Registration of a DAAD User Account (DAAD-ID) for a Personal Funding application

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1. Helpful Tips

The DAAD offers various personalised online services including the DAAD application portal. The portal is currently compatible with Windows and Mac OS. The following browsers are supported: Google Chrome, Mozilla Firefox, Safari, Internet Explorer and EDGE.

The portal is not optimised for mobile usage. We do not recommend accessing the portal via mobile phone or tablet. Please use a desktop computer.

To successfully start your application, it is advisable to firstly check the current calls for application in our scholarship database:

http://www.funding-guide.de

To start an application, please follow the links posted in the calls to be directed to the application portal.

Please be aware that the Project Funding and the Personal Funding are distinct areas in the portal and require separate accounts. It is not possible to use the same account for applications in both areas.

If you experience difficulties during the registration process or need technical support, please contact our Portal Hotline via +49 228 / 882 – 8888. The hotline is available on weekdays between 09.00-12.00 and between 14.00-16.00 CET/GMT+1. Furthermore, you may contact the hotline via email: portal@daad.de

2. Procedure of Registration

Firstly, please visit the login page for the personalised DAAD online services via mydaad.de.

When you use follow the links from the application calls in our scholarship database, you are initially redirected to the homepage of the personalised DAAD online services. If you do not have an account yet, you may register as a first step and will then be redirected within the portal to reach the application section.
Welcome to “My DAAD”

The DAAD offers a variety of attractive services – all with just one login.

To use “My DAAD”, you need a DAAD ID, your own and personal user profile.
Register now in just a few clicks and for free.

Frequently Asked Questions

Login with your DAAD ID or register now

[LOG-IN]

or

[REGISTER]

Please click on “Register” to proceed.

On the next page titled “Sign in with DAAD-ID”, you will have to select the option “Register now”.

Sign in with DAAD-ID

Email Address

[Email Address]

Password

[Password]

[SIGN IN]

You do not have a DAAD ID yet? Register now.
Forgot password?
3. Account Details

Enter a valid email address to which you have access. Please note that you will not be able to change this email address afterwards.

You will now receive an email with a verification code. The code is valid for five minutes.

- The sender of the email is “Microsoft on behalf of Deutscher Akademischer Austauschdienst e.V. (DAAD)”.
- The subject is “Deutscher Akademischer Austauschdienst e.V. (DAAD) account email verification code”.

Enter the verification code into the registration form and click “Verify code”. In case you did not receive the email, you can have the verification code sent once again. Please make sure to check your spam and junk folders.

Fill out the additional information on your profile (password, title, first name, surname, preferred language) and confirm that you have read our Data Privacy Statement. The language settings can still be changed later.

Please make sure to the spelling of your name and surname is identical to the spelling in your identification documents.
Tips for setting a safe password:

- 8–16 characters
- 3 of the 4 following criteria must be met:
  - Lowercase letters
  - Capital letters
  - Numbers (0–9)
  - Special characters: @ # $ % ^ & * – _ + = ] ] { } | : ‘ , ? / ` ~ “ ( ) ; .
- Avoid special letters such as Ä, Ö or Ü

Finally, click “Continue“ to set up your account.

Now you can login via MyDAAD using the registered email address and the chosen password. To enter the portal and start an application, please click on “DAAD Services“ on the top of the page and then select “Personal Funding“.

Please note: Your chosen password is now active and must be entered for each login. Please remember the password well. If you should forget your password, you can reset it via the login page.

Please be aware that your account will automatically be locked by our system if the password is entered incorrectly too often. In this case please contact the Portal Support Hotline.

The Portal Hotline is available via +49 228 / 882 – 8888 on weekdays between 09.00-12.00 and between 14.00-16.00 CET/GMT+1. Furthermore, you may contact the hotline via email: portal@daad.de
4. Resetting the Password

To reset your password, please select "Login" on the main page mydaad.de and then click on "Forgot password?"

On the next page, please enter the email address you used for the registration.

You will now receive an email with a verification code, similarly to the registration process. The code is valid for five minutes.

- The sender of the email is “Microsoft im Namen von Deutscher Akademischer Austauschdienst e.V. (DAAD)”.
- The subject is “E-Mail-Prüfnummer für Deutscher Akademischer Austauschdienst e.V. (DAAD)-Konto”.

Enter the verification code and click "Verify code". In case you did not receive the email, you can have the verification code sent once again. Please make sure to check your spam and junk folders.
After the code has been entered, please click on “Continue”.

Should you experience problems with the code, please contact the technical portal hotline.

In the next step you can then set a new password.

Tips for setting a safe password:
- 8–16 characters
- 3 of the 4 following criteria must be met:
  - Lowercase letters
  - Capital letters
  - Numbers (0–9)
  - Special characters: @ # $ % ^ & * – _ + = { } | \ : ' , ? / ` ~ “ ( ) ;
- Avoid special letters such as Ä, Ö or Ü

Finally, click “Continue” to confirm the new password.
5. Changing the Portal Language

To change your portal language after registration, please login firstly via mydaad.de. Once you are signed in, please click on your email address in the top right corner to open a drop-down menu. By using the “Language” switch you can alter the portal language.

Alternatively, please select „Personal Data“ to proceed. In the next window you will have the possibility to change the „Preferred language“. This setting affects the portal language.
Click on the arrow next to the language to open a drop-down menu. The chosen language affects the DAAD application portal and the other DAAD online services that can be accessed via mydaad.de.

Please accept the Data Privacy Statement and click "Continue" to save the choices.