

Checklist PROMOS

Before the stay

- Bankdatenformular:** After the PROMOS scholarship has been approved, the exact start and end date, including a link to the official calendar of the host university and the bank account details, must be communicated by the scholarship holder to the PROMOS office via [online formular](#).
- Scholarship agreement:** After receipt of the scholarship agreement via e-mail, the student will check the correctness of the information and sign it. The completed scholarship agreement will then be sent back to the PROMOS office (via e-mail or post).

During the stay

- Confirmation of stay:** The upper part of the [Confirmation of stay](#) must be completed and signed by you and the host university within the first week after the academic start date. Afterwards it will be sent to the PROMOS office (as a clearly readable photo or PDF via e-mail). Only when this document has been received with the correct data, the payment can begin.
- Changes in start and/or end date:** If the academic start or end date changes during the stay, the PROMOS office must be informed immediately so that a new scholarship agreement can be issued and the funding can be adjusted accordingly.

After the stay

- Confirmation of stay:** The lower part of the Confirmation of stay must be completed and signed by you and the host university within the last week before the end date. Afterwards it will be sent to the PROMOS office (as a clearly readable photo or PDF via e-mail).
- Transcript of records:** Proof of the stay must be submitted to the PROMOS office. In the case of an exchange, this must be in the form of a [certificate](#); in the case of a Bachelor's or Master's thesis, a [confirmation](#) from the supervisor or the person responsible at the host university (as a clearly readable photo or PDF via e-mail).
- Travel report/ summary of the bachelor's or master's thesis:** After the exchange, the document "Final documents overseas" must be filled out in the MoveOn portal. Here, a [travel report](#) of the stay abroad or a one-page long summary of the thesis must be uploaded. A guideline for the preparation of a travel report can be found [here](#).
- Scholarship Certificate:** Only when the Confirmation of stay, the transcript and the travel report are available, a scholarship certificate will be issued by the PROMOS office. This will be issued automatically by the PROMOS office after [all documents](#) have been received.