



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.

For Students: Application / Registration for an Academic Stay Abroad 0/8

Educational Background

Current Studies at Leipzig University

* Institute	Please select
* Subject area	Please select
* Study programme	Please select
* Semester of studies	Please select
* Level	Please select

Mark page as complete

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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.

- Enter the desired academic year for your planned stay. When asked whether you plan to stay at a partner institution, select "No".

For Students: Application / Registration for an Academic Stay Abroad
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Information	Preferred Stay Abroad	
Personal Information	* Academic year	2021/22 ▼
Emergency Contact	Will your study abroad stay take place at an Erasmus+ partner institution or university partner institution? No <input checked="" type="radio"/> Yes <input type="radio"/> i	
Educational Background		
Language Skills		
Preferred Stay Abroad		
Grant		
Relevant Documents to be Uploaded		
Disclaimer		
Submit Application		

Planned Stay

* I apply for	Please select ▼	
* Start semester	Please select ▼	
* Duration in semesters	Please select ▼ i	
* Country	Please select ▼	
* Institution	<input style="width: 100%;" type="text"/>	
* Planned start date	Day ▼	Month ▼ / Year ▼ 📅
* Planned end date	Day ▼	Month ▼ / Year ▼ 📅

Mark page as complete

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- 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).

For Students: Application / Registration for an Academic Stay Abroad
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Information	Language Skills	
Personal Information		
Emergency Contact		
Educational Background		
Language Skills		
Preferred Stay Abroad		
Grant		
Relevant Documents to be Uploaded		
Disclaimer		
Submit Application		

Language (Language of Instruction or Working Language)

* Language	Please select ▼	
* Language level	Please select ▼ i	
Did you take a test in this language? No <input type="radio"/> Yes <input type="radio"/>		

Other Languages (1)

Language	Please select ▼	
Language level	Please select ▼ i	

+ Other Languages

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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.

- Information
- Personal Information
- Emergency Contact
- Educational Background
- Language Skills
- Preferred Stay Abroad
- Grant
- Relevant Documents to be Uploaded**
- Disclaimer
- Submit Application

Relevant Documents to be Uploaded

Please upload **all** your documents in **PDF format** since other formats are not permissible and cannot be uploaded or transmitted.

Read the information provided in the yellow information button **carefully**. Hover your cursor over the yellow **i** and you can read the information provided. Remember that the different programmes require different documents. PROMOS for example uses different documents for studies, internships, language courses, specialised courses and final thesis.

IMPORTANT: The quantity of all uploaded documents combined must be under 10 MB.

* Application for	Individuell (PROMOS)	
Curriculum Vitae/ Personal Data Sheet	Durchsuchen...	Keine Datei ausgewählt.
* Enrolment Certificate(s)	Durchsuchen...	Keine Datei ausgewählt.
* Overview of Grades	Durchsuchen...	Keine Datei ausgewählt.
* Description of Purpose	Durchsuchen...	Keine Datei ausgewählt.
* Language Certificate	Durchsuchen...	Keine Datei ausgewählt.
* Proof of Contact	Durchsuchen...	Keine Datei ausgewählt.
Study Plan	Durchsuchen...	Keine Datei ausgewählt. i
Additional Documents	Durchsuchen...	Keine Datei ausgewählt.

Mark page as complete

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.