

Application guide

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

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, choose the form „**Application for a foreign exchange scholarship (PROMOS, "Auslandsstipendium")** and fill out the form. Under “**Project**” please select “**Final thesis**” or “**Seminar paper**”.

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 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. Please use **this template**.

2. 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). You do **not** have to upload your Abitur report card/certification.

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 credits 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**).

If you can't provide the **following** documents until the application deadline, please send them via e-mail to wih-stipendien@zv.tum.de as soon as possible (**up to 6 weeks** after application deadline).

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

4. 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 additionally 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.

5. Invitation / confirmation of application from the participating foreign university or institute

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

6. 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.

7. 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. You can also upload the relevant certificate received from a TUM Language Center course. Important part is the statement of your **language level**. For stays abroad in English-speaking regions, we accept TOEFL or IELTS certificates provided they are less than two years old.

Please send us the **following** document **after the end** of your stay abroad.

8. Confirmation of stay (see “Documents for the application” on the website)

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**.

You can use the form provided on our website or an official confirmation from your host 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”*

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.

9. Experience report Thinking green (voluntary)

Have you traveled in an environmentally friendly way or committed yourself to sustainability on site? Then share your experiences with other students here and provide valuable suggestions for sustainable behavior for future outgoings. Please send the completed experience report to: wih-stipendien@zv.tum.de.