Application documents
For a PROMOS partial grant for stays abroad toward the completion of seminar papers or final theses

Please note: that due to an internal event the office will not be personally staffed on 29.06 and 30.06. A student representative will be present on Thursday morning (9am - 12pm) and Friday afternoon (13am - 5pm) to receive the PROMOS applications. An application check will not be possible. Of course, you can also submit your application by post.

Please complete the [online registration](#) for your application.

Please use the form „Outgoing - Scholarship programs“. Under “Project” please select “Final thesis” or “Seminar paper”.

Please upload only files which are not bigger than 8 MB.

After printing out your [online application](#) once, sign and submit it with the following documents:

1. Data Sheet

Enter relevant information in your data sheet to provide an initial overview of your planned stay abroad.

2. Grade report

The grade report contains a list of the courses you have attended at TUM, including your grades and the number of ECTS credits points earned. Use the TUMonline portal to print out and submit your grade report. Students enrolled in master’s programs should provide their bachelor’s transcript and bachelor’s degree certificate. Students in Diplom programs should also provide a copy of their pre-diploma.

3. DAAD language skills certificate

for the language(s) relevant for your planned stay abroad (e.g. both English and Swedish for Sweden). The certificate can be issued by the TUM Language Center or another language school. For stays abroad in English-speaking regions, we accept TOEFL or IELTS certificates provided they are less than two years old.
4. Letter of Motivation

The letter of motivation plays an important role in the selection process. Especially if you do not have excellent marks, it provides you the opportunity to describe what qualifies you for the scholarship in a concrete and structured way. This document is our introduction to you as a person. Accordingly, general statements, such as “I want to improve my language skills and get to know another culture”, do not tell us very much about you.

Instead, describe as concretely and pertinently as possible the extent to which your planned stay abroad will enhance and reinforce your studies thus far at TUM. In addition, outline your reasons for choosing a particular institute or university. If your study / work program abroad is highly relevant to societal issues or development policies such as an environmental project, for instance, make sure this is clearly explained. Generally speaking, your letter of motivation should be limited to one and a half pages.

5. Timeframe

If the final thesis will not involve the cooperation of a university or a company, you must provide an approximate time schedule for completion of the work to be carried out, such as an experiment, survey or data collection.

This applies especially to projects at scientific / research institutes, research stations, clinics or associations.

The timeframe can also be included in the letter of motivation.

6. Curriculum Vitae, in tabular form (max. two pages)

For any jobs, internships or volunteer activities listed in the CV, you must provide proof such as a certificate of completion, performance review or testimonial (no working contracts).

7. Notice of confirmation from the participating foreign university or institute

is an absolute requirement and should include a summary of the location, duration and content of the final thesis or seminar paper.

If you do not have these documents before the application deadline, you can turn them in at a later date. However, please mention in your application that these materials are coming and keep us up to date on when you will be able to turn in the missing documents.
8. Confirmation or reference from your advisor

Please request a written statement from your academic advisor at TUM (e.g. professor or research assistant) confirming the relevance of the study / work abroad and submit this with your application.

You may supplement your application with an informal personal reference from your thesis advisor, a lecturer or the international affairs delegate of your department, as long as this person has enough information about the project to effectively judge its merits.

9. Confirmation of stay

After your semester abroad, please submit a confirmation of your stay, which should be signed and stamped by your advisor / contact person abroad. It is a requirement that your stay abroad will be listed in your diploma supplement.

In response to the Bologna Process educational reform, a “Diploma Supplement” is now being issued as an English-language addition to the university diploma. This document describes the individual criteria connected with the study program qualifications. The purpose is to simplify the evaluation and ranking of academic degrees for both educational and professional purposes, at home and / or abroad.

You can use the form provided or an official confirmation from your host university / institution / company.

Please send this confirmation to wihi-weindel@zv.tum.de.

The collection of the data in TUMonline takes place four times a year, in March / June / September / December, on the database with the submission deadline the end of the previous month. Once the data has been successfully uploaded, students will receive an email from the International Center confirming receipt.

The text in the Diploma Supplement contains the following information:
Study-related stay abroad – “Type of Stay”
DD-MM-YYYY – DD-MM-YYYY: “institute / university attended” in “country"

Please submit two copies of your PROMOS application (preferably in transparent document protectors) either in person or by post.

Weighting

Your documents will be reviewed and weighted as follows:
- grades / ranking: 40%
- letter of motivation, CV, personal engagement, references: 40%
- language skills: 20%