DAAD Deutscher Akademischer Austauschdienst
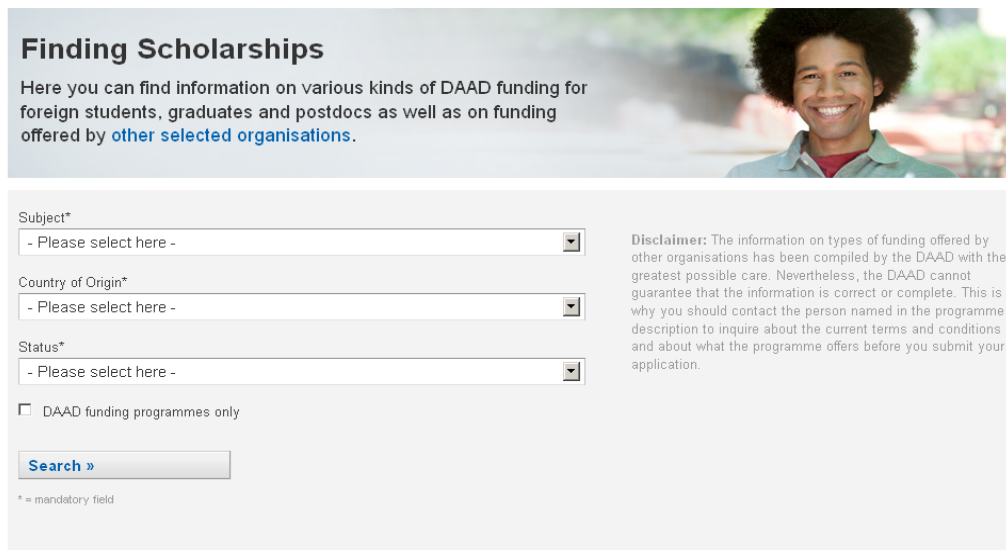German Academic Exchange Service

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.

⇨ 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 ?.

⇨ 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)
German (Germany)

Lines marked with * are mandatory.

⇨ 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.

https://portal.daad.de/webdynpro/dispatcher/sap.com/cons~ SelfregApp

Self-Registration

Personal information ➡ Confirmation

Confirmation of Registration

Registration successful. Your password will be sent to you shortly.

Proceed with Registration

☑ User created

DAAD Deutscher Akademischer Austauschdienst
German Academic Exchange Service

⇨ 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:

Welcome to the DAAD Portal

If you do not already have a UserID, please register first. In order to support you during this process, we have provided an animated registration guide. To be able to watch it, you will need flash support in your browser. Click here to start the film.
To view a german manual on project funding, please click here.

New Here? Register Now...

User ID *
Password *

Log on
Logon Problems? Get new password

Change by Exchange
Wandel durch Austausch

⇨ Enter your user name and your temporary password

User ID *   h.meyer
Password *   ••••••••••••••••

Log on

⇨ 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

DAAD Deutscher Akademischer Austauschdienst
German Academic Exchange Service

🛑 Password has expired

Change Password

User ID	move_screen2
Current Password	
New Password	
Confirm Password	

[Change] [Cancel]

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

Current Password	●●●●●●●●●●●●●●●●●●●	
New Password	
Confirm Password	

⇨ 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 ?.

Current Password	●●●●●●●●●●●●●●●●●●	
New Password	●●●●●●●●	
Confirm Password	

[Change] [Cancel]

⇨ 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.

| Confirm Password | ●●●●●●●●| |

[Change] [Cancel]

⇨ 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.

| User ID * | |
| Password * | |

Log on

Logon Problems? Get new password

⇨ 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"
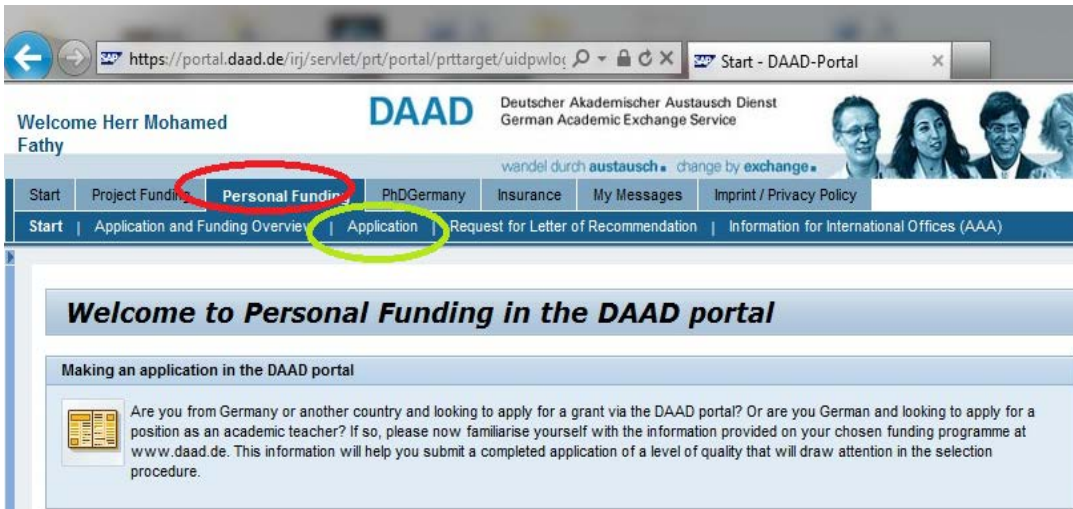
⇨ You have to choose

The funding programme: GERLS

Country of residence: Egypt

Target country: Germany

Applicant status: PhD candidate

⇨ 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 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.

[   ] [Durchsuchen...] [Upload]

⬤ 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.

Start	Project Funding	**Personal Funding**	
Start	Application and Funding Overview	Applic

ⓘ 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.

⇨ 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

DAAD Deutscher Akademischer Austauschdienst
German Academic Exchange Service

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.

⇨ <u>Please attach the required documents in the respective fields</u>

⇨ **These documents are:**

- CV

- The Research Proposal including the reference list. **Please fill in the document "Research Proposal" available on the DAAD website, which contains questions to be answered concerning your proposal.**
- Acceptance letter

- Awarded certificates (as stated in the information sheet)

- TOEFL/ IELTS certificate.

*Under the item **"miscellaneous"** 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 DAAD website**)

2. Declaration of Consent (**template of which is available on DAAD website**)
3. An endorsement/support letter (**template of which is available on DAAD website**) (mandatory for university staff members)
4. An official statement of employment (mandatory for university staff members)
5. Proof of PhD registration (if applicable)
6. Proof of the ethical commission's approval (if applicable)
7. Summary of Master's thesis on one page.
8. Copy of your passport.

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

9. Motivation

10. 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.

⇨ **Kindly make sure, that the total size of all files uploaded shouldn't exceed 10 MB.**

⇨ **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.

The document was added succesfully.

◄ Back | Continue ► | 🌐 Show completion details

Add documents

Attachment type: * CV

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

Select file (PDF only): Browse... No file selected.

Document name: *

Add document

? Help

! **Mandatory attachments**

CV

Added documents

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

Remove document

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

The document was added succesfully.

◄ Back | Continue ► | 🌐 Show completion details

⇨ 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.

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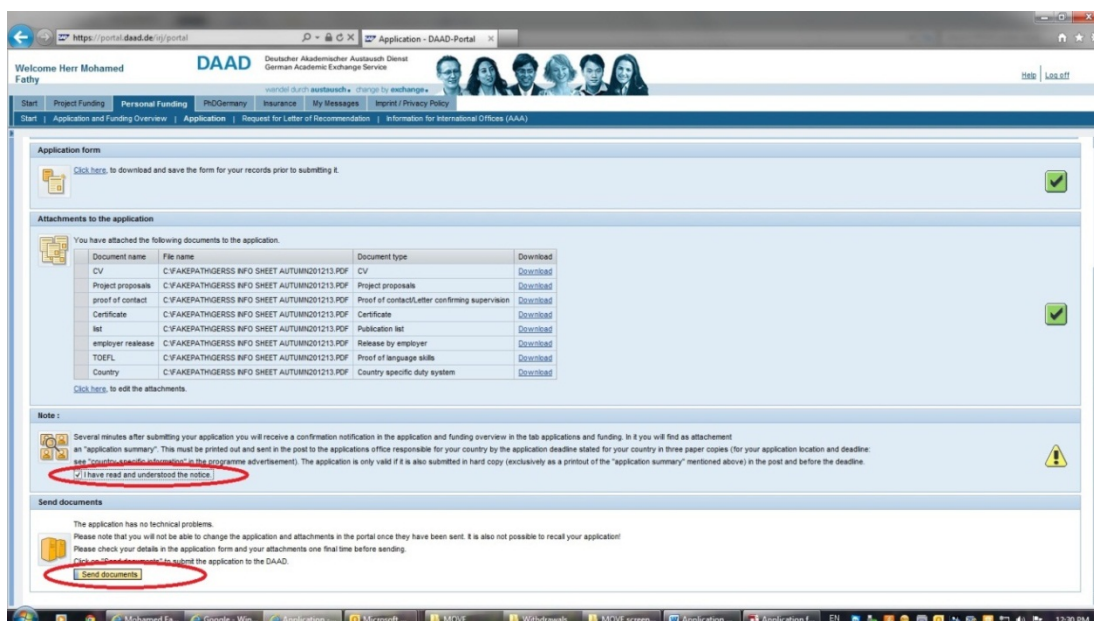
⇨ After you have acknowledged the note, you can send the application via the button "Send Documents".

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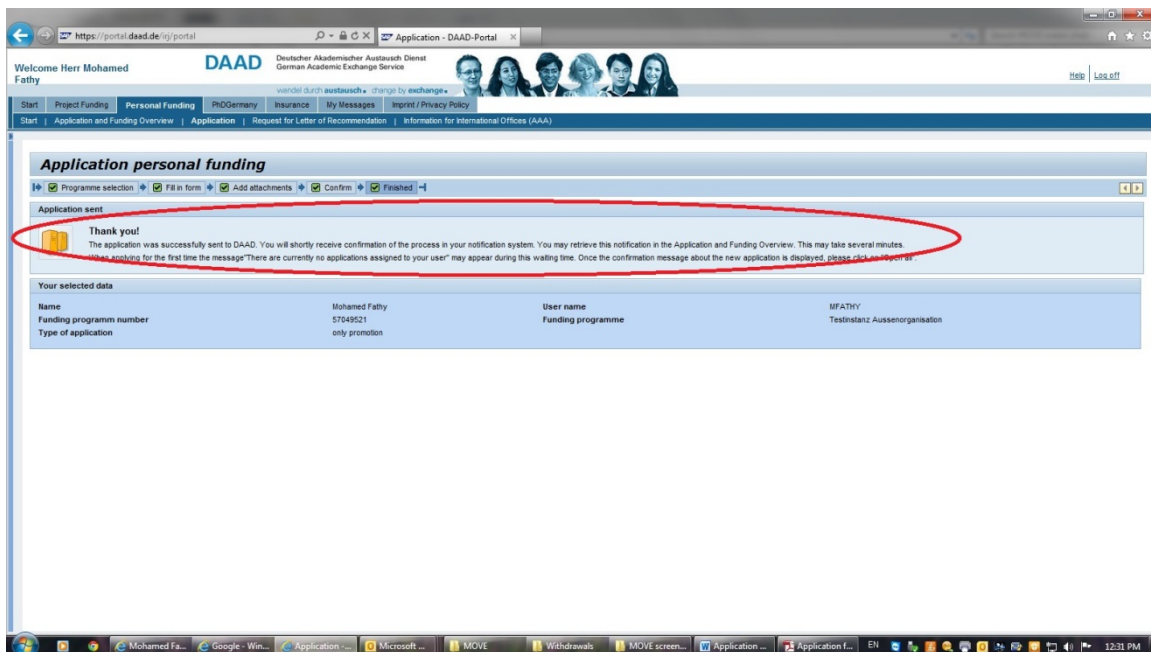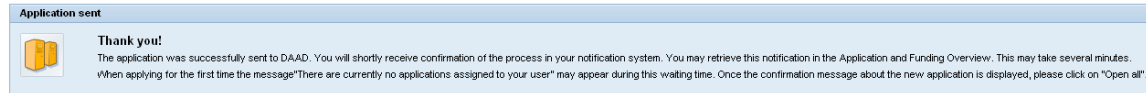
⇨ A few minutes after sending your application, you will receive an email stating that you have a message on the portal concerning your application. To view it you have to refer to the link available in the email.

⇨ To open a message, please click the black triangle ▶ in front of it.
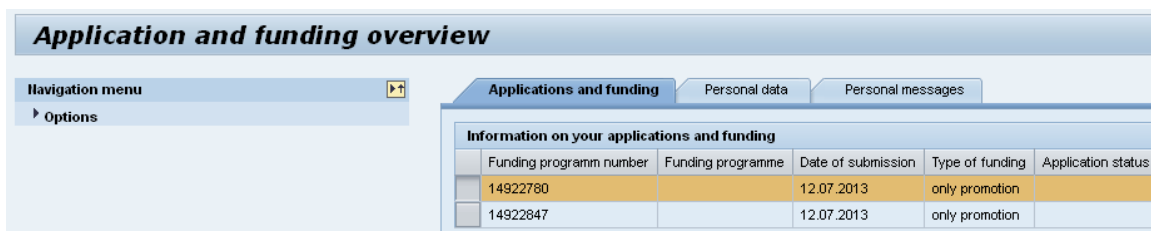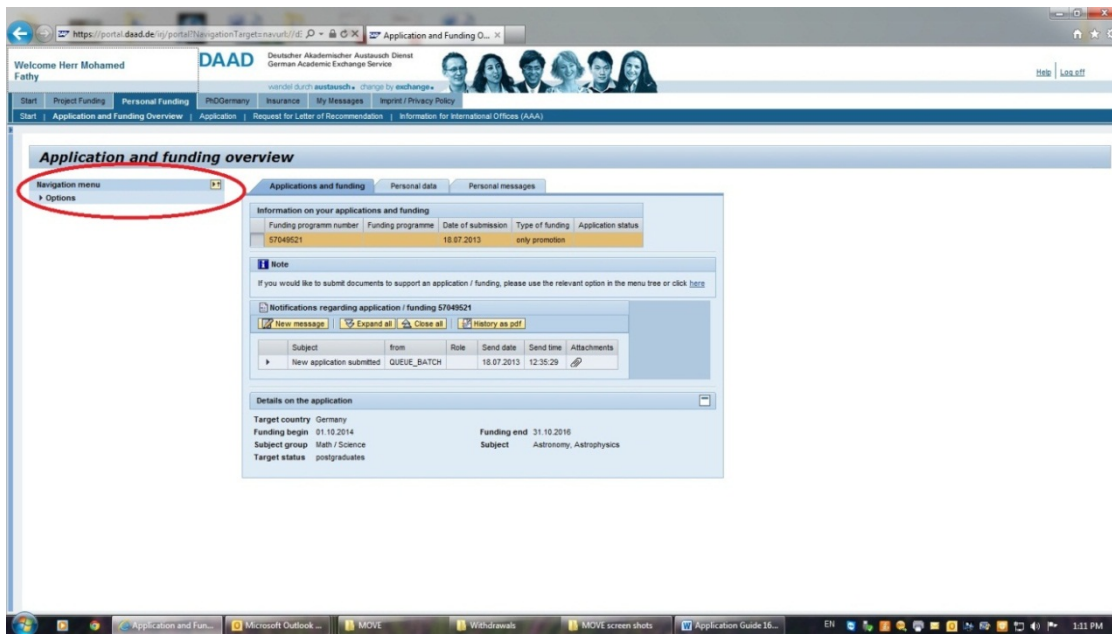
⇨ The message confirms the successful submission of the application. You will find an attachment on the right side titled "**Application Summary**". It contains your application form and all submitted attachments.
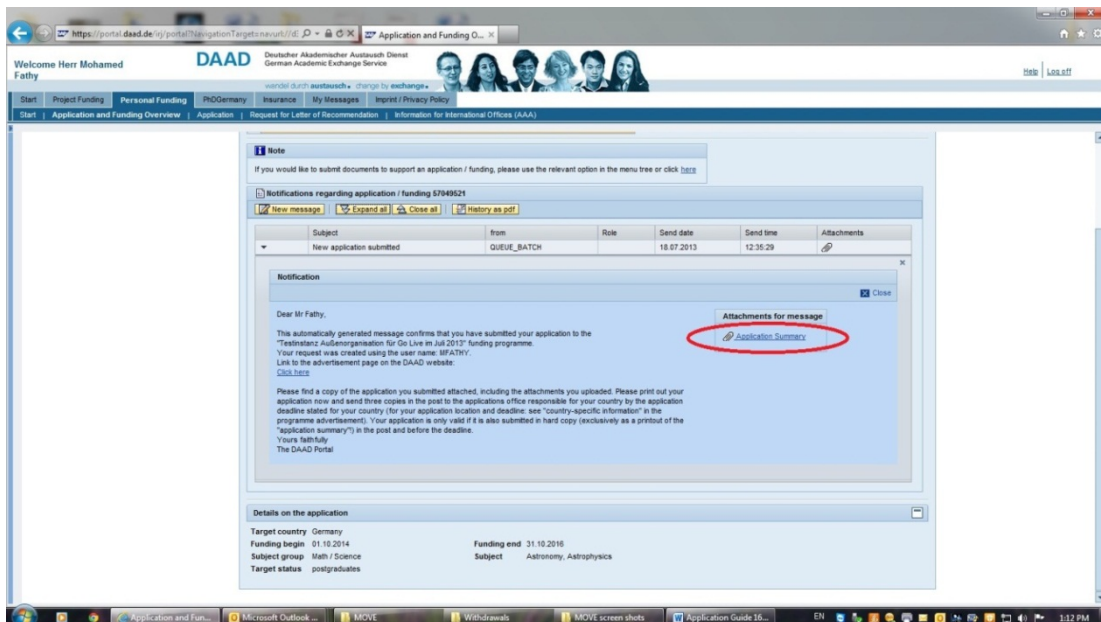
- The **application summary** must be printed out and sent in 3 copies via post to the DAAD Cairo Office 11 El Saleh Ayoub St. Zamlek, Cairo before the application deadline.
- An application is only valid when it has been submitted electronically via the portal and not via email and sent in 3 sets as 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 template 'Request for letter of recommendation' available on the DAAD 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 under the "Application Procedure" button. You are kindly requested to download these templates, fill them out and then upload them on the portal:

- General required information
- Research Proposal
- Declaration of consent

  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 may be required after a positive decision has been taken.

DAAD Deutscher Akademischer Austauschdienst
German Academic Exchange Service

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.

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 – 12:00). Please avoid last minute submission of application, as the GERLS team is not operating on weekends.

Asmaa Yahia
Program Assistant
11 El Saleh Ayoub St.
Zamalek, Cairo, Egypt
Tel. +20 2-2735-2726, ext. 124
Fax +20 2-2738-4136
Email: gerls@daadcairo.org