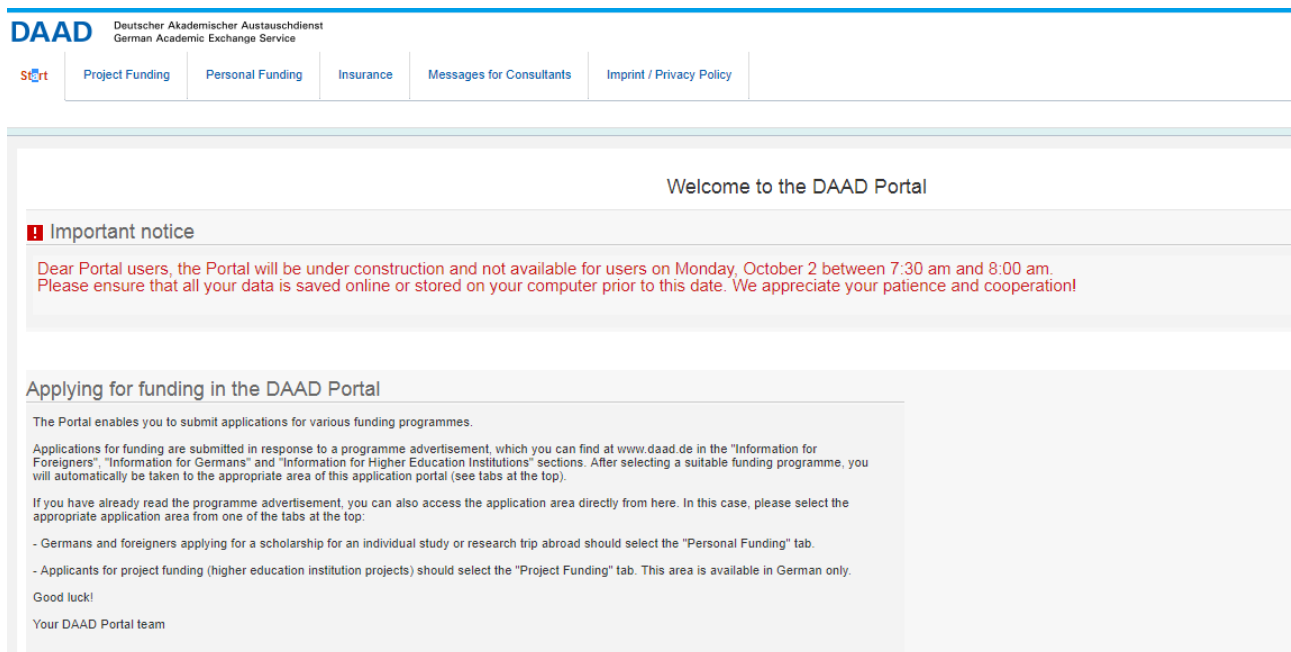


## КАК ДОГРУЖАТЬ НЕДОСТАЮЩИЕ ДОКУМЕНТЫ НА ОНЛАЙН-ПОРТАЛ DAAD?

Часто бывает так, что Вы забываете загрузить на онлайн-портал DAAD какой-либо из документов, которые необходимы для участия в стипендиальном конкурсе. Для того чтобы вновь не проходить всю процедуру загрузки документов, на онлайн-портале DAAD существует функция догрузки документов.

### 1. Зайдите под своим логином и паролем на онлайн-портал DAAD



**DAAD** Deutscher Akademischer Austauschdienst  
German Academic Exchange Service

Start Project Funding Personal Funding Insurance Messages for Consultants Imprint / Privacy Policy

Welcome to the DAAD Portal

**Important notice**

Dear Portal users, the Portal will be under construction and not available for users on Monday, October 2 between 7:30 am and 8:00 am. Please ensure that all your data is saved online or stored on your computer prior to this date. We appreciate your patience and cooperation!

**Applying for funding in the DAAD Portal**

The Portal enables you to submit applications for various funding programmes.

Applications for funding are submitted in response to a programme advertisement, which you can find at [www.daad.de](http://www.daad.de) in the "Information for Foreigners", "Information for Germans" and "Information for Higher Education Institutions" sections. After selecting a suitable funding programme, you will automatically be taken to the appropriate area of this application portal (see tabs at the top).

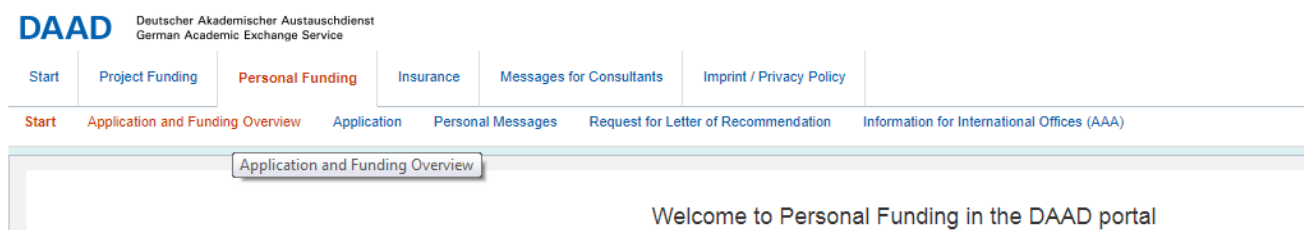
If you have already read the programme advertisement, you can also access the application area directly from here. In this case, please select the appropriate application area from one of the tabs at the top:

- Germans and foreigners applying for a scholarship for an individual study or research trip abroad should select the "Personal Funding" tab.
- Applicants for project funding (higher education institution projects) should select the "Project Funding" tab. This area is available in German only.

Good luck!

Your DAAD Portal team

### 2. Выберите в меню вкладок «Personal Funding»



**DAAD** Deutscher Akademischer Austauschdienst  
German Academic Exchange Service

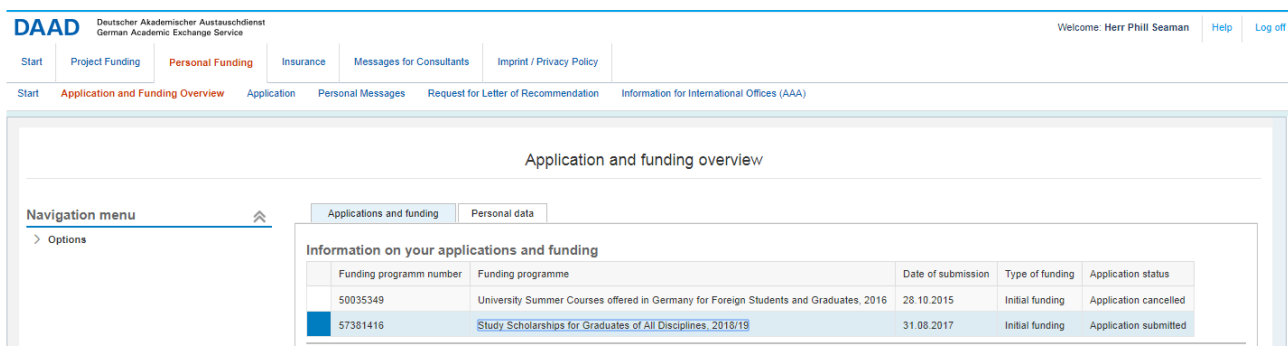
Start Project Funding **Personal Funding** Insurance Messages for Consultants Imprint / Privacy Policy

Start Application and Funding Overview Application Personal Messages Request for Letter of Recommendation Information for International Offices (AAA)

Application and Funding Overview

Welcome to Personal Funding in the DAAD portal

### 3. Далее выберите «Application and Funding Overview»



**DAAD** Deutscher Akademischer Austauschdienst  
German Academic Exchange Service

Welcome: Herr Phill Seaman Help Log off

Start Project Funding **Personal Funding** Insurance Messages for Consultants Imprint / Privacy Policy

Start Application and Funding Overview Application Personal Messages Request for Letter of Recommendation Information for International Offices (AAA)

Application and funding overview

Navigation menu

Options

Applications and funding Personal data

**Information on your applications and funding**

Funding programm number	Funding programme	Date of submission	Type of funding	Application status
50035349	University Summer Courses offered in Germany for Foreign Students and Graduates, 2016	28.10.2015	Initial funding	Application cancelled
57381416	Study Scholarships for Graduates of All Disciplines, 2018/19	31.08.2017	Initial funding	Application submitted

Перед Вами (если Вы уже подали заявку на одну из программ DAAD) появится таблица с Вашими актуальными заявками. Вам необходимо выбрать ту программу, по которой Вы собираетесь догружать документы.

4. Слева на экране Вы найдете «Navigation menu» и «Options»

Application and funding overview

Applications and funding Personal data

Information on your applications and funding

Funding programm number	Funding programme	Date of submission	Type of funding	Application status
50035349	University Summer Courses offered in Germany for Foreign Students and Graduates, 2016	28.10.2015	Initial funding	Application cancelled
57381416	Study Scholarships for Graduates of All Disciplines, 2018/19	31.08.2017	Initial funding	Application submitted

Notifications regarding application / funding 57381416 () - 0000

New message Expand all Close all History as pdf

Subject	from	Role	Send date	Send time	Topic ID	Attachments
New application submitted	DAAD-Portal		31.08.2017	09:20:49	Support/counselling/scholarship related issues (applicants/scholarship holders)	

5. Далее Вам необходимо кликнуть по стрелке, которая находится слева от «Options»

Navigation menu

Options

Submit document regarding the application

Change personal data (Address/German Bank data)

6. Кликнув по стрелке, на экране появится новое меню с возможностями, которые есть у Вас (в частности догрузить документы и поменять личные данные)

Navigation menu

Options

Submit document regarding the application

Change personal data (Address/German Bank data)

7. Вы выбираете «Submit document regarding the application» и перед Вами появится следующий экран

Submit document regarding the application

Send documents Reject and cancel documents

Notice

It is necessary for you to additionally submit these attachment by mail to the relevant applications office so they can be taken into account.  
If the DAAD has any questions about your additional submission, or if your application cannot/can no longer be completed, the person responsible will contact you via the Portal or via e-mail.

I have read and understood the notice.

Add documents

\* Attachment type: Select attachment type...

Select file (PDF only): Выберите файл Файл не выбран

\* Document name (max. 44 characters):

Add document

8. В «Attachment type» Вы выбираете тот документ, который Вам необходимо догрузить, далее в «Select file» выбираете сам файл на Вашем компьютере, в «Document name» Вы даете имя догружаемому документу (например, Course info\_NameSurname)

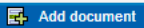
**Add documents**

\* Attachment type:

You may upload 3 documents each with a maximum filesize of 3 MB.

Select file (PDF only):

\* Document name (max. 44 characters):

 Add document

9. После чего необходимо кликнуть по «Add document»

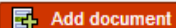
**Add documents**

\* Attachment type:

You may upload 3 documents each with a maximum filesize of 3 MB.

Select file (PDF only):

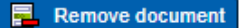
\* Document name (max. 44 characters):

 Add document

10. После этого Ваш документ появится в таблице догруженных документов («Added document»)/

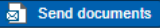
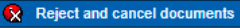
**Added documents**

	Attachment type	Document name (max. 44 characters)	Filesize
	Course profile	Course profile	79,95

 Remove document

11. Следующим шагом необходимо поставить «галочку» в качестве подтверждения прочтения заметки («Notice»)

Submit document regarding the application

 Send documents  Reject and cancel documents

**Notice**

It is necessary for you to additionally submit these attachment by mail to the relevant applications office so they can be taken into account.  
If the DAAD has any questions about your additional submission, or if your application cannot/can no longer be completed, the person responsible will contact you via the Portal or via e-mail.

I have read and understood the notice.

12. После этого Вы можете отправлять документ/документы, кликнув по «Send documents»

Submit document regarding the application

Send documents
Reject and cancel documents

### Notice

It is necessary for you to additionally submit these attachment by mail to the relevant applications office so they can be taken into account.  
 If the DAAD has any questions about your additional submission, or if your application cannot/can no longer be completed, the person responsible will contact you via the Portal or via e-mail.

I have read and understood the notice.

### Add documents

\* Attachment type:

You may upload 3 documents each with a maximum filesize of 3 MB.

Select file (PDF only):  Kursinfo\_Muster.pdf

\* Document name (max. 44 characters):

13. В итоге Вы получите сообщение об успешной догрузке документов

Submission of applications and reports

Submit document regarding the application

✔ The documents were successfully sent!

Document submission completed

Many thanks for submitting the documents

14. Далее Вам вновь необходимо зайти в «Application and Funding Overview». В таблице Ваших заявок появится строка с догруженным документом/ догруженными документами «Document submitted for application название программы»

Applications and funding
Personal data

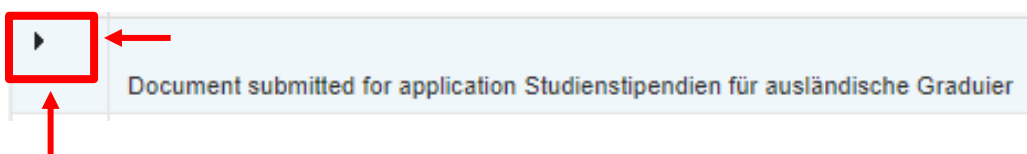
#### Information on your applications and funding

Funding programm number	Funding programme	Date of submission	Type of funding	Application status
50035349	University Summer Courses offered in Germany for Foreign Students and Graduates, 2016	28.10.2015	Initial funding	Application cancelled
57381416	Study Scholarships for Graduates of All Disciplines, 2018/19	31.08.2017	Initial funding	Application submitted

Notifications regarding application / funding 57381416 () - 0000

Subject	from	Role	Send date	Send time	Topic ID	Attachments
Document submitted for application Studienstipendien für ausländische Graduierte	DAAD-Portal		02.10.2017	08:40:27	Support/counselling/scholarship related issues (applicants/scholarship holders)	
New application submitted	DAAD-Portal		31.08.2017	09:20:49	Support/counselling/scholarship related issues (applicants/scholarship holders)	

15. Кликните по черной стрелочке, которая находится слева от «Document submitted for application название программы»



16. Далее откроется очередное меню, в котором Вы сможете скачать догруженный документ. Справа Вы найдете «Summary of additional documents submitted», кликнув по которому Вы сможете скачать сам документ.

Subject	from	Role	Send date	Send time	Topic ID	Attachments
Document submitted for application Studienstipendien für ausländische Graduier	DAAD-Portal		02.10.2017	08:40:27	Support/counselling/scholarship related issues (applicants/scholarship holders)	

Support/counselling/scholarship related issues (applicants/scholarship holders)

Document submitted for application Studienstipendien für ausländische Graduier

Dear Phill Seaman,  
This automatically generated message confirms that you have submitted one or more additional documents for your application as part of the Studienstipendien für ausländische Graduierte aller wissenschaftlichen Fächer, 2018/19 program.  
The changes were submitted using the user name: ph.semyonov@yandex.ru. If the DAAD has any questions about your additional submission, the person responsible will contact you via the DAAD Portal.  
Please find a copy of the additional documents you submitted attached to this message.

Kind regards  
Your DAAD Portal

Attachments for message

Summary of additional documents submitted 84,09

17. После того, как Вы скачали документ, прикрепите его, пожалуйста, к Вашей заявке и принесите, либо отправьте в информационный центр DAAD в Алматы. Все контактные данные и корреспондентский адрес Вы сможете найти на нашем официальном сайте [www.daad.kz](http://www.daad.kz)
18. Таким образом, Вы предоставите нам полноценную заявку со всеми необходимыми документами и сможете полноправно принять участие в стипендиальном конкурсе.