

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".

The image shows a button labeled "Forward to update" circled in red. Below it is a screenshot of the "Application details" form. The form has a blue header with the title "Application details". The form fields are as follows:

Field	Value	Required
Type of application	<input type="radio"/> Incomings <input checked="" type="radio"/> Outgoings	*
Type of person	<input checked="" type="radio"/> Students <input type="radio"/> Teachers	*
Exchange programme	THD - interne Stipendien	*
Academic year	2025/2026	*
Semester of the stay abroad	winter semester 2025/2026	*

- 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.

The image shows a screenshot of the "Application for exchange students" form. The form has a blue header with the title "Application for exchange students" and the subtitle "for a DIT-internal scholarship". The THD logo is in the top right corner. A yellow banner at the top states: "All fields marked with (*) must be completed." The form is divided into two main sections: a sidebar with a list of steps and a main content area.

Sidebar Steps:

- 1 Application details
- 2 Personal details
- 3 Data concerning contact person in case of emergency
- 4 Study details
- 5 Semester abroad
- 6 Declaration of consent

Main Content Area: Application details

Type of application *: ☐ Incomings ☒ Outgoings

Type of person *: ☒ Students ☐ Teachers

Exchange programme *: <-- Please select -->

Academic year *: 2025/2026

Semester of the stay abroad *: summer semester 2026

At the bottom, there are two buttons: "Cancel application" and "Continue".

- 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

- 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

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

- You can complete your personal data via your application workflow.
- If you were already registered, please double-check your details for completeness.
- **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

- You can now upload your application documents.
- 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)