Guide: Applying for DIT Internal Scholarships

This guide will walk you through the application process for DIT internal scholarships.
If you have any questions, feel free to contact **outgoings@th-deg.de**.

Important Notes:

- To modify form fields in Mobility Online, click "Forward to update" at the top of the respective page and then select "Update".

- A printed version of the online application is **not required**.

- The International Office will assign your application to one of our internal scholarship programs. Once assigned, you will receive further instructions.

1) Application Form

- First, you must complete and submit the application form.

- The correct exchange program is already pre-selected.

- Please select the corresponding semester for your planned stay abroad.

o Under "5 – Data on Stay", ensure you choose the correct "Type of Stay", as different document uploads may be required depending on your selection.

Type of stay abroad *
◉ Study ◯ Placement/Internship ◯ Language test ◯ Summer School

o After submitting the application form, you will receive an automatically generated email for registration in Mobility Online.

Exception: If you are already registered in Mobility Online (e.g., due to a previous application for a semester abroad), you do not need to register again. Instead, access your scholarship application via www.th-deg.de/mobility.

2) Application Workflow

o Log in via www.th-deg.de/mobility to access your application workflow.

o The workflow functions as a checklist, showing all remaining steps. Please check regularly if any actions are required from your side to avoid processing delays.

3) Completing Personal Data

o You can complete your personal data via your application workflow.

o If you were already registered, please double-check your details for completeness.

o **Important: For scholarship payments, we require your tax ID. Without this information, we cannot process payments - please enter it in your personal data.**

4) Uploading Application Documents

o You can now upload your application documents.

o A complete application consists of the following documents:

   ✓ Passport photo

   ✓ CV

   ✓ Enrollment certificate (current semester)

   ✓ Motivation letter:

   (approx. 1–2 A4 pages → Why abroad? Why should we support you?)

   ✓ Current transcript of records

   ✓ Financial plan (available for download in the workflow)

   ✓ Signed application form (download from Mobility Online)