

Application instruction

For a study abroad scholarship from the Bavarian Ministry for Education, Science and Arts for internships and self-organized study („Auslandsstipendium“)

Please complete your online application on the portal for stays abroad. If you don't have any login credentials, you will need to register first.

After logging in, please choose the form „**Application for a foreign exchange scholarship (PROMOS, "Auslandsstipendium")**“ and fill out the form. Under **“Project”** please select **“Internship”** or **“Study abroad”**.

Following documents are to be uploaded to the portal:
(Only files, which are not bigger than 8 MB are accepted.)

1. Letter of Motivation

The letter of motivation is an important document 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.

If you have already returned from your semester abroad, you can also include in your letter of motivation a report or review in which you **shortly** explain your academic goals, topics and results from your semester abroad.

2. Curriculum Vitae

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 work contracts). You do not have to upload your Abitur report card/certification.

Please note, that we do **not** need the visitation (Famulatur) certifications from students of **TUM School of Medicine**.

3. Transcript of Grades and Credits

The transcript on TUMonline contains a list of the courses you have attended at TUM, including your grades and the number of ECTS credit points earned. Use this transcript when uploading your grade report. Students enrolled in **master`s programs** should also include their **bachelor`s transcript** (max. 3 pages, with the **final grade**).

4. Signed confirmation of financial need

By signing this document, you shall confirm that your yearly gross income is under a certain level (s. "Documents for the application" on our website).

Documents you can also provide after the application deadline:

If you can't provide the **following** documents until the application deadline, please send them via **e-mail** to **wihi-stipendien@zv.tum.de** as soon as possible.

Please refer to these documents on your application and keep us updated about the date the missing documents will be handed in.

5. TUM Confirmation Letter

Please obtain a **personalized letter** of confirmation from the International Affairs Delegate of your school or department, or your supervising professor that **confirms** the **relevance** of the study or internship abroad for your studies at TUM. This confirmation can also be in form of a detailed recommendation letter provided for you and your study abroad.

Students from the Faculty of Medicine do **not** have to hand in a confirmation of relevance for their internship year (PJ) abroad, as long as their internship abroad fulfills the context of requirements of the Faculty of Medicine.

6. Letter of acceptance or confirmation of supervision from the host university or an internship contract

This should include brief information on the location, duration and content of your studies or internship. For internships, if applicable, please provide information on salary as well.

7. Confirmation of stay

Please submit an **employment reference** or a **confirmation of your stay**, which should be signed and stamped by your advisor / contact person abroad. This document is a requirement that your stay abroad, as long as it was study related, 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 (see “Documents for the application” on our website) or an official confirmation from your hosting university / institution / company.

Please send this confirmation as PDF to wih-stipendien@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”

If you have already completed your stay abroad at the time of applying for the scholarship, **please submit the Confirmation of stay** or an equivalent confirmation with your other application documents. Otherwise, please send them immediately **after receipt**. Thank you!