

Instructions for applicants for a Deutschlandstipendium via the online portal

Mobility Online:

There are several steps to create and submit an application for a Deutschlandstipendium scholarship via the Mobility Online portal. The application is only complete after successful registration, entering all required fields and uploading of all mandatory documents.

1. **Create an application:** Fill in the application form (see website for link) carefully and send it off - you will then receive an e-mail with a registration link.

Please note: Please note that if any of the points in the listed categories apply, it is mandatory to upload supporting documents at a later step in the application process. Therefore, please only select 'Yes' if you can also submit the relevant supporting documents.

2. **Registration:** Register via the registration link (see e-mail) and create a user account - applicants will then receive an e-mail with the login and the link for future access to the web portal.
3. **Complete your application:** After you log in to your user account, you can now see your application workflow and complete your application gradually.
 - a. **Personal master data:** After logging in, go to "Complete personal master data", enter master data (current address and bank details) and confirm
 - b. **Upload the mandatory documents:** After completing the personal master data you can now upload documents. After uploading the first mandatory document (upload CV), all other mandatory documents are gradually activated and can be uploaded.
 - c. **To submit your application, you must confirm your application after uploading the last document:** Click on the link "Confirmation of the applicant that the application documents are complete" → "Forward to update" → Tick → "Update"
→ Note: Once the application has been sent, no more changes can be made to the documents.
 - d. **After confirmation, a tick will appear in the application workflow to indicate that the action has been successfully completed - you will receive a dispatch confirmation by e-mail. This is proof that the application has been successfully completed and sent. This is not recognisable in the portal itself and could be misinterpreted.**

After the application deadline, all applications will be reviewed. You will receive written notification of the decision on your application by the end of the 9th calendar calendar week of 2025 at the latest.