

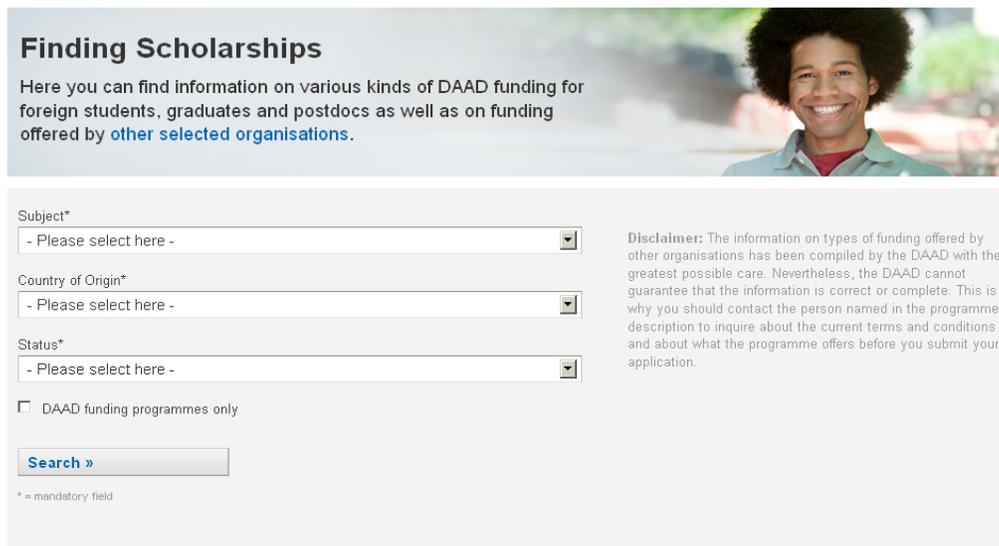
## How to apply online?

### 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](http://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

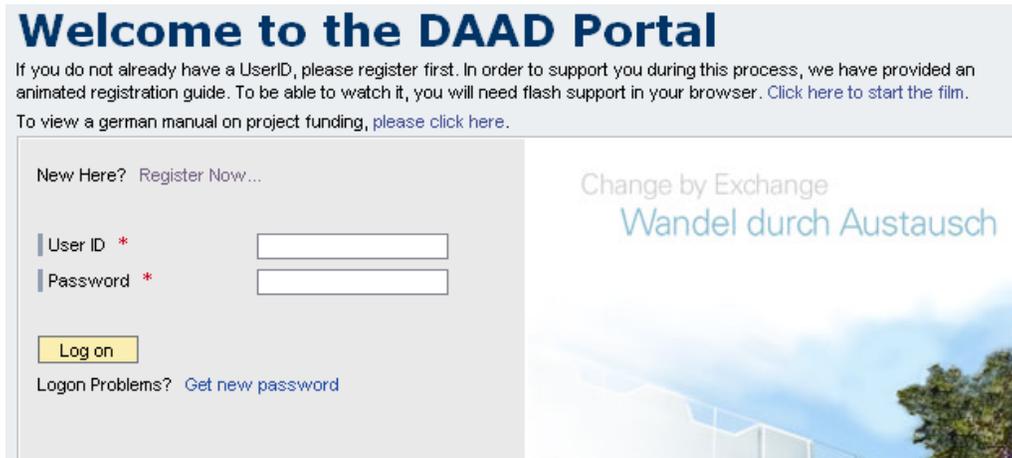
[Search »](#)

\* = 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”

New Here? [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 ?.

### 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](#)

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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: \*

Salutation: \*

Last Name: \*

First Name: \*

E-Mail Address: \*

Language:  

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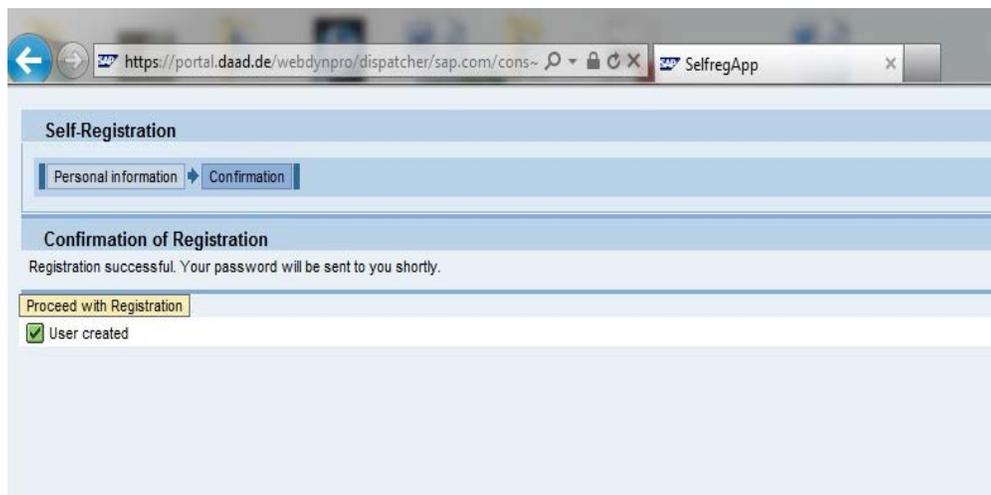
Lines marked with \* are mandatory.

English (United States)   
 German (Germany)

- ⇒ Confirm your entry by clicking on the button  .



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.



The screenshot shows a browser window with the URL <https://portal.daad.de/webdynpro/dispatcher/sap.com/cons-> and a tab titled "SelfregApp". The page content includes:

- Self-Registration** header with navigation buttons for "Personal information" and "Confirmation".
- Confirmation of Registration** section with the message: "Registration successful. Your password will be sent to you shortly."
- A button labeled "Proceed with Registration".
- A status indicator:  User created

⇒ Check your e-mails and select the temporary password with your mouse by clicking just before the first character

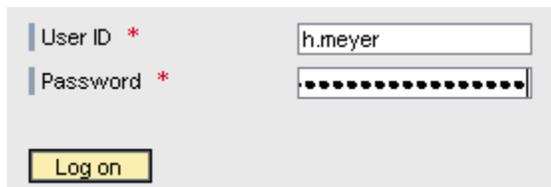


Please make sure that you do NOT include any spaces to the left or right of the temporary password when you are selecting and copying it, otherwise you will not be able to complete the registration process in the Portal.

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

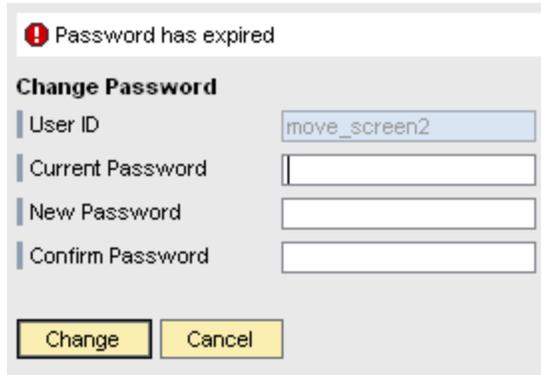


⇒ Enter your user name and your temporary password



⇒ 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



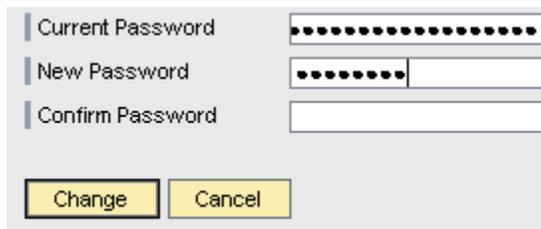
⇒ The temporary password will be pasted into the "Current password" field.



⇒ Then click on the "New password" field.

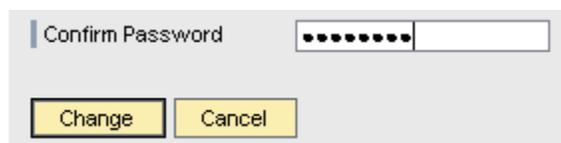
⇒ Now set your own personal password. When entering your password, it is essential to take the following specifications into account:

⇒ 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.

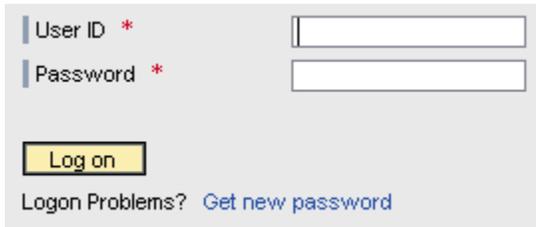


⇒ You have successfully logged into the Portal.



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.



The screenshot shows a login form with two input fields: 'User ID \*' and 'Password \*'. Below the fields is a 'Log on' button. At the bottom, there are links for 'Logon Problems?' and 'Get new password'.

⇒ If you forget your User name, please contact [portal@daad.de](mailto: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"



The screenshot shows the DAAD portal dashboard for user 'Herr Mohamed Fathy'. The 'Personal Funding' menu item is circled in red. The 'Application' link in the sub-menu is circled in yellow. The main content area displays 'Welcome to Personal Funding in the DAAD portal' and a section titled 'Making an application in the DAAD portal' with a text box and a small icon.

⇒ You have to choose

The funding programme: GERLS

Country of residence: Egypt

Target country: Germany

Applicant status: PhD candidate

Application - DAAD-Portal

Welcome Herr Mohamed Fathy

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

Start | Application and Funding Overview | Application | Request for Letter of Recommendation | Information for International Offices (AAA)

### Application personal funding

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

Selection funding programme

Continue | Further functions

**Selection funding programme**

Please select your chosen funding programme:

Funding programme \* Testinstanz Außenorganisation für Go Live im Juli 2013 ✓

**Selection of country of origin and target country**

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

Country of residence \* Egypt ✓

Target country (incl. application period) \* Germany (14.05.2013-30.12.2013) ✓

**Selection of the applicant status**

Please enter your commencement of funding status:

Commencement of funding status \* postgraduates ✓

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

**Selection funding programme**

Continue | Further functions

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

### Application personal funding

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

⇒ This procedure is divided into four different steps:

Step 1: Download the form

Step 2: Fill in the form

Step 3: Upload the form

Step 4: Check the form

**1. Download form**



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

[Continue to next step](#)

**2. Fill in form**



Fill in the downloaded form for changing personal data and save the changes.  
Navigate to the next step once you have completed the form.

[Continue to next step](#)

[Return to previous step](#)

**3. Upload form**



Upload the completed funding application form.

[Return to previous step](#)

**4. 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, 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.

**2. Fill in form**

 Fill in the downloaded form for changing personal data and save the changes. Navigate to the next step once you have completed the form.

[Continue to next step](#)

[Return to previous step](#)

⇒ Finally, in step 3 (Upload the form), you can select the completed form on your data carrier using the "Browse" button and upload it by clicking on "Upload".

**3. Upload form**

 Upload the completed funding application form.

[Browse...](#) No file selected. [Upload](#)

[Return to previous step](#)

**3. Upload form**

 Upload the completed funding application form.

[Browse...](#) Application.pdf [Upload](#)

[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 4.

**4. Check form**

 Problems were identified in the uploaded form. Please find details in the following table. DO Download instead the current form using the link below the table down and correct the ent

Status	Problem / Error
	Question 3: Please fill in all mandatory fields.
	Question 6: Date of examinat./complet. must be before current date

⇒ 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.

Question 6: Date of exam

[Download current application form](#)

[Return to previous step](#)

⇒ To upload the corrected form, click on "Back to the previous step". This will take you back to step 3.

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

The screenshot shows a progress bar with four steps, each marked with a green checkmark:

- 1. Download form:** Click here to download a new funding application form. Save the form locally. [Continue to next step](#)
- 2. Fill in form:** Fill in the downloaded form for changing personal data and save the changes. Navigate to the next step once you have completed the form. [Continue to next step](#) / [Return to previous step](#)
- 3. Upload form:** Upload the completed funding application form. [Browse](#) / [Upload](#) / [Return to previous step](#)
- 4. 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](#)

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

**4. 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](#)

### 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 (as stated in the information sheet)
- TOEFL/ IELTS certificate.

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 staff members)
3. An official statement of employment (mandatory for university staff members)
4. Proof of PhD registration (if applicable)
5. Proof of the ethical commission’s approval (if applicable)
6. Summary of Master’s thesis on one page.
7. Copy of your passport.

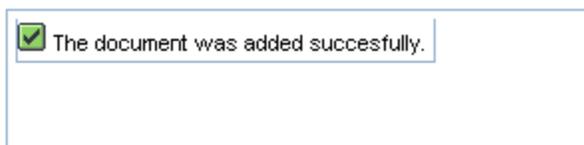
⇒ To ensure that we can process these attachments in our digital files, please upload them in PDF format only. Any other file format will need to be converted beforehand. Please note that changing the end of the file name (e.g. from "doc" to "pdf") is not a viable way of converting files in this case.

⇒ **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.**



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



**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

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

The document was added successfully.

⇒ This will take you to an overview of your application.

**Application personal funding**

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

⇒ 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.

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### 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	<a href="#">Download</a>

[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.

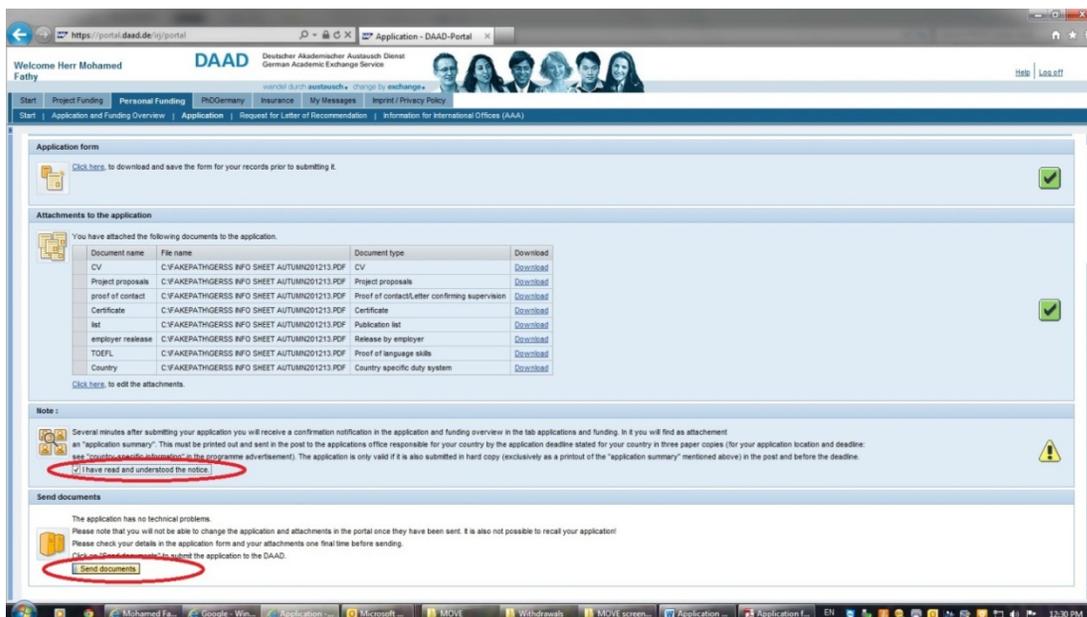
⇒ After you have acknowledged the note, you can send the application via the button "Send Documents".

### 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](#)



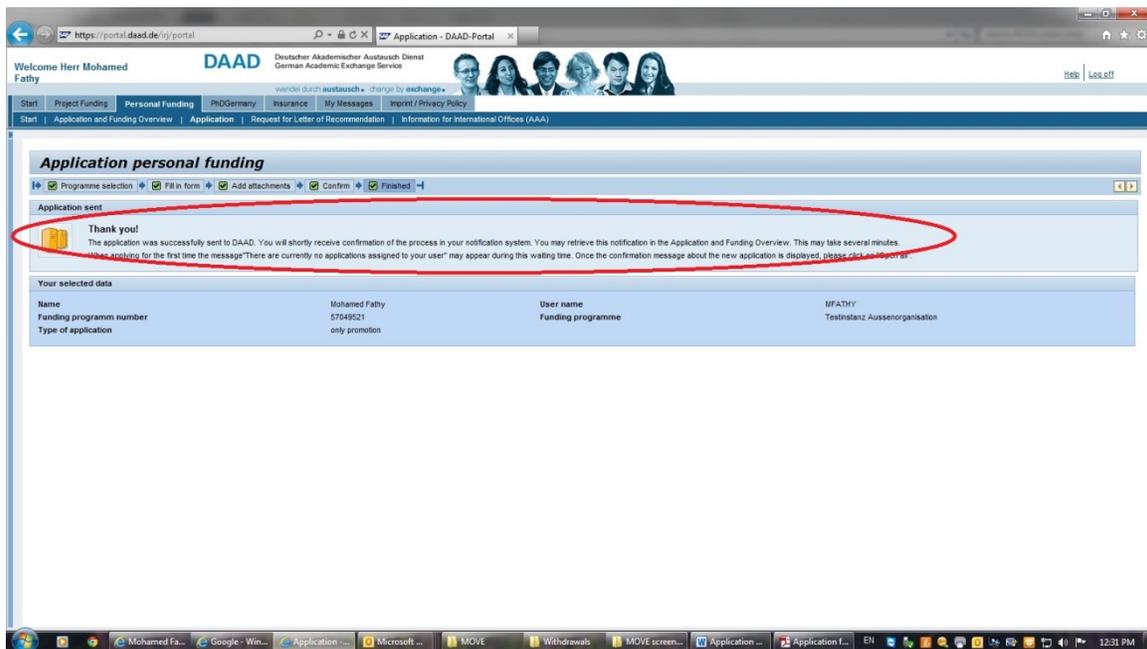
The screenshot shows the DAAD application portal interface. The 'Application form' section is at the top, followed by 'Attachments to the application' which lists various documents like CV, Project proposals, Certificate, and Country-specific duty system. At the bottom, there is a 'Send documents' button and a note section. The note section contains a checkbox 'I have read and understood the notice' which is checked and highlighted with a red circle. The 'Send documents' button is also highlighted with a red circle.

⇒ You will now view 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".



The screenshot shows the DAAD portal interface. The user is logged in as 'Mohamed Fathy'. The main navigation bar includes 'Start', 'Project Funding', 'Personal Funding', 'PhDGermany', 'Insurance', 'My Messages', and 'Imprint / Privacy Policy'. The 'Application personal funding' section is active, showing a progress bar with steps: 'Programme selection', 'Fill in form', 'Add attachments', 'Confirm', and 'Finished'. The 'Application sent' message is highlighted with a red circle. Below the message, the 'Your selected data' table is visible.

Name	Mohamed Fathy	User name	MFATHY
Funding programm number	57049521	Funding programme	Testinstanz Aussenorganisation
Type of application	only promotion		

⇒ 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.

**Application and funding overview**

Navigation menu ▶ Options

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
14922780		12.07.2013	only promotion	
14922847		12.07.2013	only promotion	

The screenshot shows the DAAD portal interface. The top navigation bar includes 'Start', 'Project Funding', 'Personal Funding', 'PhDGermany', 'Insurance', 'My Messages', and 'Imprint / Privacy Policy'. The main content area is titled 'Application and funding overview' and contains a 'Navigation menu' (circled in red), 'Applications and funding' section with a table of funding programs, a 'Note' about document submission, a 'Notifications regarding application / funding 57049521' section with a table of messages, and a 'Details on the application' section.

Funding program number	Funding programme	Date of submission	Type of funding	Application status
57049521		18.07.2013	only promotion	

Subject	from	Role	Send date	Send time	Attachments
New application submitted	QUEUE_BATCH		18.07.2013	12:35:29	

Details on the application:

- Target country: Germany
- Funding begin: 01.10.2014
- Subject group: Math / Science
- Target status: postgraduates
- Funding end: 31.10.2016
- Subject: Astronomy, Astrophysics

⇒ 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.

This screenshot shows a detailed view of a notification message. The message text reads: 'Dear Mr Fathy, This automatically generated message confirms that you have submitted your application to the "Testinstanz Ausserorganisation für Go Live im Juli 2013" funding programme. Your request was created using the user name: MFATHY. 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'. An attachment titled 'Application Summary' is circled in red.

Details on the application:

- Target country: Germany
- Funding begin: 01.10.2014
- Subject group: Math / Science
- Target status: postgraduates
- Funding end: 31.10.2016
- Subject: Astronomy, Astrophysics



- The application summary must be printed out and sent in 3 copies via post to the DAAD Cairo Office 11 El Saleh Ayoub St. Zamlek, Cairo before the application deadline.
- An application is only valid when it has been submitted electronically via the portal and not via email and sent in 3 sets as hard copies to the DAAD Cairo office before the deadline.
- 2 recommendation letters have to be enclosed in sealed envelopes to each hard copy and not sent via the portal. Please use the 'Recommendation letter' template available on the Portal or the DAAD website.



**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
- Recommendation 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**, that 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 for application.
- ⇒ 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 – 17:00). We don't operate on Fridays and Saturdays. Please avoid last minute submission of application.**

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