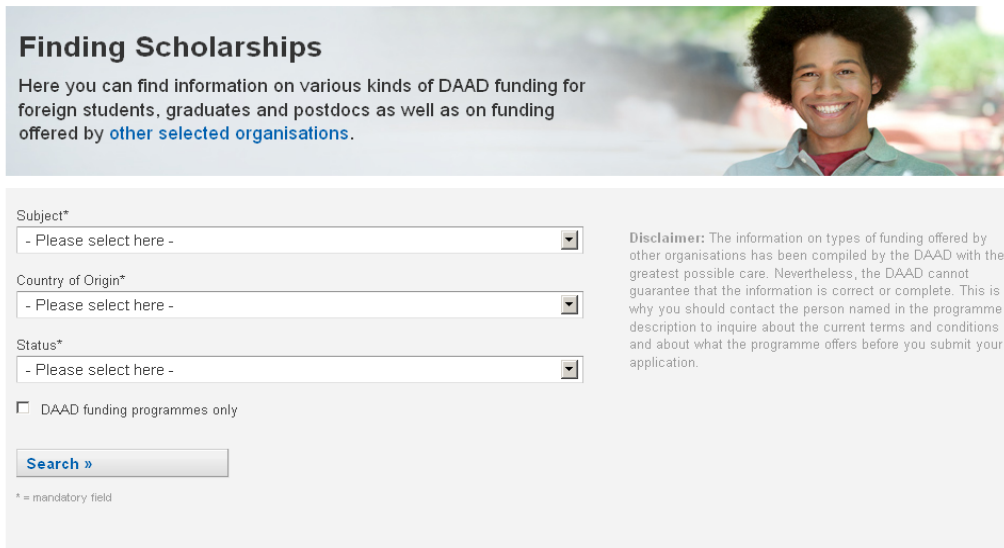German Academic Exchange Service

How to apply online?

Outlines

① **How to register yourself on the portal**
② **Instructions for filling out the application form**
③ **Attached documents**
④ **Templates**
⑤ **Notifications, inquires and result**

① How to register yourself on the portal

⇨ Following internet browsers can be used: Internet Explorer, Mozilla Firefox, Google Chrome or Safari.

⇨ Please refer to the following link 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.

⇨ Choose your:

- Subject
- Country of Origin
- Status

⇨ Click on "DAAD funding programs only" then on "Search", choose the right scholarship program, read the information under "Overview" and then proceed by clicking on the "Submitting an Application". You will be directed automatically to the DAAD portal.
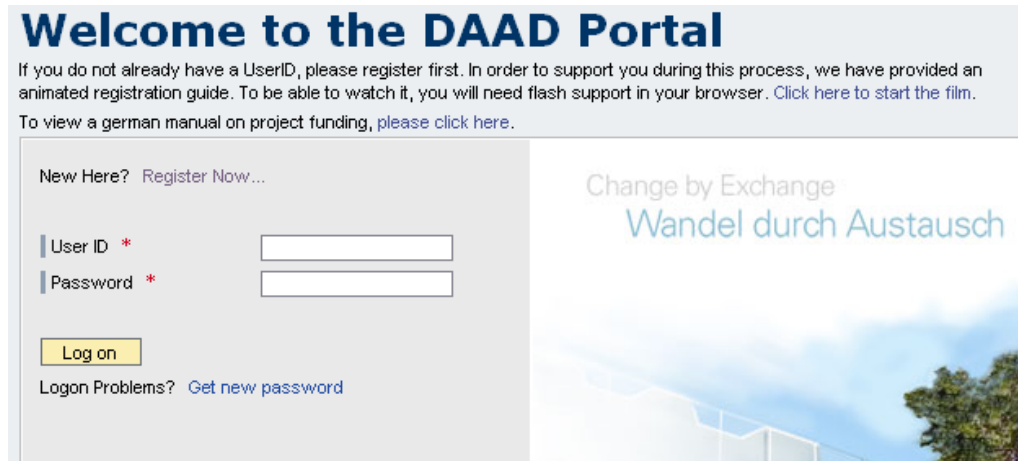
⇨ Click on the link "Register Now"

⇨ A new page appears with the heading "Self-registration".

 You must complete all fields; otherwise it will not be possible for you to register. Your user name may be up to 12 characters long and must not start with a ! or a ?.

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Self-Registration

| Personal information | ➡ | Confirmation |

Personal Information   ⊟

Please choose a easy to remember user name containing not more than 12 characters.
Due to data security constraints the username will not be sent within the e-mail message you will receive.

Logon ID: *

Salutation: *

Last Name: *

First Name: *

E-Mail Address: *

Language:

[Proceed with Registration]

Lines marked with * are mandatory.

⇨ Click on the arrow 🔽 next to the "Language" field and select "English" in the
selection menu.

⇨ Candidates from the fields of Archaeology and Islamic studies, who could submit
their application in German language, may choose German. Applicants from the
field of German studies have to submit the application in German.

Personal Information   ⊟

Please choose a easy to remember user name containing not more than 12 characters.
Due to data security constraints the username will not be sent within the e-mail message you will receive.

Logon ID: *   h.meyer

Salutation: *   Mr

Last Name: *   Meyer

First Name: *   Hans

E-Mail Address: *   h_meyer@daad.de

Language: English (United States) 🔽

[Proceed with Registration]
                                    English (United States)
Lines marked with * are mandatory. German (Germany)

⇨ Confirm your entry by clicking on the button [Proceed with Registration].

ⓘ You will view a message stating that your registration has been carried out
successfully and informing you that you will shortly receive an e-mail containing
your temporary password. You only need to use this once to complete the

registration process.
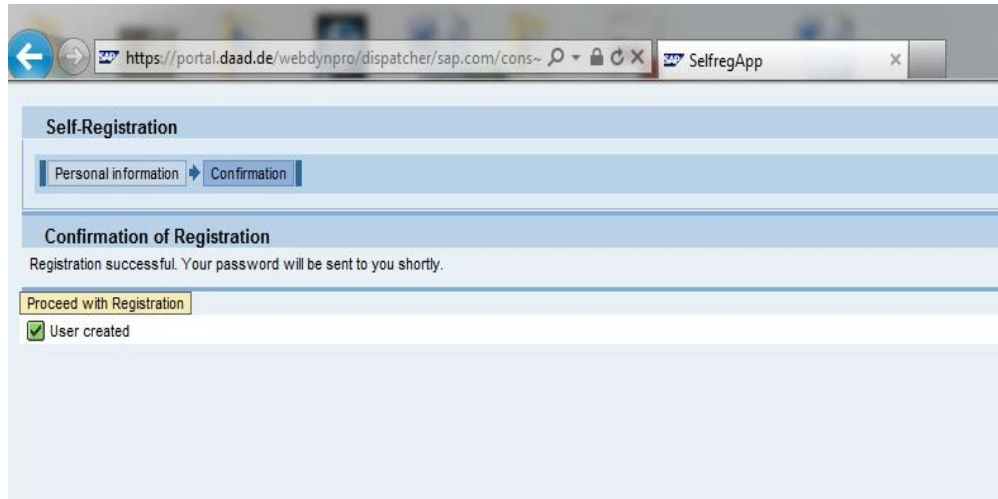
⇨ Check your e-mails and select the temporary password with your mouse by clicking just before the first character

Please make sure that you do NOT include any spaces to the left or right of the temporary password when you are selecting and copying it, otherwise you will not be able to complete the registration process in the Portal.

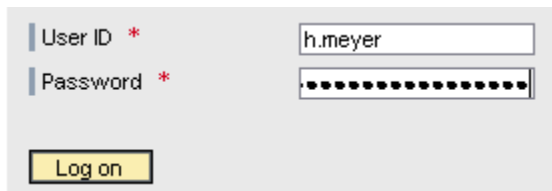⇨ To go to the login page for the DAAD Portal, click on the corresponding link in the email:

⇨ Enter your user name and your temporary password

⇨ Now click on the "Log in" button.

⇨ You will receive a message stating that your temporary password has now expired. To set your own password, paste your temporary password in the "Current password" field

⇨ The temporary password will be pasted into the "Current password" field.
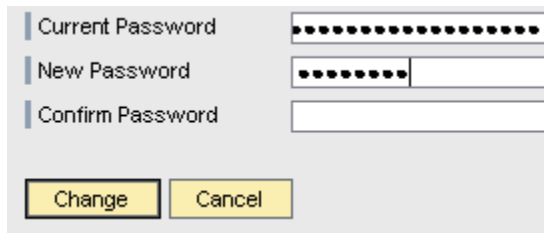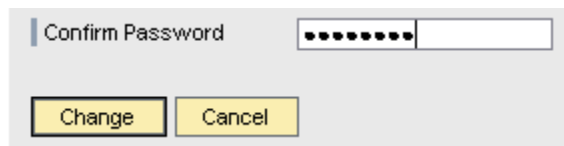
⇨ Then click on the "New password" field.

⇨ Now set your own personal password. When entering your password, it is essential to take the following specifications into account:

⇨ The password must be between eight **and 20 characters long**. It **MUST** contain two **special characters**, such as * or +. However, the password **may NOT** start with a ! or a ?.

⇨ Enter your chosen password again in the "Confirm password" field. Please make sure that you enter the password in the same way in terms of spelling and upper/lower case.

⇨ Once you have entered your password, click on the "Change" button.
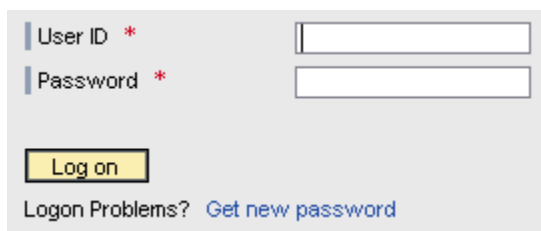
⇨ You have successfully logged into the Portal.

The password you have chosen is now valid and must be used when you log in again in future, so make sure you memorize it well.

⇨ If you ever forget your password, you can request a new temporary password via the DAAD Portal.

⇨ If you forget your User name, please contact portal@daad.de

② Instructions for filling out the application form

⇨ Once you have logged in, you will be taken directly to the "Personal funding" section and then click on "Application"

⇨ You have to choose

The funding programme: GERSS

Country of residence: Egypt

Target country: Germany

Applicant status: post graduate, PhD candidate etc.

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

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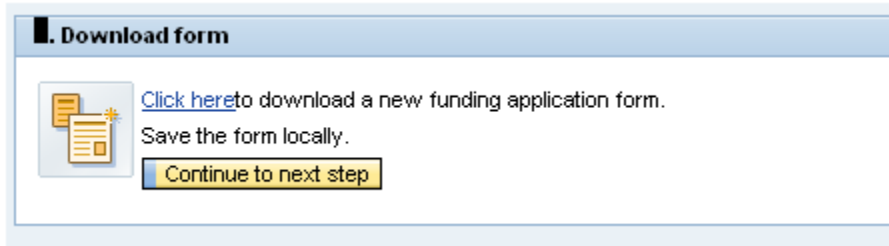

⇨ This procedure is divided into three different steps:

Step 1: Download the form

Step 2: Upload the form

Step 3: Check the form

Step 1: Download the form

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

 You must fill-out all parts of the application that are marked with an asterisk (*).

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

Step 2: Upload the form

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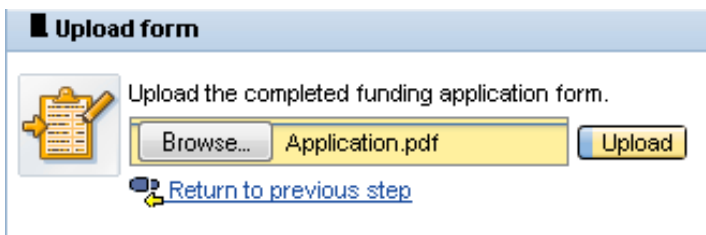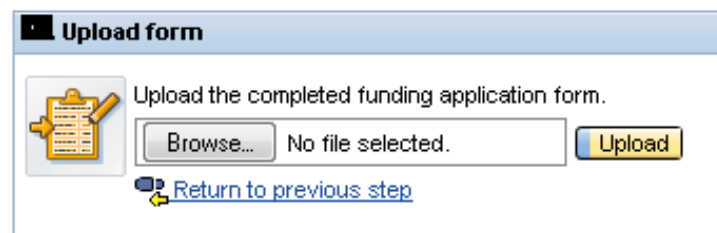
⇨ The uploaded form is now checked automatically to ensure that it is complete. If any mandatory fields have not been filled in, for example, such errors are shown in a list under Step 3.

Step 3: Check the form

⇨ If there are problems with your application, please make sure that you download the current form via the link "View PDF with current data". 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 "Back to the previous step". This will take you back to step 2.

⇨ If your corrections are successful, you will view a message to confirm this.

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⇨ Clicking on "Continue" will take you to the "Attachments" section, the third part of the application process.

③ Attached documents

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

⇨ Please attach all required documents as stated in the information sheet.

⇨ Please attach the required documents in the respective fields

⇨ **These documents are:**

- CV

- A complete list of publications (if applicable)

- The Research Proposal. **Please fill in the document "Research Proposal" available on the DAAD Cairo website and on the Portal, which contains questions to be answered concerning your proposal.**

- Time line of the research stay. Please upload the same time line mentioned in your research proposal.

- Acceptance letter

- Awarded certificates (Bachelor, Master, PhD if applicable)

- Any language certificate that proves your good command of the English or German language.
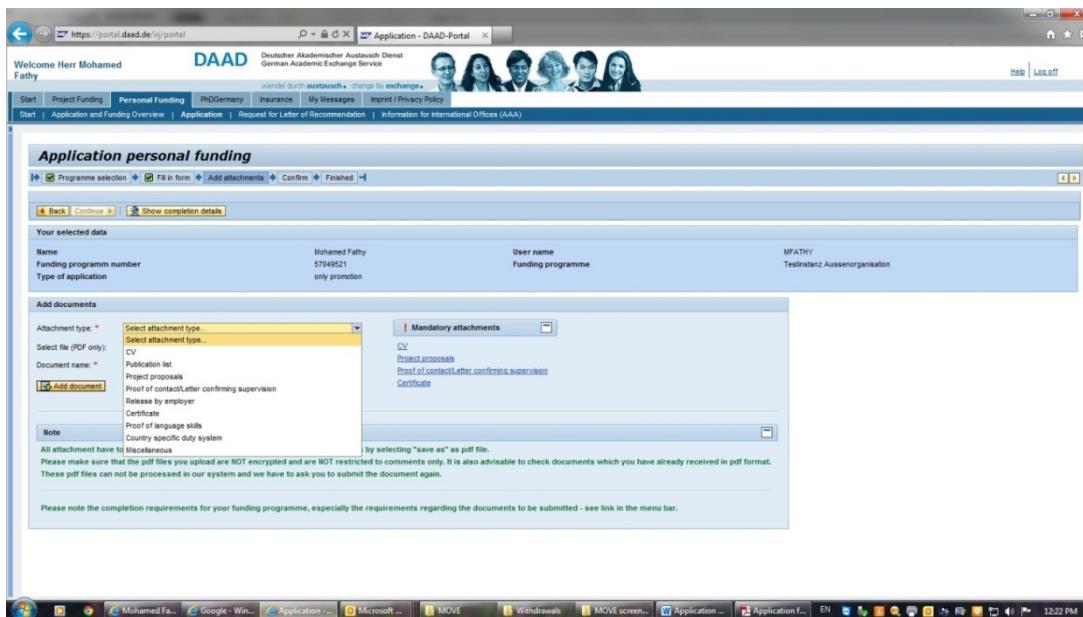
Under the item **"country specific mandatory documents"** please upload the following documents as a complied pdf file in the following order:

1. General Required Information (**template of which is available on the Portal and on the DAAD Cairo website**)

2. An endorsement/support letter (**template of which is available on the Portal and DAAD Cairo website**) (mandatory for university and research institute staff members)

3. An official statement of employment (mandatory for university staff and research institute staff members)

4. Proof of pre-master's, master's or PhD registration (if applicable)

5. Copy of your passport.

Non University staff members have to upload additionally the following documents:

6. Motivation

7. Declaration

⇨ 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.

⇨ **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.**

ℹ️In the upper left corner you will see a confirmation that your attachment has been added to your application.
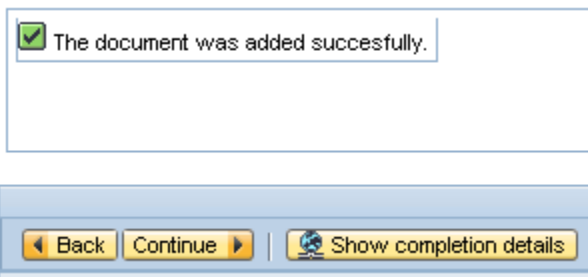
✅ The document was added succesfully.

◀ Back | Continue ▶ | 🌐 Show completion details .

⇨ 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.

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
Curriculum Vitae	C:\FAKEPATH\APPLICATION.PDF	CV	Download

Click here, to edit the attachments.

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

☑ I have read and understood the notice.
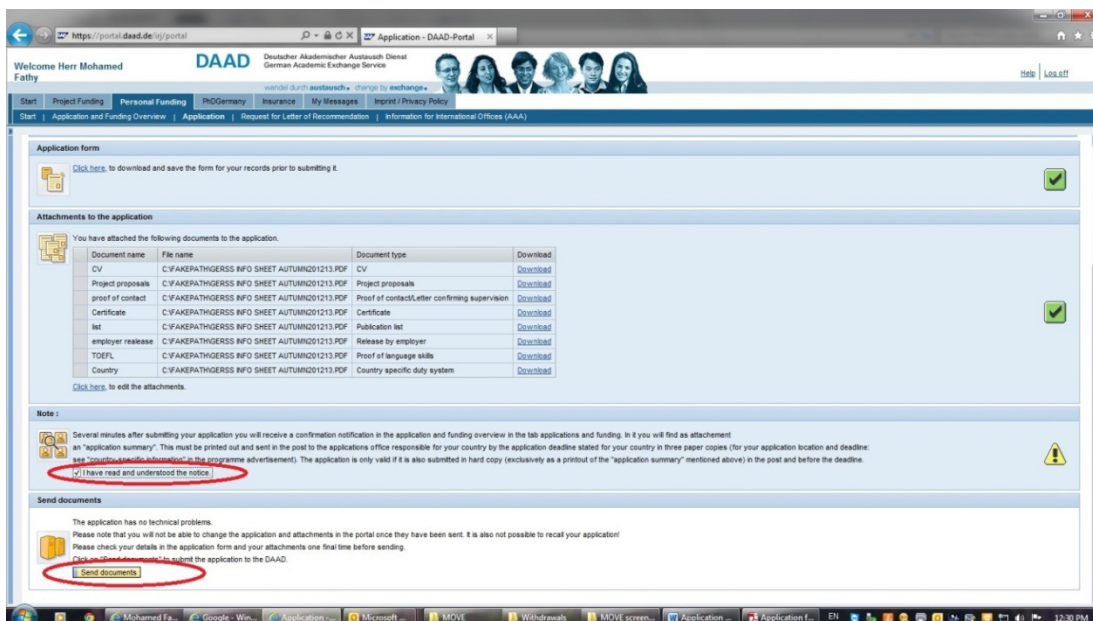
⇨ After you have acknowledged the note, you can send the application via the button "Send Documents".

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.

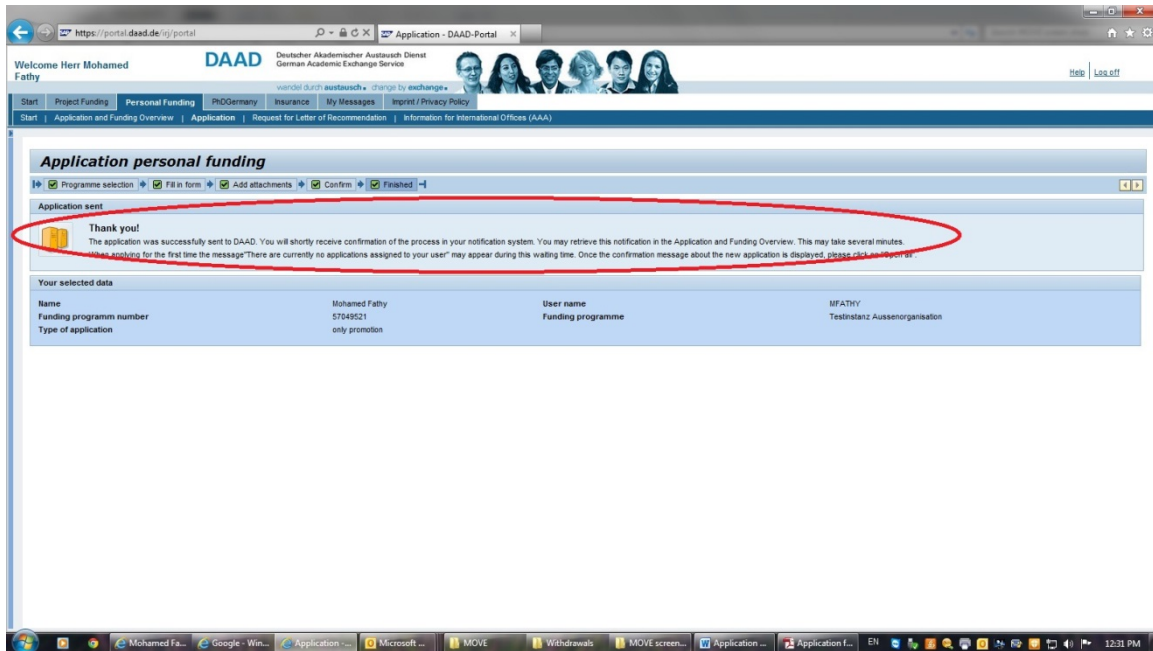Click on "Send documents" to submit the application to the DAAD.

Send documents

⇨ You will now view a message confirming that your application has been submitted successfully.

⇨ A few minutes after sending your application, you will receive an email stating that you have a message on the portal concerning your application. To view it you have to refer to the link available in the email.

⇨ To open a message, please click the black triangle ▶ in front of it.

⇨ The message confirms the successful submission of the application. You will find an attachment on the right side titled "application summary". It contains your application form and all submitted attachments.

- The application summary must be printed out and submitted in 3 copies to the DAAD Cairo Office 11 El Saleh Ayoub St. Zamlek, Cairo latest by the application deadline. <u>Please refer to the submission days announced on the DAAD website</u>.

- An application is only valid when it has been submitted electronically via the portal and not via email and submitted in 3 sets as hard copies to the DAAD Cairo office latest by the deadline.

- 2 recommendation letters have to be enclosed in <u>sealed envelopes</u> to each hard copy and not sent via the portal. Please use the template 'Request for letter of recommendation' available on the Portal .

Please note:

- Attachments will not be saved in the portal as cached files. It is therefore recommended to upload your attachments just before the final submission of your application.

- You cannot access your uploaded documents after the final submission of the application and the files cannot be edited in the portal.

- Be careful not to have the documents open (for example in Word or Excel) while uploading.

④ **Templates**

The following templates are available on the DAAD website and on the Portal under the "Overview" button. You are kindly requested to download these templates, fill them out and then upload them on the portal:

- General required information
- Research Proposal

N.B. Please use either office 2010 or download the office file format converter: http://www.microsoft.com/en-us/download/confirmation.aspx?id=3

- Endorsement letter

⚠️ **Please note:**

The certified copies of the above mentioned documents will be required after a positive decision has been taken.

⑤ Notifications, inquires and result

⇨ You will receive a notification from the portal informing you that your application has been submitted.

⇨ **Please note,** this does not mean that your application is neither complete nor that you fulfill the eligibility criteria, this only confirms the submission.

⇨ Eligibility check will be done by the DAAD Cairo Office after the deadline. The pre-selection as well as the final selection results can be retrieved from the DAAD Portal.

⇨ All inquiries should be handled through the portal and not via e-mail.

In the event that you encounter problems or have questions, please feel free to contact us.

Kindly note, your inquiries will be only answered during the working days (Sundays-Thursdays) and working hours (9:00 – 16:00). We don't operate on Fridays and Saturdays, therefore we recommend that you refrain from making last minute submissions.

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