In-Country Scholarship Programme "Prospects for Peace through Education in Iraq"

Step-by-step guide for submitting an application

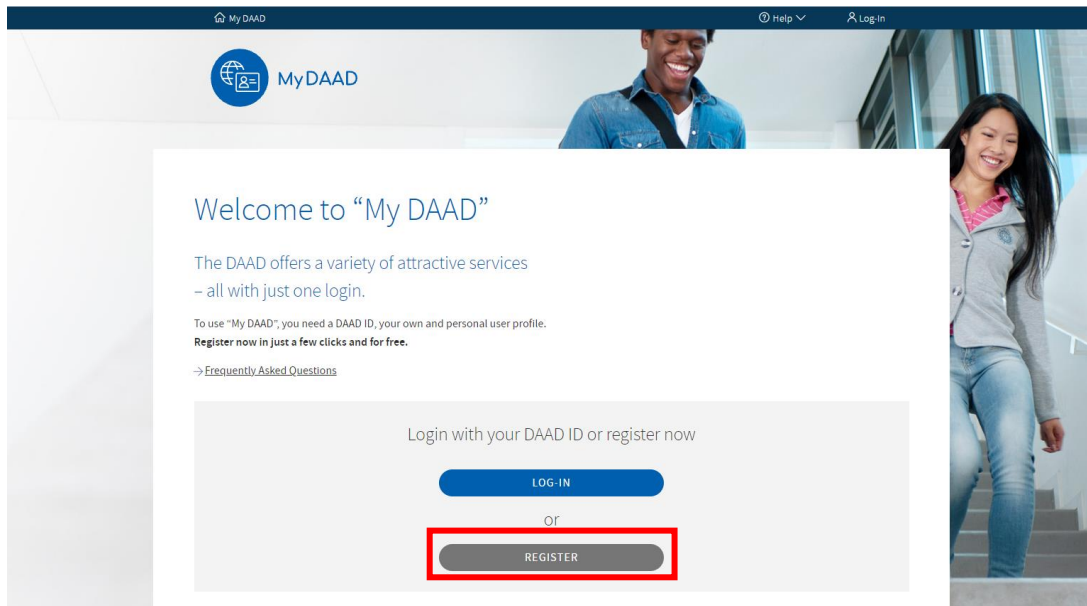Please also note the "Calls for scholarship applications" for each participating university, available on the programme Website: http://www.daad.de/in-country-programme-iraq

Content

ST35 – In-Country Scholarship Programme "Prospects for Peace through Education in Iraq" –
Step-by-step guide to submitting an application – edition: 10/2021

page 1 of 19

Registering in the DAAD Portal

Please go to https://www.mydaad.de/en/ and click on "register" to create a user account in the DAAD Portal.

ST35 – In-Country Scholarship Programme "Prospects for Peace through Education in Iraq" –
Step-by-step guide to submitting an application – edition: 10/2021

page 2 of 19

Please note:

If the registration page is displayed in German instead of English, please set your browser language to English. (Usually, the registration page should only be displayed in German if the browser language is set to German and in any other case, English will be the default language.)

If you didn't received the verification code in your inbox, please check your spam folder.

Please make sure to select English as preferred language so that the application platform will be displayed in English.

ST35 – In-Country Scholarship Programme "Prospects for Peace through Education in Iraq" –
Step-by-step guide to submitting an application – edition: 10/2021

page 3 of 19

Creating an application in the DAAD Portal

In you personal account, please select the "Personal funding" tab and then the "Application" tab.
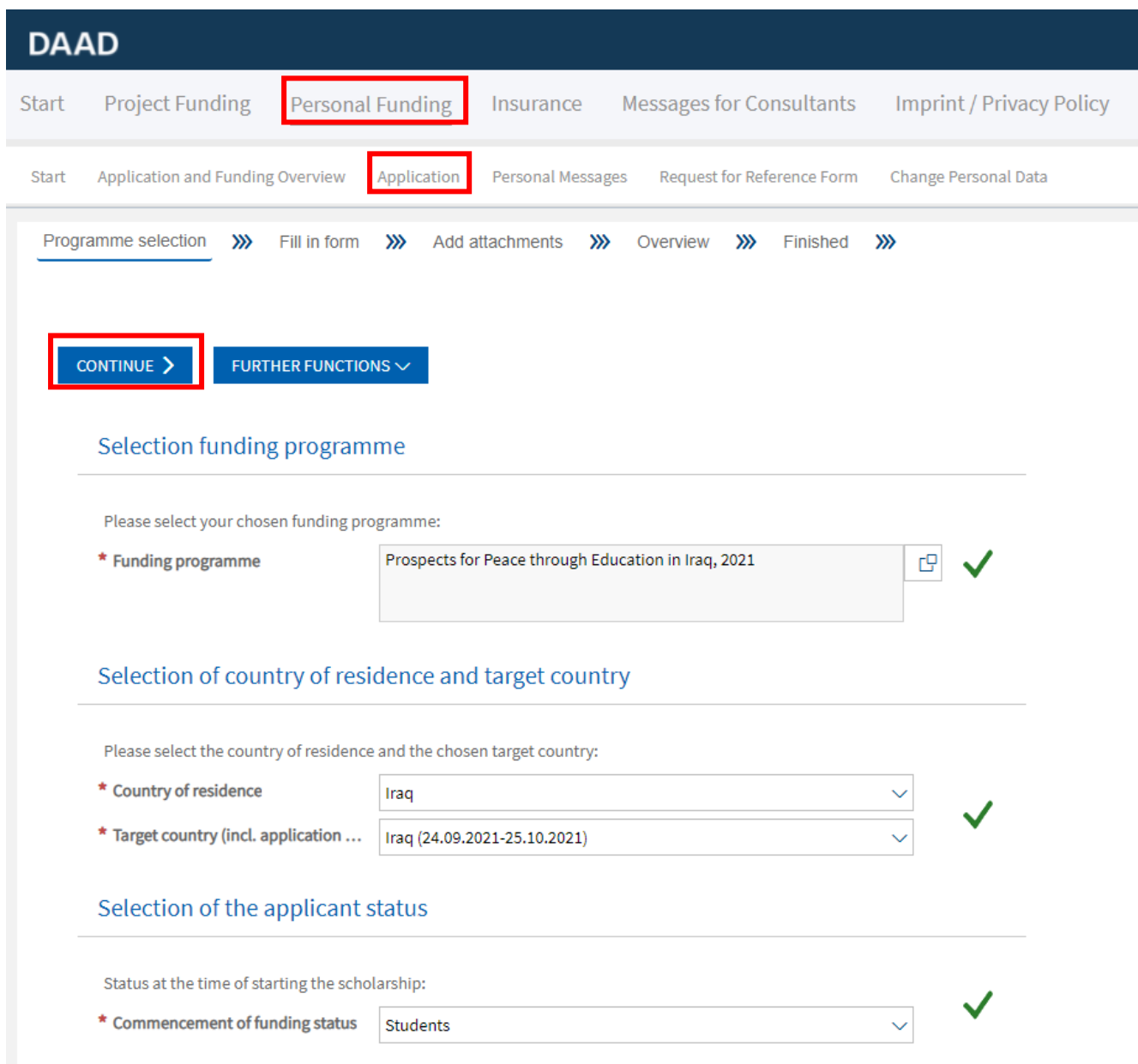
If the funding programme has not alredy been pre-selected, please choose the following programme from the menu: "Prospects for Peace through Education in Iraq, 2021"

As "Country of residence", please select "Iraq".

As "Target country (incl. application period)", please select "Iraq (24.09.2021-25.10.2021)"

As "Commencement of funding status", please select "Students"

Please click "continue" to move to the next step.

ST35 – In-Country Scholarship Programme "Prospects for Peace through Education in Iraq" –
Step-by-step guide to submitting an application – edition: 10/2021

page 4 of 19

On the following page, you will be asked to download an application form. Please click where it says "click here" to download the form and follow the instructions as written below. Most importantly: please save the downloaded PDF on your computer first, and then open it with Adobe Acrobat Reader. You may then begin filling the application form. Please remember to save the file regularly to avoid data losses.

1. Download form

Click here to download a new funding application form.

Always save the application form on your pc first, instead of directly opening it in your browser.

Please only use Adobe Reader to open the downloaded application form. Otherwise you will see error messages and will not be able to read or edit the form.

CONTINUE TO NEXT STEP

Filling in the standard DAAD application form (PDF-Download)

The standard DAAD application form is used for applications for different kinds of personal funding programmes at DAAD. Not all of the fields or options in the questionnaire are relevant for the application in this scholarship programme. The following options should serve as orientation for applicants in the in-country programme "Prospects for Peace Through Education in Iraq".

Chapter 1

Please enter the compulsory fields (marked with *) as requested.

1 Family name *	
if applicable, name at birth	
Academic title	Select title...
First name(s) *	
Date of birth *	Place of birth *	Country of birth*	Select country
Nationality *	Select nationality ...	2. Nationality	Select nationality ...
Form of address *	Select gender...	Marital status *	Select Marital Status .
Number of children	0

Chapter 2

Please enter the compulsory fields (marked with *) as requested. The country of permanent residence should be "Iraq". If you are originally from another country (e.g. from Syria if you are living in Iraq as a refugee), please select "yes" in the second part and select your country of origin.

2 Country of permanent residence from where you are applying for a scholarship/funding *	
	Select country
Is your country of origin different from the country in which you live permanently? *	yes ● no ○
If yes, which? *	Select country

ST35 – In-Country Scholarship Programme "Prospects for Peace through Education in Iraq" –
Step-by-step guide to submitting an application – edition: 10/2021

page 5 of 19

Chapter 3

In the following chapter, the mobile phone number is not marked as mandatory. However, it would be good if you could provide your mobile phone number so that we may reach you with any questions regarding your application.

ST35 – In-Country Scholarship Programme "Prospects for Peace through Education in Iraq" –
Step-by-step guide to submitting an application – edition: 10/2021

page 6 of 19

Chapter 4

If you have a different address during the semester, you may enter that data here. If you don't know your address during the semester yet, or if it will be the same as the address listed in chapter 3, please click "no" and proceed to the next chapter. It is possible to edit your contact information in the DAAD-Portal later.

4 Address (work) / address during the semester *

yes ○   no ⦿

University/institution	
Institute	
Department	
Faculty	
street address or PO box *	
Zip code	
City *	
Country *	
Telephone number	
Mobile phone number	
Fax	
Email address *	

ST35 – In-Country Scholarship Programme "Prospects for Peace through Education in Iraq" –
Step-by-step guide to submitting an application – edition: 10/2021

page 7 of 19

Chapter 5

You may enter the contact in formation of a family member or a friend (= "next of kin") who will be contacted in case of emergencies. If you do not wish to enter a "next of kin", you can skip this question by clicking "no". It is also possible to give this information to DAAD at a later point (e.g. after you have been selected for a scholarship).

5 Name and address of next of kin who should be contacted in an emergency.

	yes ○ no ○
Name	
First name	
Additional address information 1	
Additional address information 2	
c/o name	
street address or PO box	
Zip code	
City	
Country	Select country
Telephone number	
Mobile phone	
Fax	
Email address	

Chapter 6

If you currently have an occupation, please state it here. Otherwise, you may leave the field empty.

6 Occupation

ST35 – In-Country Scholarship Programme "Prospects for Peace through Education in Iraq" –
Step-by-step guide to submitting an application – edition: 10/2021

page 8 of 19

Chapter 7

The information below is very important for your application. Please make sure to follow the instructions from this guide below the graphic.

In the field "City", it will say "(No matching places found.) and that is OK.

In the field "Institution", please leave it as is = "(Please select country first and place)".

Please click the box next to "Other institution" and enter one of the following institutions (with that exact spelling) – which ever university you wish to apply for. You do not need to add the college to the university name.

- University of Sulaimani
- Catholic University in Erbil
- Salahaddin University

For the subject group and the subject, please select the correct option according to the table below:

Host university	College	Degree programme	→ Please select the following subject group	→ Please select the following subject
University of Sulaimani	College of Nursing	Community Health Nursing	Human medicine	Nursing Science / Nursing Management
	College of Agricultural Engineering Sciences	Food Science and Quality Control	Veterinary medicine / Agrar-, Forest /Nutritional Sciences, Ecology	Nutritional, Domestic and Food Sciences
		Agribusiness and Rural Development	Veterinary medicine / Agrar-, Forest /Nutritional Sciences, Ecology	Agricultural Sciences
	College of Administration & Economics	Business Management	Law, Economics and Social Sciences	Business Administration
	College of Science	Computer Science	Math / Science	Computer Science
Catholic University in Erbil	College of Information Technology and Computer Sciences	Information Technology	Math / Science	Mathematics and Natural Sciences (misc.)
		Computer Sciences	Math / Science	Computer Science
Salahaddin University	College of Science	Environmental Sciences	Engineering	Environmental Sciences
		Information technology (computer science)	Math / Science	Computer Science
	College of Agriculture	Food Technology	Veterinary medicine / Agrar-, Forest /Nutritional Sciences, Ecology	Nutritional, Domestic and Food Sciences
	College of Administration and Economics	Administration	Law, Economics and Social Sciences	Administrative Sciences

ST35 – In-Country Scholarship Programme "Prospects for Peace through Education in Iraq" –
Step-by-step guide to submitting an application – edition: 10/2021

page 9 of 19

If the degree programme of your choice is offered at more than one host institution in this programme, you can enter a second (or even a third) destination institution. For example: if you wish to apply for a scholarship for Computer science, there are scholarships available in this field at all three host institutions. Therefore, you may enter all three host institutions. However, you cannot apply for different degree programmes within the same application.

Please also not that you should **only apply for a scholarship if you have also applied (or are planning to apply) for general admission to that degree programme at each of the universities**.

Chapter 8

In the following field, please select the same subject group and subject as above. You do not need to enter an explanation.

Chapter 9 and 10

Please enter the planned duration of stay and the duration of requested funding as follows:

Chapter 11

For chapter 11, please enter the text below:

Participation in the In-Country Scholarship Programme "Prospects for Peace through Education in Iraq",

Bachelor's degrees studies at *[name of university]*, *[name of college]*, in the following degree programme: *[name of degree programme]*

ST35 – In-Country Scholarship Programme "Prospects for Peace through Education in Iraq" –
Step-by-step guide to submitting an application – edition: 10/2021

page 10 of 19

Chapter 12

Please enter the name of your high school as the "Institution". For the "period from / to", please state from when until when you visited that institution. Please enter "Interdisciplinary Field of Study" both as subject group and as subject. As type of exam, please select "Other foreign qualifications". As result, please enter the grade point average of your high school diploma.

If you have finished another degree after your high school diploma, please add a new entry. However, please note that this scholarship offer is addressed to applicants who are starting their first year of undergraduate studies this fall. Therefore, we do not expect applicants to have completed a higher education degree when they apply to this programme.

If you have already finished a university degree, please check with DAAD to see if you are still eligible for the scholarship.

Chapter 13

As this programme is aimed at applicants who wish to start their studies this year, they are usually not yet enrolled in a university. Therefore, please enter the name of your high school as "Institution". As "Type of study programme", please enter "high school". As Major, please enter "Interdisciplinary Field of Study" both as subject group and as subject.

If you are currently or have already been enrolled in a university, please check with DAAD to see if you are still eligible for the scholarship.

ST35 – In-Country Scholarship Programme "Prospects for Peace through Education in Iraq" –
Step-by-step guide to submitting an application – edition: 10/2021

page 11 of 19

Chapter 14

For the next chapter, if you have not yet finished a university degree, please click "no" and leave the other fields open.

If you have already finished a university degree, please check with DAAD to see if you are still eligible for the scholarship.

14 What will be your highest academic qualification at the time your scholarship begins?

Will you have a degree when your funding begins?	yes ◯ no ⦿
Qualification *	
(Planned) date of completion *	
Name *	
Subject group *	
Subject *	

Chapter 15

Please enter any previous or current scholarships from DAAD or other organizations in the next chapter. This also includes scholarships you received as a high school student. If you have not yet received any scholarships, please select "none".

15 Previous and current scholarships from the DAAD or other organisations *

yes ◯   none ◯

Funding organisation / programme *	from *	to *

ST35 – In-Country Scholarship Programme "Prospects for Peace through Education in Iraq" –
Step-by-step guide to submitting an application – edition: 10/2021

page 12 of 19

Chapter 16

Please fill the next chapter exactly like in the example.

Chapter 17

If you are receiving any other funding for your Bachelor's degree programme or any project that you are conducting during your studies, please click "yes" and explain. Otherwise, please click "none" and move to the next question.

ST35 – In-Country Scholarship Programme "Prospects for Peace through Education in Iraq" –
Step-by-step guide to submitting an application – edition: 10/2021

page 13 of 19

Chapter 18

For the next chapter, please enter every language that you speak. If you cannot find the language in the list, please select "other language" and enter it in the field "description of other language(s)". You can add up to two additional language fields. If you speak more languages, please in the last field, just select "other language" and list all the remaining languages in the field "description of other language(s)"

If the language is your mother tongue, please write "mother tongue" in the "Certification" field. In that case, you do not need to enter a grade or any points. If the language is not your mother tongue, please write down the last certificate you received for this language, for example an IELTS or a TOEFL test or your last high school class in this language. Then please state the grade / points you achieved. Please note that you should also upload your language certificates as PDF documents along with this application.

Chapter 19

If you already know which career you wish to pursue after finishing your Bachelor's degree, please let us know in this chapter. You should also talk about this in your letter of motivation.

ST35 – In-Country Scholarship Programme "Prospects for Peace through Education in Iraq" –
Step-by-step guide to submitting an application – edition: 10/2021

page 14 of 19

Chapter 20

In final chapter, please only provide other comments/information regarding special extracurricular activities or any information regarding your academic merit. Impediments such as illness or disability, or other factors that had a negative impact on your academic progress/achievements, should be stated in a separate form, the Application Form "Personal Background Information"

➔ Click here to download the Application Form "Personal Background Information"

20

Other comments/information you think might be of relevance to your application or which should be included in the assessment of your achievements and personal suitability
(e.g. details about special extracurricular activities, but also impediments such as illness or disability, if this had a negative impact on your academic progress/achievements and should be considered in a comparison of applicants).

Finally, please make sure to save to PDF on your computer in a place where you will find it again. Then follow the instructions in the DAAD application platform (where you first downloaded the file) to finalize your application.

ST35 – In-Country Scholarship Programme "Prospects for Peace through Education in Iraq" –
Step-by-step guide to submitting an application – edition: 10/2021

page 15 of 19

Uploading the standard DAAD application form in the DAAD Portal

In the DAAD Portal, please continue by clicking "Continue to next step"

1. Download form

Click here to download a new funding application form.

Always save the application form on your pc first, instead of directly opening it in your browser.

Please only use Adobe Reader to open the downloaded application form. Otherwise you will see error messages and will not be able to read or edit the form.

CONTINUE TO NEXT STEP

Select the application form on your computer and upload the file.

2. Upload form

Upload the completed funding application form.

Keine Datei ausgewählt   ↑   **UPLOAD**

⇄ Return to previous step

The form will automatically be checked. If any mandatory information is missing, there will be an error message indicating the question (like in the example below). In that case, please open the application form on your computer again and enter the missing data.

3. Check form

There are problems in the form you uploaded. Please find the details listed below. To correct the errors, save the current version by clicking on "Download" current application form.

Correct the errors, save the file and then upload it at step 2 again.

Status	Problem / Error	
⚠	Question	7: Please fill in all mandatory fields.
⚠	Question	12: Please fill in all mandatory fields.
⚠	Question	13: Please fill in all mandatory fields.

↻ Download current application form

⇄ Return to previous step

If there is no missing information, the message will look like this, and you can continue to the next step:

3. Check form

The uploaded form had no technical problems and all mandatory fields were filled in.

Click to continue.

CONTINUE

↻ Download current application form

⇄ Return to previous step

ST35 – In-Country Scholarship Programme "Prospects for Peace through Education in Iraq" –
Step-by-step guide to submitting an application – edition: 10/2021

page 16 of 19

Uploading the other required application documents as PDF in the DAAD Portal

Besides the standard DAAD application form, you will need to submit the following documents **in PDF format**:

Required application documents	Attachment type
Curriculum vitae *There is no DAAD form for the Curriculum vitae. It should generally be no more than 4 pages long.*	Curriculum vitae
High school diploma	University entrance qualification
High school transcripts	Transcript of records/academic achievements
Result of the National Exam Score (or equivalent)	University entrance qualification
Letter of motivation *There is no DAAD form for the Letter of motivation. It should generally be no more than 2 pages long.*	Study project/motivation
Application Form "Personal Background Information" (please use the following form: Link to DAAD Form) • *If applicable*: UNHCR registration as a refugee (if possible, please merge the document into one PDF file with the Application Form "Personal Background Information") • *If you listed any disabilities or chronic diseases*, please provide a certification from your doctor along with your application. If possible, please merge the document into one PDF file with the Application Form "Personal Background Information"	Programme specific application form
Letter of admission for the host university *(Can be submitted later, but needs to be handed in before the DAAD Letter of Award is issued)*	Proof of admission

Optional additional application documents	Attachment type
If you have any **language certificates** (beyond your high school diploma and transcript), please upload them	Language certificate
If you acquired your high school diploma in a different country and you have a **document of recognition from Iraq for your high school diploma**, please upload it	Recognition of study achievements
If you have any relevant **certificates or letters of recommendation** from previous work experience or internships, please upload them	Certificate teaching/work experience/internships
If there is any **other document that you consider relevant for your application**, please upload it	Miscellaneous

Please select the correct attachment type according to the table above. Select the file on your computer and name the file according to the list of required documents ("Curriculum vitae", "High school diploma", etc.).

Please also take note of the requirements regarding the PDF attachments given in the DAAD Portal (no encryption, no editing restrictions, limited file size, etc.)

ST35 – In-Country Scholarship Programme "Prospects for Peace through Education in Iraq" –
Step-by-step guide to submitting an application – edition: 10/2021

page 17 of 19

The Portal will show you when you have reached the maximum total size of the attachments as well as the size of each individual document. You can add further documents or remove documents that you no longer wish to submit.

Once you have added all the required application documents, please click "continue" on the top of the page.

Overview page and submission of application

On the next page, you will see an overview of the documents you have uploaded. It is possible to download the application documents again.

Application form

Click here , to download and save the form for your records prior to submitting it.

Attachments to the application

You have attached the following documents to the application.

	Document name	File name	Document type	Download
○	Curriculum vitae	Curriculum_vitae.pdf	Curriculum vitae	Download
○	High school diploma	High_school_diploma.pdf	University entrance qualification	Download
○	High school transcripts	High_school_transcripts.pdf	Transcript of records/academic achievements	Download
○	National Exam Score	National_Exam_Score.pdf	University entrance qualification	Download
○	Letter of motivation	Letter_of_motivation.pdf	Study project/motivation	Download
○	Personal Background Information	Personal_Background_Information.pdf	Programme specific application form	Download

Click here , to edit the attachments.

Before being able to submit the application documents, you will need to confirm that you agree to comply with the application requirements and that you acknowledge the general provisions on data protection.

Application requirements

☑ I agree to comply with the application requirements.

Privacy protection

☑ I acknowledge the general provisions on data protection .

ST35 – In-Country Scholarship Programme "Prospects for Peace through Education in Iraq" –
Step-by-step guide to submitting an application – edition: 10/2021

page 18 of 19

Finally, you can submit the application documents

Send documents

The application has no technical problems.

Please note that you will not be able to change the application and attachments in the portal once they have been sent. It is also not possible to recall your application!

Please check your details in the application form and your attachments one final time before sending.

Click on "Send documents" to submit the application to the DAAD.

SEND DOCUMENTS

You will receive a confirmation of the submission and will be able to monitor the status of your application in the DAAD Portal.

Good luck with your application!

ST35 – In-Country Scholarship Programme "Prospects for Peace through Education in Iraq" –
Step-by-step guide to submitting an application – edition: 10/2021

page 19 of 19