

Instructions for Applying for a Merit Scholarship Online

These instructions explain the steps required to apply for a merit scholarship for international students at Universität Hamburg.

1. Once you click on the application link on the website, you will be directed to the screen pictured, where you should enter your STiNE ID. You will then be directed to the online application form.

UHH-LOGIN

△ Anmeldung fehlgeschlagen Log Out

Ihre Benutzerkennung, z.B. BAO1234 Das

Passwort Sie
Auf
Bitt
Für

Öffentlicher PC

Ich arbeite an einem öffentlich zugänglichen Computer

Revoke consent

Die zu übermittelnden Informationen anzeigen, damit ich die Weitergabe gegebenenfalls ablehnen kann.

LOGIN

[Kennung oder Passwort vergessen?](#)

2. Fill out the online application form completely, and click on “Send application.” You will then receive an email confirmation of receipt with a link to the application platform Mobility Online. Click the link or copy and paste it into your browser. If necessary, log in once again using your STiNE account details. In future, always use this link to access your application.
3. You can access your Mobility Online account via the log-in and registration page by using one of two log-in options.

UHH-Universität Hamburg MOBILITY-ONLINE

DER FORSCHUNG | DER LEHRE | DER BILDUNG

Sprache: Deutsch

Benutzer: BAV5782

Passwort: Passwort-Eingabe auf nächster Seite

Schließen Zurücksetzen **Anmelden** Passwort vergessen

Universität Hamburg | 20149 Hamburg, Mittelweg 177, Deutschland
Tel +49 40 42838-0 | info@uni-hamburg.de | <http://www.uni-hamburg.de/>

Alle **Outgoings** der Universität Hamburg mit bestehenden Bewerbungen müssen sich mit dem Benutzernamen und Passwort Ihres Hochschul-Accounts der Universität Hamburg bei Mobility Online anmelden. Hier geht's zum **LOGIN**.

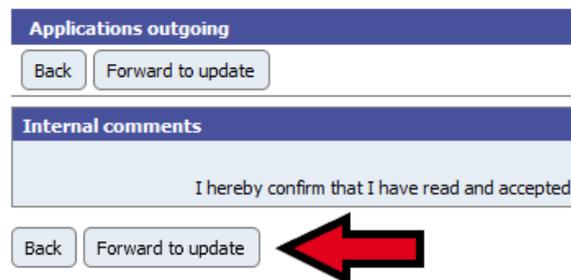


- You are now on the Mobility Online overview page. To complete your application, you must complete all remaining mandatory steps under the “Application and registration” and “Application documents” tabs.

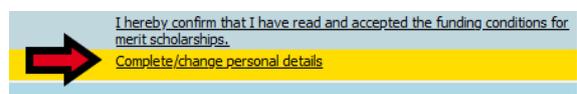


- To proceed, first click on “I hereby confirm that I have read and accepted the funding conditions for merit scholarships.”

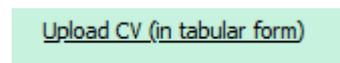
- In the next section, click on “Forward to update,” and confirm that you have read and accept the funding conditions for the degree completion grant by ticking the box. Then, click on “Update”.



- Next, select “Complete/change personal details” and proceed as before: Click on “Forward to update.” Make the necessary changes. And click on “Update.”



- In the section “Application documents,” you must now upload the documents for your application. Start by clicking on “Upload CV (in tabular form).”



9. On the new page, click on “Please enter the file” and select the relevant file on your computer. Ideally, the file should be a PDF; However, you can also upload JPEGs, PNGs, and GIFs. Then click on “Create.”

Back	Create
Upload name	Curriculum vitae
Owner	Mustermann, Max
File	Please enter the File
Back	Create

10. Upload your letter of motivation and your course certificates in the same way.

Uploaded CV (in tabular form)	<input checked="" type="checkbox"/>
Motivation letter uploaded	<input checked="" type="checkbox"/>
Upload your grades here (does not apply to doctoral researchers). These can be average—namely, a degree certificate, a diploma supplement, or a transcript of	<input checked="" type="checkbox"/>
Course certificates: STINE printout or course certificates uploaded	<input checked="" type="checkbox"/>

11. Either you or the program coordinator can upload the evaluations. **Be aware that** even if the program coordinator uploads the evaluations, the relevant box will only appear checked as soon as you have completed the previous steps.

Evaluation 1 uploaded	<input checked="" type="checkbox"/>
Evaluation 2 uploaded	<input type="checkbox"/>
Evaluation 1 uploaded by Program Coordination	<input type="checkbox"/>
Evaluation 2 uploaded by Program Coordination	<input checked="" type="checkbox"/>

12. You can also upload additional documentation, for example proof or confirmation of volunteer work. Do not upload your residence permit here; rather, present it to the program coordinator in person during office hours.

optional: Upload additional document1	<input checked="" type="checkbox"/>
optional: Upload additional document2	<input checked="" type="checkbox"/>

13. **Done!** Once the evaluation has been uploaded, all required steps are completed. There is no confirmation button to send your application in Mobility Online. All applications are assessed once the application period has ended. You will be notified by email if your application is incomplete. You will then have the opportunity to correct mistakes or omissions.