Practical tips for filling in the online form for PROMOS applications

Who can apply?

Applications are open to fully enrolled students of all study programmes who are seeking their degree at Leipzig University. The scholarships are not available to applicants who wish to travel to their home country. Please note that students enrolled on international master’s programmes are required to attend Leipzig University for at least one semester in order to be eligible.

How does the application work?

Please log in to the online portal using your university login.

1. To start with, enter your personal details and emergency contact information.

2. Remember to mark each completed page as complete

3. The information about your studies includes telling us your faculty / degree programmes / subject. If you’re not sure what to enter, use the hints provided via the information button. Indicate your level in the language of instruction / working language. You will need a valid language certificate when applying. Information about language tests offered centrally by Leipzig University’s Language Center is available here. You can list additional languages based on your own self-assessment.
4. Enter the desired academic year for your planned stay. When asked whether you plan to stay at a partner institution, select “No”.

5. Now enter the details of your planned project abroad (including the host institution) and select the scholarship “Individual (PROMOS)”. Also indicate the number of semesters and the length of the stay. Summer semester means: all stays starting in the first half of the year (from January). Winter semester means: all stays starting in the second half of the year (from July).
6. Don’t forget to reconfirm your scholarship application
7. Please now upload the necessary documents (PDF) specified in the relevant checklist for studying / writing a thesis, internships, specialist courses or language courses.

What happens next?

Complete applications will be recorded in the system and you will receive a personal confirmation of receipt (this may take a few days, as this is not automatically generated). We can only view, check and pass applications on to the appraisers if they are complete.